



Haberdashers'
**WEST MIDLANDS
ACADEMIES TRUST**

HEALTH AND SAFETY POLICY 2024

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Named Responsibility of Policy	Mr. D Caslin – Trust Operations and Projects Manager Mr. G Hickey – Headmaster HA Mrs. J Edgar – Principal HAD
Date of Policy	March 2024
Date of next Review	March 2025
Governor Accountability	Audit and Risk Committee
This policy will be readily accessible to Parents/Carers/Staff/Visitors/Members of the Public through the school websites	

INTRODUCTION

This is Haberdashers' West Midlands Academies Trust Health and Safety Policy as required by the Health and Safety at Work Act 1974, and defines the way we manage the health and safety hazards and risks associated with our business, premises, and activities.

Haberdashers' West Midlands Academies Trust is committed to managing health and safety effectively to protect our employees and other persons with whom we interact because we recognise that we have not only a moral and legal duty but also that our employees are our greatest asset.

Our Health and Safety Policy Statement sets out our commitment and the objectives we aspire to in managing health and safety. It is signed by the most senior person in our organisation to demonstrate that our commitment is led from the top.

Our approach to managing health and safety will be pragmatic and proportionate and will be prioritised according to risk with the objective of maintaining continuous improvement. We accept that we cannot eliminate risk from everything we do but we can manage risk in such a way that exposure to hazards is controlled as far as is reasonably practical.

We recognise that improvement in health and safety will not happen by chance and that planning to manage using a systematic approach through risk assessment is a necessary first step and an ongoing process. In moving forwards, we will wherever possible eliminate risk through selection and design of buildings, facilities, equipment, and processes. Where risks cannot be eliminated they will be minimised by the use of physical controls or, as a last resort, through systems of work and personal protection.

Our success in managing health and safety will be measurable and we look to establish performance standards against which we can monitor our progress to identify future actions to go into our improvement programme.

Based on our performance measurement in the form of accident monitoring, internal monitoring, and external audits we will review our health and safety arrangements periodically and at least annually. The results of our measurement will be recorded and presented to the HWMAT Board in our Annual Report.

POLICY REVIEW

This Health and Safety Policy will be reviewed annually by our nominated responsible person.

As each review is completed it will be signed off and dated by our nominated responsible person.

Review Date	Nominated Responsible Person	Title
2 nd March 2025	Derek Caslin	Trust Operations and Projects Manager

DOCUMENT CONTROL

The electronic copy of the Health and Safety Policy provided will remain the controlled copy. Where further controlled copies are required then these should be issued accordingly and added to a register of controlled copies. Any amendments made to the policy will be provided for each of the controlled copies to ensure all controlled copies in circulation remain up to date.

If uncontrolled copies of the policy are printed either in whole or part, or if uncontrolled electronic copies are issued, then these will be clearly marked as an 'UNCONTROLLED COPY.'

Register

Copy Number or Reference	Location kept

AMENDMENT RECORD

Any amendments made to the Health and Safety Policy will be recorded below with information on changes made.

Where significant changes are to be made which could impact on the School, we will consider the reasons for change, potential problems and how it will be implemented.

Date	Section	Ref /Title	Details of amendment made	Change made by

LEGISLATION

Full copies of relevant legislation are available on the Office of Public Sector Information web page (www.opsi.gov.uk) and the National Archives (www.legislation.gov.uk)

HEALTH AND SAFETY POLICY STATEMENT

The management of Haberdashers' West Midlands Academies Trust recognises that it has a legal duty of care towards protecting the health and safety of its employees, pupils and others who may be affected by the school's activities.

