

# Health & Safety Policy



Arthur Mee Road,  
Stapleford,  
Nottingham,  
NG9 7EW.



## Introduction

The purpose of this Health and Safety Policy and supporting documentation is to help us, The Spencer Academies Trust, to meet our legal, financial and moral duties with respect to the management of health and safety at work.

The policy is signed by the senior person in the organisation and is a legal document. The Company will aim to carry out its undertakings in accordance with the requirements of relevant health and safety legislation and in accordance with this Health and Safety Policy.

The Principals will support and enforce this policy and will monitor its implementation, use and effectiveness.

All employees are required to work in accordance with this policy, as well as in accordance with workplace procedures, safe systems of work and risk assessment findings.

Benefits of good health and safety management include, but are not limited to:

- Employee safety
- Tenant safety
- Safety of non-employees (contractors, members of the public, etc.)
- Compliance with legal duties
- Avoidance of legal actions (civil and criminal)
- Avoidance of fines and other costs associated with defending a legal action
- Protection of commercial reputation

We, The Spencer Academies Trust, will only reap the benefits of good safety management and get value from this Health and Safety Policy and supporting documentation if the entire Company is committed to meeting the standards required.



## Health and Safety Policy Statement

### Chellaston Fields Spencer Academy

We will establish and implement a Health & Safety Policy to identify, eliminate, reduce and control the risks associated with our premises and undertakings. We will provide suitable and sufficient resources to meet the requirements of current Health & Safety legislation for all academies under its control.

We will monitor Health & Safety performance regularly and will revise our Health & Safety Policy as required. We will seek to improve the Health, Safety and Welfare of our employees through a system of continuous improvement.

We will carry out suitable and sufficient assessments of the risk arising from our premises, substances and undertakings. We will implement such actions as are required to reduce the risk to an acceptable level, with regard to relevant legislation. Risk assessments will be reviewed regularly and revised as needed. We will conduct specific risk assessments that may be required by specific legislation. We will consult with our staff, as appropriate, on issues relating to Health & Safety.

We will provide suitable and sufficient training for our employees to enable them to work safely and effectively, and to ensure they are competent and confident in the work they carry out.

We will ensure that all work equipment is maintained in a safe and efficient condition, with regular checks and inspections, including statutory examination as and when required. We will provide suitable induction training for all new staff. We will ensure the premises are maintained in a safe and efficient condition, with respect to health, safety and welfare.

We will provide personal protective equipment, as may be required, free of charge to employees.

We will co-operate with others in these premises to ensure that they are aware of any risks to their staff and other people posed by our activities, that we comply with the relevant requirements of fire legislation.

Everyone, whilst at work, has a duty to take reasonable care of their own health and safety; to take reasonable care of the health and safety of others who may be affected by their acts or omissions; to co-operate so that the employer can comply with statutory provisions; not to misuse or interfere with anything provided in the interests of health and safety.

.....

Principal

Rachel Tunney

Policy Issue Status Page

Date	Description of amendments made	Employees made aware of the changes
3/12/2019	Completion of First version	N/A
24.01.21	Revised version	Yes

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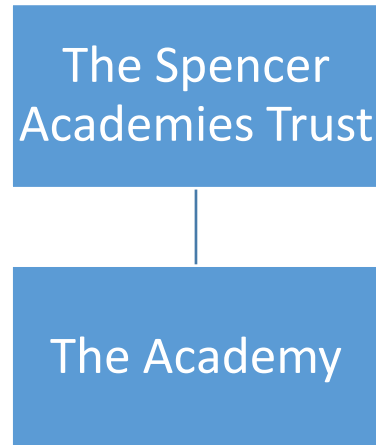


<b>Title</b>	<b>Responsible Person (if appropriate)</b>
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## Organisation Chart



## Principals Responsibilities

**Within the Academy, it is the responsibility of the Principals to ensure that:**

- Employees are made aware of the contents of this Health & Safety Policy, including amendments as and when they are made, and that employees have access to a copy of this Policy.
- The effectiveness of, and the adherence to, the Health & Safety Policy is monitored regularly.
- The Health and Safety Policy is reviewed regularly and revised as necessary.
- Managers and other supervisory staff are fully aware of their health and safety responsibilities, including those described within the Health & Safety Policy.
- Managers and other supervisory staff have sufficient training and experience to discharge their health and safety responsibilities.
- Principals, Managers and Supervisors are kept up to date with respect to relevant health and safety legislation.
- Suitable and sufficient training is identified and provided for all employees.
- Suitable and sufficient assessments of the risks arising from the premises and the undertakings of the Company are completed by competent persons and are reviewed regularly and revised as necessary.
- The actions and recommendations arising from the risk assessments (including the Health & Safety Improvement Plan) are implemented fully, and that suitable arrangement is made to monitor this implementation.
- The risks arising from employers' undertakings are brought to the attention of relevant employees, as well as the control measures to be used and the significant findings of relevant risk assessments.
- Suitable and sufficient arrangements are made for health surveillance and workplace monitoring (noise, COSHH, etc.)
- Suitable arrangements are made for communication and consultation with employees on matters relating to Health & Safety.
- Suitable arrangements are made for First Aid, including the appointment of First Aiders, provision of First Aid kits, etc.
- Details of all notifiable/reportable accidents, diseases and dangerous occurrences (RIDDOR) are reported to the relevant Enforcing Authority.
- Details of all accidents, ill health, near misses and employee safety concerns are recorded and are investigated as appropriate.

- Health & Safety monitoring records are completed at the required frequencies by relevant employees, including Principals.
- Suitable arrangements are made for contact with external organisations such as the emergency services.
- Premises, plant, storage facilities and work equipment are maintained in a safe and efficient condition.
- Adequate arrangements are made for employee welfare.
- Arrangements are in place for statutory examinations of plant and equipment to be made at the required intervals and that all actions arising from these examinations are completed as appropriate.
- Suitable and sufficient resources (money, people, time, materials and equipment) are provided to meet health and safety requirements.
- Adequate insurance cover (Employers' Liability Insurance, Motor Insurance, etc.) is provided.
- Competent persons are appointed to provide health and safety assistance and advice.
- Safe systems of work (including Safe Operating Procedures) are developed and implemented as appropriate.
- The Health & Safety Rules are understood and adhered to by all.

## Employees' Responsibilities

### INTRODUCTION

Employees have a duty to ensure their own health and safety whilst at work and the health and safety of those that might be affected by their acts or omissions.

Some simple aspects of the employees' responsibilities are laid out in the Company's Health and Safety Rules.

#### **Within the Academy, it is the responsibility of all employees:**

- To take reasonable care of their own health and safety and that of others affected by their acts and omissions.
- Not to interfere with or misuse, intentionally or recklessly, anything provided in the interests of health and safety.
- To co-operate with the Trust (or its representatives) so that it can fulfil its legal duties.
- To set a good personal example in relation to health and safety.
- To act in accordance with any specialist training received (such as First Aid, Fire Safety, etc.)
- To report to management any dangerous work situation and any shortcomings in safety arrangements so that appropriate remedial action can be undertaken.

## Health & Safety Rules

### INTRODUCTION

The importance of adherence to health and safety rules in protecting the health, safety and welfare of employees, as well as protecting the health and safety of non-employees is recognised. The following health and safety rules are to be considered as documentation of the common-sense rules that govern health and safety at work.

Employees are reminded of their duties, under Section 7 of the Health and Safety at Work Etc. Act 1974, to ensure their own health and safety (as well as that of others who may be affected by their acts and omissions) and to co-operate with the employer in matters relating to health and safety.

### PRINCIPALS

- The Principals will oversee the implementation and effectiveness of these health & safety rules within the academy.

### EMPLOYEES

Employees must:

### GENERAL

- Co-operate with the Trust (and its Directors and managers) in fulfilling its legal obligations in matters relating to health and safety.
- Not intentionally, or recklessly, interfere with anything provided in the interests of health, safety or welfare.
- Report to management any dangerous work situation and any shortcomings in safety arrangements so that we can take the necessary remedial action.
- Not use any equipment, vehicles, substances, etc. that they have not been trained and authorised to use.