In order to discharge its responsibilities, the management of the school

will bring this Policy Statement to the attention of all employees

- Carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk
- Communicate and consult with employees on matters affecting their health and safety
- Comply fully with all relevant legal requirements, codes of practice and regulations at International, National and Local levels
- Eliminate risks to health and safety, where possible, through selection and design of materials, buildings, facilities, equipment, and processes
- Encourage staff to identify and report hazards so that we can all contribute towards improving safety
- Ensure that emergency procedures are in place at all locations for dealing with health and safety issues
- Maintain our premises, provide, and maintain safe plant and equipment
- Only engage contractors who are able to demonstrate due regard to health & safety matters
- Provide adequate resources to control the health and safety risks arising from our work activities
- Provide adequate training, ensure that all employees are competent to do their tasks
- Provide an organisational structure that defines the responsibilities for health & safety
- Provide information, instruction, and supervision of employees
- Regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement

This Health and Safety Policy will be reviewed at least annually and revised as necessary to reflect changes to the school activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all employees.

Signed:

Dated:

On behalf of Governing Body:

RESPONSIBILITIES

The Governors, Principal, Headmaster, senior staff and designated health and safety staff will take all reasonable steps to identify and reduce hazards to a minimum. To assist in this all staff and pupils must be aware of their own and others personal safety in any of the school's activities, both on and off site.

Governing Body

The Board of Governors has strategic responsibility for health and safety within areas of the academy's undertakings. The Board shall ensure that:

- Sufficient resources and strategic direction are allocated by it and its academies to ensure as far as reasonably practicable a safe and productive working environment.
- Competent health and safety advice is available in order to assist line management and comply with regulatory controls.

Trust Operations Team

- The Trust Operations Team are to assist in the Communication between Governing Body and Headmaster/ Principal.

Principal/Headmaster

The Principal/Headmaster is responsible for health and safety day-to-day. This involves:

- Implementing the approved health and safety policy
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to the governing body on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed
- Monitoring all external and third-party contracts, ensuring that they have a Safety Policy, Contractors Liability Insurance and that Risk Assessments/Method Statements are in place and are being adhered to.

The Principal/Headteacher shall:

- Implement and chair termly health and safety consultation meetings at their academy with relevant employee representatives including key staff such as trade union representatives (if applicable) and the Trusts Operations Team. Ensure that meetings are accurately recorded and actions arising are addressed accordingly.
- Attend termly Trust Health and Safety consultation meetings.
- Report significant Health and Safety concerns immediately to the Trusts Operation Team.

- Report accident and near miss data to the Trusts Operations Team monthly.

Teachers and Support Staff

Staff have a duty to take care of pupils.

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operate with the academy/school on health and safety matters
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them
- Follow the Trusts Code of conduct for all staff

Pupils and Parents

Pupils and parents are responsible for following the academy/school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff. The academy/school will have a detailed behaviour policy that students will be expected to adhere to.

Contractors

Contractors will agree health and safety practices with the Site manager before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

HEALTH AND SAFETY RULES

This section of our Health and Safety Policy specifies the rules laid down for the attention of all employees. These rules are prepared in accordance with legal requirements and acknowledged safe working practices. In addition to the legal duty imposed upon employees to comply with these rules, failure to observe them will be considered to be a breach of the contract of employment and will result in disciplinary action being taken.

Employees are reminded that a breach of health and safety legislation by an employee is a criminal offence and action taken by an Enforcing Officer against an individual may result in heavy penalties.

Safety rules may vary depending upon the nature of work and the circumstances therefore the overriding requirement is that employees are expected to act in a sensible manner and adhere to verbal instructions given by Management.

Site security

Site Staff are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

Site Staff are key holders and will respond to an emergency.

Fire

All academies will have site specific emergency evacuation plans in place that have been approved by the Trusts Operations Team.

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly (2 yearly as a minimum).

Emergency evacuations are practised at least once a term.

The fire alarm will be loud, annual audibility tests will take place in each academy/school

Fire alarm testing will take place once a week.

New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.

Each academy/school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities. The arrangements for each student with mobility difficulties will be documented in an individual Personal Emergency Evacuation Plan (PEEP) and will be filed and distributed with the academy emergency evacuation policy.