### FIRE SAFETY

- Familiarise themselves with the fire safety arrangements for the site.
- Ensure that they are aware of muster points, location of fire exit routes, firefighting equipment and fire alarm call points.
- Not prop open fire doors or tamper with firefighting equipment.
- Maintain clear, unobstructed access to all exit routes.
- Report any defects in firefighting equipment, blocked exits or obstructed escape routes, etc.
- Not smoke within the premises.

## GENERAL WORKPLACE

- Maintain all access and egress routes throughout the workplace in good condition and ensure that they are free from obstruction and slipping and tripping hazards at all times.
- Never leave cables trailing across floors unless absolutely necessary and then only if the appropriate warning sign is used.
- Keep work areas and workplaces clean and tidy.
- Ensure that rubbish, debris and other waste materials are removed from the workplace at appropriate, regular intervals.
- Clean up or report spillages, but must not expose themselves to harm (known or unknown).
- Ensure that lighting, ventilation and heating are all satisfactory and report any defects.

## ACCIDENTS AND HEALTH

- Report all injuries, accidents and cases of ill health, including minor injuries, caused by or affecting their work to their supervisor or to the principle.
- Ensure the details of accidents and injuries are recorded in the Accident Book and where appropriate reported on T.A.M and the H&S officer notified.
- Report all dangerous occurrences and 'near miss' incidents on T.A.M
- Report any medical condition or medication that they are taking, which could affect their ability to carry out work safely.
- Must not work if they have taken any substance that could affect their ability to work.
- Report immediately any situation that they become aware of that has the potential to cause an accident or injury.
- Co-operate with any incident or accident investigation.
- All reports, incidents or accident investigations must be directly communicated to The Spencer Academies Trust.

## MACHINERY & WORK EQUIPMENT

- Must not operate machinery or use work equipment unless they have been trained and authorised to use it.
- Must not leave machinery or other potentially dangerous equipment unattended while it is in operation.
- Must not clean or adjust moving machinery, unless it has been specifically designed to allow this type of operation and they have been trained to do so.
- Must not carry out repairs and maintenance on machinery (work equipment) unless they have been trained to do so.
- Must not use machinery (work equipment) unless a risk assessment has been carried out and, where appropriate, a safe operating (or working) procedure (SOP or SWP) has been implemented.
- Must not use machinery (work equipment) where there are missing or defective guards and safety devices.
- Must complete machinery guarding and safety device inspections at the appropriate frequency.
- Must report any faults or defects in machinery (work equipment), guards or safety devices immediately.
- Must not interfere with, defeat or otherwise damage or overcome any guard or safety device.

## **HAZARDOUS SUBSTANCES**

- Must only use substances, materials that they have been trained and authorised to use.
- Must make correct use of all suitable control measures (such as extraction, PPE, etc.).
- Must not use substances without access to suitable health and safety information.
- Must ensure that all substances and materials are stored in appropriate locations.
- Must ensure that labels (and warning signs) on all substances and materials are clear.
- Must not store hazardous substances in unlabelled (or mislabelled) containers.
- Must clean up or report spillages, but do not expose themselves to harm (known or unknown).

## **PROTECTIVE CLOTHING AND EQUIPMENT (PPE)**

- Must use the PPE provided in accordance with information, instruction and training.
- Must maintain all PPE provided in good condition.
- Must report any defects found in PPE.

## **COMPANY VEHICLES**

- Must not drive (or operate) a vehicle if they are not authorised to do so.
- Must not drive a vehicle for which they do not hold the appropriate licence or permit.
- Must always check the vehicle prior to use according to the Academy vehicle checklist.
- Must not tamper with the vehicle.
- Must report any damage caused to the vehicle and to property.
- Must not use mobile phones whilst driving.

# Policies



## Asbestos Policy

### INTRODUCTION

We recognise that many people (including teaching staff, pupils, employees, and contractors) can be at risk from the hidden dangers of asbestos in buildings. The MAT and the Academy will cooperate to control the legacy risks created by asbestos in our premises.

#### **It is the policy of MAT to:**

- Appoint a Director or senior manager to oversee the effectiveness of this policy.
- Ensure that they have access to the Asbestos Register.
- To share the Asbestos Register with all interested parties, especially contractors.
- Report any observed deterioration in (or concern about) the condition of asbestos-containing materials within the Academy premises.
- Ensure that only competent contractors are allowed to carry out any work on asbestos, including its removal.
- Ensure that work on asbestos insulation, asbestos coating and insulating board, including sealing and removal to be carried out by a contractor licensed by HSE only.
- Ensure that if asbestos is inadvertently disturbed, the offending work is immediately stopped, the affected area vacated and sealed off and advice sought.
- Complete and Refer to the Asbestos Management guide



## Electrical Equipment Inventory

<b>Compiler:</b>	<b>Date:</b>
<b>Area/operation:</b>	<b>Page</b> of

<b>Description of the Equipment</b>	<b>Identification</b>	<b>Location</b>	<b>Test Period</b>

# Electrical Installation and Equipment Policy

## INTRODUCTION

The MAT and the individual Academies need to work in cooperation to create a safe workplace and a safe teaching environment. The dangers from uncontrolled and inadequately controlled electrical supplies and equipment are recognised. These risks include electric shock, electrocution, and fire. The risks arising from use and condition of the fixed installation (the switchgear and electrical distribution systems for the premises) as well as the use of portable electrical equipment.

**It is the policy of The Academy to:**

- Appoint a Director or senior manager to oversee the effectiveness of this policy.

### Fixed Installation

- Ensure that the fixed electrical installation at each school within the MAT is tested and inspected by a competent person, in accordance with the requirements of the current version of the Wiring Regulations (18<sup>th</sup> Edition).
- Ensure that all corrective actions identified in the fixed electrical installation inspection are addressed in a timely manner.
- Limit work on electrical systems, including fault finding, etc. to suitably trained and authorised competent persons.

### Portable Electrical Equipment

- Create and maintain an inventory of all portable electrical appliances.
- Arrange for a competent person to inspect and test all items of portable electrical equipment at appropriate intervals, such as identified in the relevant risk assessment or determined by a competent person.
- Isolate or take out of service any faulty electrical equipment.
- Test electrical appliances following repair and prior to reinstating their use.
- Take all reasonable precautions to ensure that any hired or leased electrical equipment is safe to use.

## Fire Safety Policy

### INTRODUCTION

The MAT and the individual Academies need to work in cooperation to create a safe workplace and a safe teaching environment. We recognise that fire prevention is an important obligation for all organisations, including ours, and that fire has the potential to present significant risk to our health and safety.

#### **It is the policy of The Academy to:**

- Appoint a Director or senior manager to see the effectiveness of this policy.
- Ensure that they have access to the specific Fire Risk Assessment for the Academy, relating to the premises and to the operations carried out.
- Validate the Fire Risk Assessment, and to ensure that it reflects the fire safety risks and control measures in place at the Academy.
- Conduct suitable Fire Evacuation Drills in accordance with the requirements of the Fire Risk Assessment but at an absolute minimum frequency of once per term.
- Provide Fire Safety Instruction to all staff as part of the Induction Training Process.
- Provide Fire Safety Training (and refresher training) on at least an annual basis for all staff. (Available on iHasco via the Trust)
- Consult with other occupiers of the building or controllers of the premises on matters relating to fire safety.

## Duties of the “Responsible Person”

### INTRODUCTION

**Under the Regulatory Reform (Fire Safety) Order 2005, the duties of the Responsible Person are:**

- General fire precautions to be taken that will ensure, so far as is reasonably practicable, the safety of employees. In relation to relevant persons who are not employees, the responsible person must take such general fire precautions ‘as may reasonably be required in the circumstances of the case’ to ensure that the premises are safe.
- To carry out a suitable and sufficient (fire safety) assessment of the risks to which persons are exposed.
- To ensure that appropriate arrangements for the effective planning, organisation, control, monitoring and review of the preventive and protective measures are in place.
- To ensure that where a dangerous substance is present in or on the premises, risks from that dangerous substance are either eliminated or reduced.
- To ensure that premises are equipped with appropriate fire-fighting equipment and with fire detectors and alarms. Any non-automatic fire-fighting equipment provided must be easily accessible, simple to use and indicated by signs.
- To ensure that routes to emergency exits from premises and the exits themselves are kept clear at all times and emergency routes and exits lead as directly as possible to a place of safety.
- To ensure that procedures for serious and imminent danger are established.
- To ensure that any facilities, equipment and devices provided under the RRFSO 2005 are maintained in an efficient state, in working order and good repair.
- To appoint one or more competent persons to assist with undertaking preventive and protective measures.
- Ensure that employees are provided with comprehensible and relevant information.
- Ensure that the employer of any other employees who are working in or on the premises is provided with comprehensible and relevant information on the risks.
- To ensure that employees are provided with adequate (fire) safety training at the time when they are first employed and on their being exposed to new or increased risks.
- To co-operate with any other responsible person in cases where two or more responsible persons share or have duties in respect of the premises.
- Ensure that every employee is aware that, while at work, they must take reasonable care for the safety of themselves and of other relevant persons who may be affected by his acts or omissions at work.

## Fire Emergency Plan

The Academy must also make an EMERGENCY PLAN. This will be specific to the premises and will detail the pre-planned procedures in place for use in the event of a fire. This must include the following features:

- Action on discovering a fire.
- Warning if there is a fire.
- Calling the fire brigade.
- Evacuation of the premises, including those particularly at risk.
- Power/process isolation.
- Places of assembly and roll call.
- Liaison with emergency services.
- Identification of key escape routes.
- The firefighting equipment provided.
- Specific responsibilities in the event of a fire.
- Training required.
- Specific arrangements, if necessary, for high fire risk areas.
- Contingency plans for when life safety systems such as evacuation lifts, fire detection and warning systems, sprinklers or smoke control systems are out of order.
- Procedures for meeting the fire and rescue service on their arrival and notifying them of any special risks, e.g. the location of highly flammable materials.
- Plans to deal with people once they have left the premises.

## General Fire Safety Checklist

<b>Corridors</b>	
Are fire escape routes kept clear?	Yes/No
Are any combustible items kept or left in the corridor, e.g. tables?	Yes/No
Are any metal cabinets in the corridor always kept shut?	Yes/No
Are all fire exit doors kept unlocked so people can evacuate in the event of an emergency?	Yes/No
Are all fire exits clearly marked?	Yes/No
Is all emergency lighting working?	Yes/No
Is the casing on any emergency lighting clean and in good condition?	Yes/No
Are all fire extinguishers in their correct place?	Yes/No
Do all fire extinguishers have their operating instructions nearby?	Yes/No
Have all fire extinguishers been visually inspected?	Yes/No
Can fire-fighting equipment be easily accessed?	Yes/No
Can fire alarms be heard clearly in every corridor?	Yes/No
Do the arrows on fire evacuation signs point in the correct direction?	Yes/No
Are all signs replaced following any building or decorating works?	Yes/No
Is all fire safety signage in good condition and in the correct place?	Yes/No
Are all fire doors in good condition?	Yes/No
Do all fire doors close properly?	Yes/No
Are all fire doors kept closed?	Yes/No
Are the evacuation procedures displayed prominently?	Yes/No
Is all rubbish removed regularly from the corridors?	Yes/No
Are the corridors cleaned regularly?	Yes/No
<b>Classrooms and other rooms made available for use</b>	
Rubbish bins emptied regularly?	Yes/No
If there is paper recycling, is the paper removed regularly?	Yes/No
Are there good levels of housekeeping within the rooms?	Yes/No
Are all walkways kept clear and without trip hazards?	Yes/No
Can fire alarms be heard in all rooms?	Yes/No
Are all fire doors into the office in good condition?	Yes/No
Do all fire doors in the office close properly?	Yes/No
Are all fire doors kept closed?	Yes/No
Are any of the sockets overloaded?	Yes/No
Do any plugs on any electrical equipment look damaged?	Yes/No
Does any wiring or cabling look unsafe?	Yes/No
Is any desk lighting on an uneven surface and likely to be knocked over?	Yes/No



Are all items of electrical equipment not in use unplugged?	Yes/No
If fire sprinklers are present, is there sufficient space between the top shelf items and the ceiling?	Yes/No

Corrective action	Proposed completion date	Actual completion date	Sign off



## Maintenance Schedule- Fire Safety Equipment

Equipment	Testing frequency	Action
Emergency lighting	Weekly	Check all lighting units to ensure that they're in a good state of repair and apparent working order.
	Annually	Arrange for a full check and test of our system and individual units. This should be carried out by a competent service engineer.
Fire detection systems including smoke alarms	Weekly	Test the operation of both self-contained and manually operated systems. Arrange for repairs to any defective units.
	Annually	Comprehensive test and check of the system by a competent engineer.
Fire extinguishers	Weekly	Make visual checks of all fire extinguishers to ensure that they are in good working order. Ensure that they are in the correct position, e.g. not holding open any fire doors.
	Annually	Full check and test by a competent service engineer.
Hose reels	Weekly	Check any hose reel for correct installation and apparent working order.
	Annually	Comprehensive check and test of the system by a competent engineer.
Torches	Weekly	Operate torches and replace batteries as required. Repair or replace any defective units.
	Annually	Replace all batteries in torches.



## Fire Alarm Inspection Record

Date	Result	Action	Signature



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## Weekly Fire Alarm Inspection Record

Date	Point No.	Result	Action	Signature

### Smoke Detector Inspection Record

Date	Result	Action	Signature



## Fire Extinguisher Inspection Record

Date	Result	Action	Signature



## Monthly Fire Door Inspection Record

Date	Door No.	Result	Action	Signature

## Arson Management Checklist

	Y/N
<b>Arson checklist</b>	
Are the following external areas kept locked, or otherwise secure from potential arsonists: <ul style="list-style-type: none"> <li>- Storerooms</li> <li>- Outhouses</li> <li>- Skips</li> <li>- Combustible materials such as timber</li> <li>- Rubbish bins</li> <li>- Recycling containers</li> <li>- Gas cylinders, such as Liquid Petroleum (LPG)</li> </ul>	Yes/No
Are all points of entry to the building supervised?	Yes/No
If not, are these areas kept locked?	Yes/No
Have we instructed staff to approach unknown visitors to our premises?	Yes/No
Have we got real or dummy CCTV place in our external areas?	Yes/No
Is the whole site locked down at the end of each working day?	Yes/No
Are good quality locks used?	Yes/No
Are broken locks replaced promptly	Yes/No
Are the following kept in a state of good repair: <ul style="list-style-type: none"> <li>- Fences</li> <li>- Gates</li> <li>- Walls</li> </ul>	Yes/No
Do we carry our periodic reviews of our security arrangements?	Yes/No
Have we issued periodic reminders to staff regarding the risks of arson?	Yes/No
Do we have regular collecting of rubbish and materials for recycling?	Yes/No
Have we got good levels of external lighting?	Yes/No

Corrective action	Proposed completion date	Actual completion date	Sign off



# First Aid and Administration of Medicines Policy

## INTRODUCTION

In the event of injury, the importance of providing suitable first aid is recognised. First aid provision is risk assessment based and depends on the number of people on-site and the potential for injury.