COSHH

Academies/schools are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed when required by a suitably qualified member of staff and circulated to all employees who work with hazardous substances and are reviewed annually. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

Staff should ensure that any hazardous products are disposed of in accordance with

specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

Gas safety

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer in line with legislation for the type of equipment.
- The Site team shall ensure that gas pipework, appliances and flues are regularly maintained in line with the Trusts Mechanical & Electrical PPM Planners.
- The Site Manager will ensure that all rooms with gas appliances are checked to ensure that they have adequate ventilation

Legionella

The Trust will act as the Duty Holder for each academy/school and will ensure that:

- A water risk assessment has been completed every year or when there is a significant change to the building or management team.
- Appoint the Trusts Operations and Project Manager as the responsible person for ensuring that the identified operational controls are conducted and recorded in the academy/schools waterlog book in accordance with the Building Services Management system.
- This risk assessment will be reviewed every year and when significant changes have occurred to the water system and/or building footprint.
- The Trusts Operations and Project Manager will appoint site deputies who will be suitably trained and will be responsible for the day-to-day management of water hygiene.
- The risks from legionella are mitigated by the following: temperature checks, disinfection of all spray outlets (including showers), legionella routine sampling.

Asbestos

- The Principal/Headmaster will ensure there is written confirmation that no asbestos is present on site.

OR

- All staff are briefed with awareness training on the hazards of asbestos, the location of any asbestos in the academy/school and the action to take if they suspect they have disturbed it
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work
- Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe
- A record is kept of the location of asbestos that has been found on the academy/school site

Equipment

- The Principal/Headmaster will ensure that: all equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place
- When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents

Electrical equipment

The Principal/Headmaster will ensure that:

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to the Principal/Headmaster immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
- Where necessary a portable appliance test (PAT) will be carried out by a competent person
- All isolators switches are clearly marked to identify their machine
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation, and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

PE equipment

The Principal/Headmaster will ensure that:

- Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely
- Concerns about the condition of the gym floor/ other apparatus will be reported to the Site Manager

Swimming pools

The only academy/school that has access to a swimming pool is Haberdashers' Adams. In this instance the pool is totally managed independently by the Site Manager including Lifeguarding, Maintenance, Normal Operating Procedures and Emergency Evacuation Plans.

Display screen equipment

The Principal/Headmaster will ensure that:

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be

continuous/near continuous spells of an hour or more at a time

- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

Specialist equipment

Parents/Guardians are responsible for the maintenance and safety of their children's wheelchairs. In school, staff should promote the responsible use of wheelchairs.

Lone working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager/team duties
- Site cleaning duties
- Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure that they are medically fit to work alone.

Working at height

The academy/school will ensure that work is properly planned, supervised, and carried out by competent people with the skills, knowledge, and experience to do the work.

In addition:

- The Site Manager retains ladders for working at height
- 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

Manual handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they should ask for assistance.

The academy/school will ensure that proper mechanical aids and lifting equipment are available on site, and that staff are trained in how to use them safely.

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching, and reaching where practicable

Off-site visits

When taking pupils off the school premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details
- The academy/school will ensure that there will always be at least one first aider on school trips and visits
- Academy/School Minibuses – All drivers must have a suitable driving licence with the correct classification for the type of vehicle.
- Minibus drivers must carry out pre-vehicle checks before use and record in the vehicle logbook.

Lettings

This policy applies to lettings. Those who hire any aspect of the academy/school site, or any facilities will be made aware of the content of the trusts health and safety policy and will have responsibility for complying with it. All academies must ensure that:

- Signed hire agreement forms are in place which includes damage responsibility and accident reporting
- Business users and event organiser have suitable and sufficient risk assessments in place and have been approved by the academy

Car Parks

Car parks have lots of hazards, all staff must:

- Park appropriately in the designated parking bays.
- Obey traffic signage such as speed limits, give way notices, crossing points and parking restrictions.
- Not park in disabled or parent and toddler bays unless permitted to do so from the Principal/Headmaster or have a parking permit badge clearly displayed.

Violence at work

We believe that staff should not be in any danger at work and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/Headmaster/Principal immediately. This applies to violence from pupils, visitors, or other staff.

Smoking

Smoking, e-cigarettes, and vaping is not permitted anywhere on the Trusts premises.