### It is the policy of The Academy to:

- Appoint the principal or senior manager to oversee the effectiveness of this policy.
- Appoint and train a suitable number of first aider or appointed persons.
- Display suitable notices with the identity of the normal location of first aiders.
- Ensure that appropriate refresher training is provided at the appropriate frequency.
- Ensure that appropriate special risks are included in the first aider training.
- Provide and maintain suitable and sufficient first aid facilities, including first aid kits.
- Ensure that appropriate student medical information is communicated and made available for First Aiders
- Ensure that student emergency numbers are made available when required.
- Ensure that any Students medication is safely stored in a medical room or locked location, which is accessible to all first aiders. Where controlled medicines are stored these will be in a locked box in a locked room, only authorised staff identified by the principal will have access
- Ensure a suitable number of staff are trained to a level 2 qualification in administration of medications.
- Ensure access to a defibrillator and a suitable number of staff trained in its use.
- Ensure access to an emergency inhaler( where made available for the school to purchase), this will be administered to students/pupils where written parental consent has been provided in advance and only where the student/pupil has been diagnosed with a medical condition requiring the use of an inhaler.
- Ensure access to an emergency EpiPen ( where made available for the school to purchase) ,this will be administered to students/pupils where written parental consent has been provided in advance and only where the student/pupil has been diagnosed with a medical condition requiring the use of an EpiPen.
- The School/Academy will not provide any medicines for use in school or on educational visits.
- The parent/carer must provide any medication to be administered whilst the child is in the schools care with a completed permission to administer form.
- Otherwise ensure that the school's First Aid policy is upheld in full

## First Aid Kit Checklist

<b>Basic Items</b>	
As a minimum, do we have the following:	
A first-aid container which protects its contents from damp and dust?	Yes/No
20 individually wrapped sterile adhesive dressings in various sizes (the combination of sizes will depend on your own needs)?	Yes/No
Where food handlers are employed, detectable blue dressings?	Yes/No
Two sterile eye pads?	Yes/No
Four individually wrapped triangular bandages?	Yes/No
Six safety pins?	Yes/No
Six medium-sized individually wrapped sterile unmedicated wound dressings (roughly 12cm x 12cm)?	Yes/No
One pair of disposable gloves?	Yes/No
A leaflet giving general guidance on first aid, e.g. HSE leaflet "Basic advice on first-aid at work"?	Yes/No
<b>Extra items</b>	
Our assessment may identify the need for certain other items. If so, do we need:	
Extra plasters for environments where sharp tools are used?	Yes/No
Tape?	Yes/No
Individually wrapped moist wipes (useful for dusty areas, such as workshops)?	Yes/No
Blankets (for outdoor workers)?	Yes/No
Sterile water or saline in a sealed, disposable container?	Yes/No
<b>Trips first aid kits: basic items</b>	
These are useful for those who travel regularly. Does our kit contain:	
Six individually wrapped sterile adhesive dressings?	Yes/No
Two triangular bandages?	Yes/No
One large sterile unmedicated dressing (roughly 18cm x 18cm)?	Yes/No
Two safety pins?	Yes/No
One pair of disposable gloves?	Yes/No
A leaflet giving general guidance on first aid, e.g. HSE leaflet "Basic advice on first-aid at work"?	Yes/No
Individually wrapped moist cleansing wipes?	Yes/No
Details of students with medical conditions	Yes/No
Emergency contact details of all staff and students	Yes/No
<b>Trips first aid kits: extra items</b>	
We may wish to consider extra items, depending on the employee needs. Have we included:	
Tweezers?	Yes/No
Tube of antiseptic cream?	Yes/No
Waterproof plasters?	Yes/No

Corrective action	Proposed completion date	Actual completion date	Sign off

## Lone Working Policy

### INTRODUCTION

The risks to employees who work alone are recognised.

Lone working may be defined as any work which is intended to be carried out in isolation from other workers by an individual or a small team of people, where the work activity is due to last more than a short duration.

Lone workers may be defined as any workers who work by themselves without close or direct supervision. The circumstances under which lone workers work away from their bases may include:

- Meeting clients who wish to view properties with a view to purchasing them.
- Travelling to and from visits.
- Elsewhere outside the organisation's control.

#### **It is the policy of The Academy to:**

- Appoint the principal or senior manager to oversee the effectiveness of this policy.
- Identify all activities where lone working may be required.
- Undertake a risk assessment for any and all lone working activities.
- Identify the hazards that are present (or may become present) due to the work activity.
- Ensure that all persons that are recruited to work alone are adequately training and competent.
- Provide an appropriate means of communication for lone workers.
- Prepare a procedure to be adopted to enable lone workers to summon assistance in the case of difficulty or emergency.
- Assign lone working training via the iHasco training portal

# Lone Worker Instructions

## INTRODUCTION

The lone worker is to ensure that, after site induction training, they are aware of the following arrangements and locations:

- Location of First Aid facilities.
- Fire safety arrangements for the premises.
- What the fire alarm sounds like and where the assembly point is.
- Location of Fire Escape Routes and Fire Fighting Equipment.
- Location of any areas that are restricted or to which access is prohibited.
- Complete the lone Working module on iHasco

## Risk Assessment for Lone Working

Date:	Assessor (Print name):
Name of Person being Assessed:	Site:
Signature of Person being Assessed:	Area:
Job Description being Assessed:	Assessment Review Date:

Is it possible to avoid Lone Working? <i>(please tick)</i>	<b>Yes</b>		<b>No</b>	
Can the work be carried out safely by one person who is alone <i>(please tick)</i>	<b>Yes</b>		<b>No</b>	

<b>What special hazards are faced by the Lone Worker <i>(tick as appropriate)</i></b> <i>(Also specify OTHER* - if applicable)</i>					
work Equipment		Violence			
Substances		Fire			
Vehicles		Work at Height			
Lifting/Handling		*			

Is it the Lone Worker a YOUNG PERSON? <i>(please tick)</i>	<b>Yes</b>		<b>No</b>	
If YES, what special considerations are required?				

Is it the Lone Worker a WOMAN? <i>(please tick)</i>	<b>Yes</b>		<b>No</b>	
If YES, what special considerations are required?				

Is it the Lone Worker a MEDICALLY FIT and therefore suitable for lone working? <i>(please tick)</i>	<b>Yes</b>		<b>No</b>	
If YES, what special considerations are required?				



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What SPECIAL ARRANGEMENTS are required to provide FIRST AID in the event of an EMERGENCY?

What SPECIAL EMERGENCY ARRANGEMENTS are required (e.g. in the event of FIRE)?

How will the Lone Worker raise the alarm in the event of an ACCIDENT or ILLNESS?

How will the Lone Worker raise the alarm should a VIOLENT CONFRONTATION occur?

Is the Lone Worker PHYSICALLY/PSYCHOLOGICALLY suitable for lone working? <i>(please tick)</i>	Yes		No	
---	-----	--	----	--

How will REGULAR CONTACT with the Lone Worker be achieved?

Are AUTOMATIC WARNING DEVICES or EMERGENCY ALARMS required? <i>(please tick)</i>	Yes		No	
--	-----	--	----	--

If YES, what specifically is required?

How will you know that the Lone Worker has STARTED/FINISHED their working shift safely?

What special INFORMATION/INSTRUCTION or TRAINING is required by the lone worker?

SUMMARISE below the *key elements* of the SAFE WORKING PROCEDURE for this Lone Worker?

Signature of the employee, signifying agreement with this Risk Assessment:



## Manual Handling Policy

### INTRODUCTION

It is recognised that manual handling operations cause about a third of all workplace accidents and injuries. It is also recognised that such accidents may result in both temporary and permanent disability.

#### **It is the policy of The Academy to:**

- Appoint the Principal and senior manager to oversee the effectiveness of this policy.
- Avoid, so far as is reasonably practicable, the need for manual handling operations to be carried out where there is a risk of injury.
- Carry out a detailed assessment of all manual handling activities, where there is a risk of injury that cannot be avoided.
- Implement controls to reduce the risk of manual handling injuries, depending on the findings of the detailed manual handling risk assessment.
- Consider the use of mechanical handling aids to reduce the need for manual handling.
- Provide, without cost to employees, appropriate PPE (such as gloves and safety footwear).
- Provide such information, instruction, training and supervision as may be required. This is available on the iHasoc on line training portal.

## Minibus Safety Policy

### Rationale

The Academy minibuses are a valuable resource, which helps to provide pupils with access to Academy Visits and Off-Campus Residentials, as well as to numerous other extra-curricular activities. It is essential that all users of this resource are aware of all legal and procedural responsibilities pertaining to its use.