Infection prevention and control

We follow national guidance published by Public Health England (PHE) when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable. Staff, visitors, and pupils should abide by the following:

Handwashing

- Wash hands with liquid soap and warm water, and dry with paper towels
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings

Coughing and sneezing

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues
- Spitting is not permitted

Personal protective equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals
- Personal protective equipment is provided for all staff where it has been identified in a risk assessment

Cleaning of the environment

- Clean the environment, including toys and equipment, frequently and thoroughly

Cleaning of blood and body fluid spillages

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface

- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- Make spillage kits available for blood spills

Laundry

- Wash laundry in a separate dedicated facility
- Wash soiled linen separately and at the hottest wash the fabric will tolerate
- Wear personal protective clothing when handling soiled linen
- Bag children's soiled clothing to be sent home, never rinse by hand

Clinical waste

- Always segregate domestic and clinical waste, in accordance with local policy
- Used nappies/pads, gloves, aprons, and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- Remove clinical waste with a registered waste contractor
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

Animals

- Wash hands before and after handling any animals
- Keep animals' living quarters clean and away from food areas
- Dispose of animal waste regularly, and keep litter boxes away from pupils
- Supervise pupils when playing with animals
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

Pupils vulnerable to infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The academy/school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly, and further medical advice sought. Advise these children to have additional immunisations, for example for pneumococcal and influenza.

Exclusion periods for infectious diseases

The academy/school will follow recommended exclusion periods outlined by Public Health England.

In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

New and expectant mothers

Risk assessments will be carried out whenever any employee or pupil notifies the academy/school that they are pregnant. This includes advice, support and making reasonable

adjustments for reducing physical activity in the workplace.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly

Occupational stress

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems will be in place within the academy/school for responding to individual concerns and monitoring staff workloads. The Trust provides a number of support systems for staff including referral to Occupational Health (referred to in the Trust's staff absence management policy).

Accident and near miss reporting

Accident record book

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it.
- As much detail as possible will be supplied when reporting an accident
- Information about injuries will also be kept in the pupil's educational record
- Records held in the first aid and accident book will be retained by the academy/school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

Reporting to the Health and Safety Executive

The Operations Team will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Operations Team will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:
 - Fractures, other than to fingers, thumbs, and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury, but could have done
- Near-miss events that do not result in an injury but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here: [How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)
<http://www.hse.gov.uk/riddor/report.htm>

Notifying parents

The Principal/Headmaster will inform parents or carers of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

Reporting to Ofsted and child protection agencies

The Principal/Headmaster will notify Ofsted of any serious accident, illness, or injury to, or death of, a pupil while in the school/academy care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

Reporting a Near miss

- A near miss form will be completed as soon as possible after the incident occurs by the member of staff who deals with it.
- As much detail as possible will be supplied when reporting a near miss. A copy of the near miss will be sent to the Trust Operations and Projects Manager as soon as possible
- Investigation must take place to identify the root cause, applicable risk assessments and methods statements will be adjusted to reflect the investigation outcome if applicable
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

Training

Our staff are provided with health and safety training as part of their induction process.

Staff who work in high-risk environments, such as in science labs or with woodwork equipment, or work with pupils with special educational needs (SEN), are given additional health and safety training.

Risk Assessment

Every activity within the Trust or the academy/school MUST have a suitable and sufficient risk assessment in place. The agreed risk assessment recording template can be found in appendix 3 of this document.

All assessments MUST:

- Be in place and signed by staff that are expected to carry out the task before work proceeds.
- Identify any associated hazards.
- Identify Persons that may be harmed.
- Detail existing controls that are in place.
- Assess the risk using a 5x5 template for severity v probability.
- Detail and record any further actions required and reassess if required.

- Review the assessment annually or if there are any significant changes.

First Aid

The Trust will ensure that first aid risk assessments have been carried out by each academy/school. The assessment will:

- Identify the number and type of first aiders required at each academy/school.
- Identify the number, type, and location of first aid boxes required at each academy/school.
- Persons responsible for monitoring first aid box contents.

Checklists

Below checklists are used to aid this policy.



Haberdashers' WEST MIDLANDS ACADEMIES TRUST

Governing Body

To be completed: Annually

Name of School:

Date:

Health and Safety Management	
Has a report on the last 12 months Health and Safety performance been prepared?	Yes / No
Has a Health and Safety Plan for the next 12 months been prepared?	Yes / No
Health and Safety Performance	
How many accidents/incidents have occurred across the school within the last 12 months?	
How many RIDDOR reportable events have occurred in the last 12 months?	
Is there any outstanding enforcement action?	Yes / No
How many employee claims have been made in the last 12 months?	



Haberdashers' WEST MIDLANDS ACADEMIES TRUST

Headmaster/Principal

To be completed: Annually

Name of School:

Date:

Health and Safety Management	
Has a report of on the last 12 months Health and Safety Performance been prepared?	Yes / No
Has a Health and Safety Plan for the next 12 months been prepared?	Yes / No
Has the Health and Safety Policy been reviewed in the last 12 months?	Yes / No
Are any new policies and procedures required?	Yes / No
If 'yes' please state which:	
Are arrangements in place to ensure health and safety training is provided throughout the school?	Yes / No
Has the Health and Safety Committee met at agreed intervals over the last 12 months?	Yes / No
Are there any outstanding actions from the Health and Safety Committee meetings?	Yes / No
Have risk assessments across all areas been reviewed within the last 12 months?	Yes / No



Haberdashers' WEST MIDLANDS ACADEMIES TRUST

Site Manager/Operations Team

To be completed: Annually

Name of School:

Date:

Health and Safety Management	
Is the Health and Safety Policy current and up to date?	Yes / No
Does the management structure within the Policy reflect the current organisation?	Yes / No
Are arrangements in place to ensure Health and Safety training is provided throughout the school?	Yes / No
Is Health and Safety training up-to-date?	Yes / No
Is all Health and Safety training being recorded?	Yes / No
Is the Health and Safety Policy statement displayed?	Yes / No
Is the Health and Safety Law poster and Employers Liability insurance certificate displayed?	Yes / No
Health and Safety Performance	
Are all accident investigations complete?	Yes / No
Are any outstanding actions required following the investigations to prevent a reoccurrence?	Yes / No
Risk Assessments	
Are risk assessments completed across all departments where necessary?	Yes / No
Are risk assessments brought to the attention of the relevant staff?	Yes / No
Contractors and Maintenance	
Are procedure in place to check the Health and Safety credentials of all contractors and to ensure they have adequate insurance?	Yes / No
Are internal Health and Safety checks completed of the work carried out by contractors?	Yes / No
Training	
Are training records up to date?	Yes / No
Is all induction training up to date?	Yes / No



Fire	
Have emergency drills been practised to test their effectiveness?	Yes / No
Has the fire risk assessment been reviewed within the last 12 months?	Yes / No
Have all the actions from the fire risk assessment been completed?	Yes / No
Has the sprinkler system been tested in the last 12 months?	Yes / No
Is the fire alarm tested for audibility on a weekly basis?	Yes / No
Is the emergency lighting checked monthly and records kept?	Yes / No
Has a fire drill been completed each school term?	Yes / No
Have fire doors been checked to ensure they open fully and close on to the rebate?	Yes / No
Are visitors/contractors signing in and out of the school site on each visit?	Yes / No
Is the fire logbook up to date?	Yes / No
Electricity	
Is the fixed electrical testing up to date?	Yes / No
Is the portable appliance testing schedule being maintained?	Yes / No
Are the accident books/forms available for use and are the details entered correctly?	Yes / No
Gas Safety	
Are gas appliances inspected and tested at prescribed intervals?	Yes / No
Accident / First Aid	
Is there adequate first aid provision throughout all areas?	Yes / No
Are the arrangements for recording accidents and incidents capturing all necessary information?	Yes / No
Are arrangements in place for ensuring that all RIDDOR events are notified to the HSE?	Yes / No
Is the accident/incident investigation procedure effective in improving standards of safety?	Yes / No