### Aims

1. To provide clear procedures relating to use of the Academy Minibuses
2. To ensure that all users of the Academy Minibuses are aware of their legal responsibilities.

### Eligibility to drive the Academy Minibuses and/or tow a trailer

1. Those permitted to drive the Academy Minibuses must be between 21 and 70 years of age with a Full, clean driving licence and must have category D1 on their licence. Either by test or inherited rights (D1 101).
2. Any endorsements incurred by eligible drivers must be disclosed to the Academy, as these may affect eligibility to drive the vehicle. There will be a bi-annual inspection of driving licences. All eligible drivers will be trained using a recognised training scheme (Midas) every 4 years to ensure high levels of competence and skill.
3. New staff will be required to complete Midas training unless able to provide evidence of previous training. Midas certificates with other providers are transferable if valid.
4. All drivers MUST register their licence details with Total Motion vehicle management who will perform 6 monthly licence checks.
5. Permitted drivers must also abide by the trailer towing guidance. ( page – 5)

### Minibuses.

NB –Driving an Academy Minibus requires different levels of knowledge, skill and awareness. It also carries different legal responsibilities which trained drivers will be made aware of during their Midas training course.

### Procedures

1. The Academy Minibuses must not be used unless the named driver meets the eligibility requirements above.
2. The chief operating officer has overall responsibility for the Academy Minibuses and final powers of authorisation over their use.
3. Drivers of the Academy Minibuses must complete a Minibus Vehicle Check / Log Sheet stored in the Minibus along with the mileage and driver record sheet. This MUST be done prior to use. This is to allow careful monitoring of the Minibus, its condition and its general use.
4. The Academy Minibus should be collected and returned to where it was collected from and keys should be returned at the end of each journey, or as soon as possible thereafter.



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5. Any defects noted must be reported to the designated person as soon as possible. If the driver is in any doubt the vehicle **MUST NOT** be taken onto the road.

6. If fuel is required this can be purchased using the all-star fuel card which is attached to the keys. All receipts must be kept and passed onto the finance department for record purposes. The all-star fuel card is accepted at most garages but please check before fuelling.

<https://www.allstarcard.co.uk/tools/site-locator/>

### **Maintenance/ Licensing of the Academy Minibuses**

1. The Facilities and Health & Safety Officer will ensure the minibuses are maintained and licenced properly, overall responsibility is with the Chief Operating Officer.
2. The Academy Minibuses must be regularly serviced under the terms of the section 19 permit. The School is responsible for arranging this servicing with a reputable and suitably qualified organisation.
3. Prior to ANY journey, the named driver must complete a visual check of the vehicle. This must be completed using a Minibus Vehicle Check/Log Sheet kept in the minibus. Drivers **MUST NOT** assume that point 3 above has been completed. They should remember that as driver, they will be held legally responsible for driving with any defect.
4. Licensing of the Academy Minibuses is the responsibility of the Facilities and Health & Safety Officer, who must ensure that all Road Tax, Insurance and MOT certificates are up to date.

### **In the event of an accident**

1. The driver should inform the Academy as soon as is reasonably possible and also the SAT appointed Health and Safety Officer 0115 9170100 Ext 617
2. Insurance details should be swapped with a third party as soon as is possible. However, **NO LIABILITY** should be admitted.
3. Where it is safe and reasonable to do so, pupils should be removed from the vehicle and taken to a safe area away from the accident site, where they should be fully supervised and provided with a high visibility vest which is kept in the vehicle for emergencies. The emergency services must be called if anyone is injured or the third party fails to provide details.
4. Drivers must fill out a bump card which is located in the folder in each Academy bus
5. A visual check of the vehicle should be undertaken before the journey resumes.
6. If the vehicle is not roadworthy the driver should contact the Breakdown Service.

### **In the event of a breakdown**

1. The driver should inform the Academy as soon as is reasonably possible.
2. The Breakdown service indicated on the windscreen should be contacted as soon as is reasonably possible.
3. Where it is safe and reasonable to do so, pupils should be removed from the vehicle and taken to a safe area away from the breakdown site, where they should be fully supervised and provided with a high visibility vest which is kept in the vehicle for emergencies.



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## **Health and Safety of Drivers and Passengers**

The named drivers should state the following to the pupils before the commencement of the journey:

1. Seatbelts must be worn at all times. This is a legal requirement. (It is the driver's responsibility to check this).
2. Everyone should remain seated at all times.
3. Which entry and exit doors are to be used. (It is recommended that side doors be used except in emergencies).
4. Gangways and doorways are to be kept clear at all times. Bags should be kept on laps or stored under seats securely.

### **Other considerations**

1. If at any time the pupils distract the driver, s/he should stop the vehicle until the pupils are settled. Do not try to continue. Remember that they may also be distracting other drivers.
2. Where possible park the bus with the side doors to the kerb. Where this is not possible, pupils should remain seated until you are able to supervise them from the road.
3. It is essential that all drivers of minibuses have had sufficient rest prior to undertaking a journey. The driver must therefore assess whether they are safe to drive before commencing a trip. Midas recommends a 15 minute break for every 2 hours of driving.
4. Drivers should remember that prescribed medication or over the counter medications may affect their ability to drive.
5. On no account should you drive a Minibus if you have consumed any alcohol within the previous 12 hours.

### **Use of the Trailer and Towing with a Minibus**

If you require the use of the trailer this booking must be made through the Technical Team/  
Technical Team Manager

You must use the trailer for carrying any equipment or items which could cause damage to persons or interior fabric of the vehicle.

For example: An airport run with maximum number of passengers who all have more than an overnight bag (i.e. suitcase/ hand luggage sized bag each. (20x40x55cm)

The trailer keys are located on Upper site in reception. The trailer has 2 locks: a hitch lock and a wheel clamp. You must ensure that both of these locks are used when the trailer is left unattended. The spanner for the lock is located inside the trailer.

You must ensure the trailer is correctly hitched up to the minibus. If you are unsure about doing this, please see a member of the tech team who will go through the use and how to hitch up correctly. Once hitched up the trailer must be locked to the vehicle using the hitch lock.



You must ensure you have attached the correct number plate to the back of the trailer, connected the electric hook-up and checked that all of the lights are working correctly (you may need the help of a 2<sup>nd</sup> person to this)

If you do not feel confident about towing the trailer with the minibus, then please arrange for another driver.

Any incidents or damage to the trailer or vehicles must be reported using the accident form in the minibus folder and reported to the Technical Team Manager immediately.

In the event of a breakdown/ flat tyre the RAC must be called. The driver or any passengers must not attempt to change or repair a flat tyre.

### **Licence**

Only staff who hold the entitlement D1+E on their driving license can tow the trailer. If you have any queries, please ask the Technical Team Manager.

## Trailer Towing Tips

***No driver should attempt to tow a trailer with a minibus without appropriate experience. Max permitted load in trailer 1400kg***

### **Before starting a journey check that:**

- The trailer parking brake is applied, and the wheel clamp and any chocks have been removed and stowed in the trailer
- Tyre pressures are correct, the tyres are undamaged, and the tread depth is legal
- Has the trailer got a number plate, does it match the minibus, and is it unobscured and properly lit?
- The load must be evenly distributed, appropriately secured and that this takes account of tow bar nose weight limit
- The trailer is not overloaded
- The trailer must be correctly coupled to the towball and the hitch lock installed
- The lighting cable between the trailer and the minibus is undamaged, connected and the lights function correctly
- The breakaway cable is correctly attached
- The jockey wheel has been raised and secured
- The trailer parking brake is release before driving away

### On the road

- Don't forget it is there!!
- If you unfamiliar with reversing a trailer find a quiet car park and practice.
- Always keep within the legal speed limits, your capabilities and the road and weather conditions at the time. If you are towing a trailer on a motorway the speed limit is 60 mph (96 Kph). All other speed limits remain as for the minibus
- Remember stopping distances will be greatly increased when towing
- If there are three or more lanes on a motorway you must not drive a vehicle towing a trailer in the right hand lane (Regulations regarding vehicles fitted with a Road Speed Limiter already preclude use of the right hand lane on a three or more lane motorway)
- On returning to site, park the trailer, refit the wheel clamp and reposition the chocks. Report any defects or damage to the Minibus Manager

*This document is for advice only and is not intended to be a complete guide to towing. For further advice or information you should contact the Trust Health, Safety & Transport Manager*

## Rooming Safety Policy

### INTRODUCTION

It is recognised that there are risks, even in the generally safe environments associated with office work. Some of these are dealt with elsewhere (such as Electrical, Fire, DSE, etc.) but some are associated with office work in general.