Work Equipment	
Has all plant and equipment been serviced in accordance with service agreements?	Yes / No
Are plant and equipment service records up to date?	Yes / No
Is all equipment provided maintained in a safe condition?	Yes / No
Are window restrictors fitted above ground level checked at least termly?	Yes / No
School Environment	
Are conditions comfortable for staff and pupils; adequate heating, lighting and ventilation?	Yes / No
Asbestos (HA only)	
Is there a management plan in place for the control of asbestos at all sites?	Yes / No
Is asbestos awareness training in place for relevant staff?	Yes / No
Legionella Control	
Are control checks being carried out and recorded?	Yes / No
Are water temperatures monitored and records kept up to date?	Yes / No
Are all shower heads descaled termly	Yes / No
Are water systems flushed through after holiday periods?	Yes / No
Are hot water temperatures controlled? (max 43°C in areas where vulnerable pupils may come into contact)	Yes / No
Lifts	
Are all lifts examined in line with the legal requirements under LOLER?	Yes / No
Are all servicing and lift examination reports kept readily	Yes / No
Display Screen Equipment (DSE)	
Have workstation assessments been completed and recorded for all users of DSE?	Yes / No
Are records kept of eye tests and persons issued with glasses?	Yes / No



Hazardous Substances	
Are risk assessments available on the use of all hazardous substances?	Yes / No
Are hazard sheets readily available?	Yes / No
Have relevant staff received COSHH training?	Yes / No
Are hazardous chemicals stored securely?	Yes / No
Roof Areas	
Are roof access doors kept locked and keys retained under the control of a responsible person?	Yes / No
Is lighting adequate? (this includes emergency lighting to the roof for access outside daylight hours)	Yes / No
Is roof edge protection adequate to prevent falls?	Yes / No
Are fragile areas e.g. roof lights, protected?	Yes / No
Are surfaces free from debris and algae and in a good condition?	Yes / No
Plant Rooms	
Are plant rooms kept locked and keys retained under the control of a responsible person?	Yes / No
Is lighting in the plant room adequate? (including emergency lighting)	Yes / No
Are plant rooms clean and tidy and not used as storage areas?	Yes / No
Are main isolation switches clearly labelled?	Yes / No
Are all moving parts of plant and equipment guarded to prevent any person entering the plant room from coming to harm?	Yes / No
Are protrusion, pipework, ducting, low ceiling heights etc that may cause tripping hazards or head bumps highlighted and padded?	Yes / No
Noise	
Are systems in place to prevent staff being exposed to excessive noise?	Yes / No
Have staff received training on the control measures for reducing noise to an acceptable level?	Yes / No
Are noise levels monitored to ensure noise reduction methods are working?	Yes / No



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Do all personnel wear ear defenders in hearing protection zones?	Yes / No
Work at Height	
Has a specific risk assessment been performed on all tasks involving work at height?	Yes / No
Are assessments regularly reviewed?	Yes / No
Are assessments reviewed following an accident/incident or whenever the nature of the work changes?	Yes / No
Are all persons involved with work at height suitably trained?	Yes / No
Is work at height supervised?	Yes / No
Are all ladders / stepladders suitable?	Yes / No
Are ladders/stepladders kept secure to prevent unauthorised use?	Yes / No
Construction projects	
Is the competence of contractors being checked prior to commencing work?	Yes / No
For notifiable projects, is a CDM Coordinator appointed?	Yes / No
Are principal contractors and designers appointed and provided with preconstruction information?	Yes / No
Are welfare arrangements made for all projects?	Yes / No
Is a copy of the health and safety file retained for each project?	Yes / No
Swimming Pools (HA only)	
Has a Normal Operating Procedure been prepared?	Yes / No
Has an Emergency Operating Procedure been prepared?	Yes / No
Are staff trained in the NOP and EOP?	Yes / No
Is the swimming pool plant maintained and records kept?	Yes / No
Are daily water monitoring checks being completed and records up to date?	Yes / No
Are adequately trained life-savers available for all sessions?	Yes / No