**It is the policy of The Academy to:**

- Appoint the principal or senior manager to oversee the effectiveness of this policy.
- Ensure that safe access to, and egress from, work areas and work stations are maintained.
- Ensure that the risks from slips, trips and falls are managed by the provision of suitable walkways, floor covering, cable management, etc.
- Ensure that all staircases are provided with suitable, robust handrails.
- Ensure that adequate lighting is provided for office workers.
- Ensure that office are provided with adequate ventilation, based on mechanical and natural ventilation systems.
- Ensure that comfortable working temperatures are achieved and maintained in the offices.
- Ensure that disruptive noises (such as from printers, etc.) are minimised and controlled.
- Ensure that storage equipment (such as shelves, racking and filing cabinets, etc.) is suitable and of sufficient strength for the imposed loads.
- Ensure that filing cabinets are of the “No Tilt” design, or that they are secured to the wall.

## Room (Monthly) Inspection Record

<b>Year:</b>				
<b>Date</b>				
<b>Housekeeping</b>				
Walkways (floor, carpets, obstructions, etc.)				
Cables (computer, electrical, telephone, etc.)				
Rubbish				
Storage arrangements				
<b>General</b>				
Temperature				
Lighting				
Ventilation				
Blinds				
Storage/shelves, etc.				
<b>Display Screen Equipment (DSE)</b>				
Have risk assessments been completed/reviewed for all workstations?				
Cable management				
<b>Fire</b>				
Is the Fire Precautions Log Book being completed?				
Fire Extinguishers				
Exit routes				
Signs				



## Personal Protective Equipment Policy

### INTRODUCTION

While it is recognised that Personal Protective Equipment (PPE) is intended to be a last resort (to protect against risks that cannot be controlled adequately by other means) the importance of the appropriate use of appropriate PPE is also recognised.

#### **It is the policy of The Academy to:**

- Appoint The Principle or senior manager to oversee the effectiveness of this policy.
- Provide PPE, free of charge, where a risk assessment determines that PPE is required.
- Ensure all personal protective equipment will adequately protect the individual from the hazard, fits properly and is as comfortable as possible.
- Provide PPE that conforms to relevant standards (such as EN).
- Provide such information, instruction training (iHasco),and supervision as may be required. Additional training may be required in addition to the iHasco module, this must be considered as part of the overall assessment.
- Provide members of staff using PPE with the appropriate information, instruction and training in the use, maintenance, cleaning and storage of the PPE provided.
- Keep a record of the issue of all items of non-disposable personal protective equipment.
- Enforce the appropriate use of PPE within the workplace.



### PPE Issue Record

Name	Type of PPE Issued (Full Description)	Date Issued	Employee's Signature

## Personal Protective Equipment Checklist

	<b>Y/N</b>
Do our activities require the provision of personal protective equipment (PPE)?	Yes/No
If so, is it appropriate for the risks involved?	Yes/No
Is the PPE also suitable for the conditions which staff work in, e.g. outdoors?	Yes/No
Does it comply with the current British or EU standards?	Yes/No
Is the PPE issued on a personal basis?	Yes/No
If not, is it readily available to staff?	Yes/No
Have all staff been instructed on the importance of wearing it?	Yes/No
Is appropriate accommodation provided for the PPE?	Yes/No
If more than one piece of equipment needs to be worn, are the items compatible with each other?	Yes/No
Is the PPE: -cleaned regularly? -inspected as necessary? -maintained regularly? -repaired when necessary? -replaced if necessary?	Yes/No
Have the staff received adequate training on how to? -wear the PPE -use the PPE -maintain the PPE -report a suspected defect in the PPE?	Yes/No
Have the staff been involved in the selection of PPE?	Yes/No

Corrective action	Proposed completion date	Actual completion date	Sign off

## Pregnant Workers Policy

### INTRODUCTION

It is recognised that some work activities may adversely affect the health of employees who are pregnant or are recent mothers, their unborn children and their babies. The importance of risk assessment to protect such persons is also recognised.

#### **It is the policy of The Academy to:**

- Appoint The Principle or senior manager to oversee the effectiveness of this policy.
- Identify those activities that may put female employees of child-bearing age, or pregnant workers or their unborn children or breast-fed babies at risk.
- Carry out 'pregnant worker' risk assessments on the activities carried out by the female staff of child-bearing age.
- Introduce appropriate control measures where necessary, shown by the risk assessment, to protect against these risks.
- Bring the results of the 'pregnant worker' assessments to the attention of relevant staff.
- Ensure female employees are aware of the need to report the pregnancy to management as soon as it is known, and that this information will be held in confidence.
- Carry out a detailed assessment of an individual's work activities and conditions when we have been notified that they are pregnant, have given birth within the previous six months or are breast-feeding.



## Pregnant Worker & New/Recent Mother Assessment Proforma

Name:	Job title:
Manager:	Date:
Assessor:	Date baby born/due:

Does the work involve (exposure to) any of the following:	Risks identified & rating (H, M & L)	Required Action	Completion date
Awkward spaces and workstations.			
Vibration.			
Noise			
Radiation			
Biological agents			
Chemicals			
Shift patterns/ night work			
Manual handling			
Unusually stressful work			
Cigarette smoke			
Work in wet or slippery surfaces			
Any work in which the taking of rest breaks and/or distance to restroom/toilets may be a problem			
High or low temperatures			
Lone working			
Work at heights			
Travelling			
Exposure to violence.			
Any other work hazards which may pose a hazard to a pregnant or new mother			

Comments:

## Pregnancy Health and Safety Checklist

	Y/N
<b>Physical job demands</b>	
Does the work involve lifting or pushing heavy objects?	Yes/No
Does the work involve standing or squatting for long periods of time?	Yes/No
Does the role involve a lot of walking?	Yes/No
Does the role involve working at height or climbing up steep steps?	Yes/No
Does the employee need to access areas with limited space?	Yes/No
Will any tasks become more hazardous as the employee changes shape and size?	Yes/No
Does the role involve shift work?	Yes/No
If so, does it involve working at night?	Yes/No
<b>Mental job demands</b>	
Does the job involve meeting challenging deadlines?	Yes/No
Does the role involve rapidly changing priorities and demands?	Yes/No
Does the role require a high degree of concentration?	Yes/No
<b>Working conditions - general</b>	
Does the work involve lone working hours or working in remote locations?	Yes/No
Does the role involve any home working?	Yes/No
Are toilet facilities easily available to a pregnant worker?	Yes/No
Is the worker able to take toilet breaks when necessary?	Yes/No
Can the worker take rest breaks when needed?	Yes/No
Can the worker control the pace of her work?	Yes/No
Are there any risks of violence at work?	Yes/No
Does any part of the job involve dealing with members of the public?	Yes/No
If so, does it involve dealing with distressed or disturbed people?	Yes/No
Does the role involve: - Contact with young children or sick people - Unpredictable working hours - Dealing with emergencies	Yes/No
Are there any obstacles in corridors or offices that could cause problems for pregnant women, e.g. in the event of a fire evacuation?	Yes/No
Is the workplace non-smoking?	Yes/No
If not, is the worker separated from any designated smoking area?	Yes/No



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Is there any other form of indoor pollution?	Yes/No
Is the temperature in her working environment reasonable?	Yes/No
Is there enough room for the worker to get in and out of her workstation?	Yes/No
Will there be enough room as the pregnancy develops?	Yes/No
Does the worker have an adjustable seat with backrest?	Yes/No
<b>Specific hazards</b>	
Does any part of the job involve the use of chemicals?	Yes/No
If so, are there any risks to the employee whilst she is pregnant or a nursing mother?	Yes/No
Is there any exposure to vibration, e.g. through the use of hand tools?	Yes/No
Does the employee need to wear personal protective clothing?	Yes/No
If so, will this present a problem as the pregnancy develops?	Yes/No

Corrective action	Proposed completion date	Actual completion date	Sign off

## Safeguarding on Site Policy

### INTRODUCTION

It is recognised that the Safeguarding of vulnerable group is an important issue and needs to be managed effectively. Vulnerable groups can include Children, Young Persons, Disabled Persons, and Elderly Persons, as well as other groups.

- You must always Refer to the Safegaurding Policy on the Trust web site - <http://satrust.com/wp-content/uploads/2018/09/Safeguarding-Statement-1.pdf>

### It is the policy of The Academy to:

- Appoint The Principle or senior manager to oversee the effectiveness of this policy.
- Ensure that all workers are provided with appropriate Safeguarding instruction and training before working on any site where vulnerable groups are likely to be present (such as schools, playing fields, etc.).
- Ensure that all work is planned, managed, and supervised to avoid the potential of workers having any unrestricted access to vulnerable persons. Where this cannot be achieved, then the work will be planned, managed, and supervised to reduce such access to a minimum level.
- Require all workers who may be required to work on any site where vulnerable groups are likely to be present will undergo DBS checking before such work is carried out.
- Provide all workers that may be required to work on any site where vulnerable groups are likely to be present with a photo-ID card that displays:
  - Company Name and contact details (office phone number)
  - Worker's Name
  - Worker's DBS Number and renewal date
- Ensure that all workers on any site where vulnerable groups are likely to be present will wear the Photo-ID card in such a way as to be easily visible.
- The (RAMS) Risk Assessment Method Statement for the site will include detailed site rules that will include details of acceptable and unacceptable behaviour with respect to Safeguarding. This will include details such as:
  - Dress code for the site (such as Tops must be worn)
  - Unacceptable language
  - Unacceptable behaviour
  - Unacceptable communications (such as whistling, etc.)
- Any incident (or suspected incident) arising during work (or in any way related to work) will be investigated fully by the Company.
- The effectiveness of this Policy will be checked through Active Monitoring (such as through site audits, in addition to supervisory checks and reports).



## Snow & Ice Policy

### INTRODUCTION

It is a popular misconception, but there is no law stopping you from clearing ice and snow from your property, or from public pavements and areas outside your property. Heads of establishments are responsible for ensuring that the means of access to their establishment is safe for both employees and visitors and that adequate arrangements are made to ensure that the risks from snow and ice are minimised. The true position is that a company may be held liable for 'failing to act reasonably' in order to prevent accidents caused by snow and ice.

You must be careful not to make the situation worse, and to clear snow and ice sensibly, particularly from around steps and steep slopes.

#### **It is the policy of The Academy to:**

- Clear snow and ice from roads and pathways on our premises.
- Avoid making pathways more dangerous by allowing them to refreeze.
- Clear snow and ice from steep slopes and steps.
- Prioritise important and well-used routes over less used routes.
- Clear a route 1m wide on pathways.
- Apply grit or salt to keep road and pathways from freezing.
- Make checks at appropriate intervals to ensure that road and pathways remain clear where temperatures remain below freezing.
- Consider the needs of employees and visitors, in particular, disabled and elderly visitors.
- Ensure that adequate equipment is available to clear snow and ice.
- Make The Spencer Academies Trust aware of any academy closing due to snow or ice.
- Ensure that any academy closing due to snow or ice is communicated prior to an agreed time to all students via social media ( Facebook, Twitter, etc.), radio or other means.
- Ensure all staff are made aware of the academy closing by text service or other agreed means of communication.

# Training Policy

## INTRODUCTION

It is recognised that good quality; timely training is vital to the protection of the health and safety of employees. Training needs of employees should be assessed, and training should be provided by a competent person. Training should be focused on the needs of the employee and the company. Training is important in helping the company comply with health and safety legislation.

### **It is the policy of The Acedemy to:**

- Appoint The Principle or senior manager of the academy to oversee the effectiveness of this policy.
- Identify the health and safety training needs of employees.
- Provide suitable and sufficient health and safety training to employees who will have this information logged on to the IHASCO system.
- Arrange for health and safety training to be delivered by a competent person or persons.
- Maintain suitable and sufficient records of the health and safety training provided.
- Employee training will include, but is not limited to:
  - Induction training for new employees.
  - Refresher training for existing employees.
  - Fire safety and emergency procedures training.
  - Introductory training to the company's health and safety policy, etc.
  - COSHH awareness training.
  - Machinery safety training.
  - Job-specific training, as required.
  - Training required by specific pieces of legislation.
- Provide suitable health and safety awareness training for Principals and managers.

## Training (Induction) Policy

### INTRODUCTION

It is recognised that good quality; timely training is vital to the protection of the health and safety of employees, including induction training. Training is important in helping the company comply with health and safety legislation.

#### **It is the policy of The Academy to:**

- Appoint The Principle or senior manager to oversee the effectiveness of this policy.
- Provide suitable and sufficient health and safety induction training for employees.
- Arrange for health and safety induction training to be delivered by a competent person or persons.
- Maintain suitable and sufficient records of the health and safety induction training provided.
- Induction training will include (as appropriate), but is not limited to:
  - A guided tour of the premises.
  - Fire safety and other relevant emergency procedures.
  - An introduction to the location and contents of the Health and Safety Policy.
  - Relevant method statements and risk assessments.
  - Use of personal protective equipment.
  - Welfare arrangements.
  - Specific site safety issues.



## Health & Safety Training Needs Record

Job title:		Name:		
Manager:		Date:		
Training requirements for job		Relevant previous training		
Identified training need	Target date	Completion date	Employee's signature	Employer's signature
Fire Awareness - iHasco				
Slips, Trips, Falls - iHasco				
Manual Handling - iHasco				



### Employee Health & Safety Training Record

Job title:	Name:
Manager:	Date:

Date	Training course title	Trainer	Employee's signature



## Employee Health & Safety Induction Training Record

Job title:	Name:
Manager:	Date:

Induction training item	Induction trainer	Employee's signature	Date
An introduction to the management and supervisory team.			
A guided tour of the premises, identifying facilities and routes.			
Introduction to the site fire safety and other relevant emergency procedures.			
An introduction to the Health and Safety Policy, including the location of policy and relevant information.			
An introduction to the company approach to method statements and risk assessments.			
Information relating to the provision and use of personal protective equipment.			
Welfare arrangements.			
Details of any specific site safety issues.			

To be completed by the Employee:

Basic Health Questionnaire Section	
Have you ever suffered from hearing problems (such as tinnitus or noise-induced hearing loss)? If so, please give details.	
Have you ever suffered from skin problems (such as dermatitis)? If so, please give details.	
Have you ever suffered from respiratory problems? If so, please give details.	
Have you ever suffered from vibration-related problems? If so, please give details.	

Further details may be required.



## Toolbox Talk Record

Subject:	Trainer(s):
Location:	Date:
Bullet list of items covered (or refer to attached documents):	

Employee's Name	Employee's Signature

## Training (Site Induction) Policy

### INTRODUCTION

It is recognised that good quality, timely site induction instruction and training is vital to the protection of the health and safety of our employees and of others working on sites, including those that are under our control.

#### **It is the policy of The Academy to:**

- Appoint The Principle or senior manager to oversee the effectiveness of this policy.
- Instil the need for appropriate site induction training in our employees.
- Provide site induction training in sites and areas of sites that are under our control.
- Keep suitable records of the site induction undertaken by our employees and of that given to others.
- Site induction training will include (as appropriate), but is not limited to:
  - A guided tour of the premises.
  - Fire safety and other relevant emergency procedures.
  - First aid arrangements.
  - Discussions of relevant method statements and risk assessments.
  - Use of personal protective equipment.
  - Welfare arrangements.
  - Smoking restrictions and areas.
  - Specific site safety issues, such as:
    - Housekeeping
    - Asbestos
    - Flammable and hazardous substances
    - Moving vehicles
    - Work at heights



## Traffic Management Policy

### INTRODUCTION

The risks associated with traffic movements when working on the highway are recognised. The need for expert, contracted advice and assistance are also recognised.