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Gas Cylinders	
Are there proper storage areas for flammable liquids and gases? E.g. liquified petroleum gas and acetylene	Yes / No
Are areas where cylinders used and stored suitably signed to indicate their presence?	Yes / No
Vehicles (including minibuses)	
Are all servicing and MOT records up to date?	Yes / No
Have driver licenses been checked within the last 12 months?	Yes / No
Are daily vehicle checks being completed?	Yes / No



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Heads of Department (DT / Science / Food Technology)

To be completed: Annually

Name of School:

Department:

Date:

Health and Safety Management	
Are all policies and procedures being adhered to?	Yes / No
Risk Assessments	
Have risk assessments been completed for all equipment and activities likely to result in injury?	Yes / No
Have all risk assessments been reviewed in the past 12 months?	Yes / No
Have all staff signed off the risk assessments?	Yes / No
Training	
Have all staff received induction training?	Yes / No
Have all staff received relevant health and safety training?	Yes / No
Gas Safety	
Are the gas supply isolators readily identifiable and accessible?	Yes / No
Is a copy of the emergency procedure displayed at or near the gas meter?	Yes / No
Are gas appliances inspected and tested at prescribed intervals?	Yes / No
Manual Handling	
Are steps taken to minimise the risk of injury from manual handling?	Yes / No
Are manual handling assessments completed?	Yes / No
Are manual handling aids/trolleys provided wherever possible?	Yes / No
Equipment	
Is all equipment properly guarded?	Yes / No
Are daily prestart safety checks completed and recorded?	Yes / No
Can all items of equipment be isolated to allow safe maintenance?	Yes / No



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Is all equipment subject to periodic maintenance?	Yes / No
Hazardous Substances	
Are risk assessments available on the use of all hazardous substances?	Yes / No
Do staff who use hazardous substances know where to find information on them?	Yes / No
Are all substances properly and securely stored?	Yes / No
Are all substances in their original, properly labelled containers?	Yes / No
Are all items of personal protective equipment required available and used?	Yes / No
Personal Protective Equipment and Clothing	
Are adequate numbers of goggles/safety glasses provided?	Yes / No
Are goggles/safety glasses checked termly?	Yes / No
Are suitable aprons provided?	Yes / No



Cleaning Supervisor

To be completed: Annually

Date:

Classroom Safety	
Are floors and traffic routes kept free of tripping and slipping hazards?	Yes / No
Are there any changes in floor level or type of flooring that needs to be highlighted?	Yes / No
Is flooring in a good condition?	Yes / No
Is there safe means of access to high areas such as an 'elephant-foot,' step stool or stepladder?	Yes / No
Are procedures in place to deal with spillages e.g. water, chemicals, blood from cuts?	Yes / No
Are trailing electrical leads/cables prevented wherever possible?	Yes / No
Hazardous Substances	
Are all items of personal protective equipment required available and used?	Yes / No
Are all substances in their original, properly labelled containers?	Yes / No
Are all substances properly and securely stored?	Yes / No
Are risk assessments available on the use of all hazardous substances?	Yes / No
Do staff who use hazardous substances know where to find information on them?	Yes / No
Health and Safety Management	
Are all policies and procedures being adhered to?	Yes / No
Manual Handling	
Are manual handling aids/trolleys provided wherever possible?	Yes / No
Are manual handling assessments completed?	Yes / No
Are steps taken to minimise the risk of injury from manual handling?	Yes / No
Have staff received suitable training for manual handling?	Yes / No
Storage Areas	
Are all stacks kept within a reasonable height to prevent them from becoming unstable?	Yes / No



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Are all stored items easily retrievable?	Yes / No
Are goods and items stacked neatly?	Yes / No
Are storage areas kept tidy and floors free from obstruction?	Yes / No
Is all shelving/racking secure to prevent toppling?	Yes / No
Training	
Have all staff received induction training?	Yes / No
Have all staff received relevant health and safety training?	Yes / No