**It is the policy of The Academy to:**

- Appoint The principal or senior manager to oversee the effectiveness of this policy.
- Appoint a competent contractor to plan and organise traffic management.
- Monitor the actions of the appointed contractor (see Control of Contractors (Sub-Contractors Policy)).
- Where appropriate, to work in accordance with the provisions of the Approved Code of Practice of the New Roads and Street Works Act 1991 or of Chapter 8 of the Traffic Signs Manual (as may be appropriate).
- Assess the risks arising from traffic management and to implement suitable control measures.
- Ensure that employees under our control are aware of the risk associated with traffic movements and of the control measures to be used to avoid or reduce these risks.

## Visitors' Policy

### INTRODUCTION

It is recognised that visitors to the premises may be at greater risk due to their lack of familiarity with the plant, equipment and premises. We accept our duty of care towards all visitors and encourage employees to have regard to the health and safety of visitors at all time.

#### **It is the policy of The Academy to:**

- Appoint The Principle or senior manager to oversee the effectiveness of this policy.
- Ensure, as far as is reasonably practicable, the health and safety of all visitors to our premises.
- Ensure visitors are aware of our rules and procedures, as they relate to visitors. Rules for visitors are displayed in the reception area.
- Accompany visitors wherever possible or, if unaccompanied, warn them of any danger areas or foreseeable risks.
- Accompany visitors to the fire assembly point in the event of an evacuation of the premises.
- Control the access of visitors, including contractors, to ensure the health, safety and security of our staff.
- Record all accidents and injuries to visitors in the Accident Book and carry out a suitable investigation into the incident.

## Water Hygiene Policy

### INTRODUCTION

Water hygiene is one aspect of running our business. The provision of safe water at the appropriate temperature is recognised. The health risks from Legionella are understood within the organisation.

#### **It is the policy of The Academy to:**

- Appoint a Director or senior manager to oversee the effectiveness of this policy.
- Arrange for a Water Hygiene Risk Assessment to be carried out by a competent person for each of our premises.
- Implement the recommendations of the Water Hygiene Risk Assessment.
- Monitor and record water temperatures regularly.
- Flush infrequently used outlets on a regular basis and to keep suitable records.
- Arrange cleaning and disinfection of water storage tanks, as appropriate.
- Provide suitable and sufficient training to relevant staff for all water hygiene to be managed effectively.

## Legionella Checklist

	Y/N
<b>1. System design</b>	
Does our system comply with the Water Supply (Water Fittings) Regulations 1999?	Yes/No
Are all materials for pipework acceptable for use in water systems?	Yes/No
Are all water fittings acceptable for use in water systems?	Yes/No
Are the jointing materials compatible for use in water systems?	Yes/No
Is backflow to the mains prevented?	Yes/No
Are insect screens fitted to the overflow?	Yes/No
Are insect screens fitted to any vent pipes?	Yes/No
Is there adequate access to allow for cleaning and disinfection of the system?	Yes/No
Is there sufficient access to allow for drainage of the system?	Yes/No
Do we have a plan for the water system?	Yes/No
If so, is it up to date?	Yes/No
Do we have operating and maintenance procedures for the system?	Yes/No
If so, are they up to date?	Yes/No
<b>2. Coldwater system</b>	
Are the cold water tanks situated in a cool place?	Yes/No
Are they insulated to avoid water temperatures getting above 20°C (or freezing)?	Yes/No
Are the tanks the correct size to ensure at least one volume throughput per day?	Yes/No
Are the tanks fitted with suitable tight-fitting covers?	Yes/No
Are the tanks free of vermin?	Yes/No
Are the tanks free of sludge and sediment?	Yes/No
Is the water surface clean and shiny?	Yes/No
Are the cold water distribution pipes insulated (especially from any heat pipes) to prevent more than a 2°C rise in distribution?	Yes/No
Can these pipes be inspected to check the integrity of the insulation?	Yes/No
Is the water temperature below 2°C at the sentinel taps (nearest and furthest from the storage tank) after being run for two minutes?	Yes/No
<b>3. Hot water system</b>	
Are the storage capacity and recovery rate of the water heater (calorifier) correct in order to ensure no drop in supply temperature?	Yes/No
Can it deliver water at a minimum temperature of 60°C?	Yes/No
Is the return temperature to the calorifier at 50°C or above?	Yes/No
Is hot water delivered to the sentinel taps (first and last for a re-circulating system; nearest and furthest for non-re-circulating) at 50°C within one minute?	Yes/No



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Is a drain value fitted to the calorifier to achieve effective drainage at least annually?	Yes/No
Are hot water pipes insulated (especially if next to cold pipes)?	Yes/No

<b>4. General</b>	
Is scale control required in hard water areas?	Yes/No
Are measures in place to minimise the risk of scalding?	Yes/No
Are thermostatic mixing valves required?	Yes/No
If so, are they fitted as close as possible to the point of use?	Yes/No
If there are any showers, are they used at least once a week?	Yes/No
Are the shower heads and hoses cleaned and descaled at least quarterly?	Yes/No
Are all water outlets required or regularly used?	Yes/No
If not, can any redundant pipework be removed?	Yes/No
Are any outlets not in regular use flushed for several minutes at least weekly?	Yes/No
Are records of any monitoring kept?	Yes/No
Are maintenance and servicing records kept?	Yes/No
<b>5. Management responsibilities</b>	
Have we designated day-to-day responsibility for maintaining our water systems to one named manager?	Yes/No
Have we briefed this individual as to the exact nature of their responsibilities?	Yes/No
Where necessary, have we provided them with the necessary training?	Yes/No
<p>This checklist has been completed to the best of my knowledge.</p> <p>Signed: ..... Date: .....</p> <p><b>Note: A copy of this assessment should be retained for at least three years.</b></p>	



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### Legionella Testing Record Sheet

Date	Outlet	Flushed	Cold Temperature	Hot Temperature	Satisfactory	Action Required	Signed Off (signature and date)

## Work at Height Policy

### INTRODUCTION

The dangers associated with work at height are recognised. Work at height is still the major cause of death within the workplace. Work at height is defined as any work from which a fall may cause injury and can include modest heights. Where reasonably practicable, work at height will be avoided, but where it cannot be avoided effects will be made to ensure that the work is carried out safely, so far as is reasonably practicable.

#### **It is the policy of The Academy to:**

- Appoint The Principle or a senior manager to oversee the effectiveness of this policy.
- Avoid work at height where reasonably practicable.
- Carry out a risk assessment for all work at height activities.
- Ensure that any work at height is suitably planned and supervised by a competent person.
- Ensure that all those involved in work at height are competent to do so.
- Introduce suitable control measures where work at height cannot be avoided to reduce the risk associated with the work at height to as low a level as is reasonably practicable and that suitable and sufficient measures to prevent falls are implemented.
- Ensure that where appropriate, suitable access equipment (such as ladders, stepladders, podiums, tower scaffolds, scaffolds, scissor lifts, cherry pickers, etc.) is provided.
  - Access equipment is checked and/or erected by a competent person.
  - Access equipment that is left in position for a long time is rechecked at intervals.
- Ensure that any access equipment is suitable for the task and is in, and remains in good condition.
- Ensure that suitable measures are in place to prevent injury from falling objects.
- Mitigate the effects of falls from height as far as is reasonably practicable.
- Monitor work at height activities to ensure that control measures are implemented correctly.

## Ladder Safety Procedures

<b>To ensure that:</b>	
Before you use a ladder, you have considered if the work could be carried out by a safer method, but have concluded that it isn't viable.	Yes/No
The ladder is significantly strong and strong enough for its intended use.	Yes/No
There are at least three rungs extending beyond a roof's edge.	Yes/No
The ladder is secured at the top, wherever practicable.	Yes/No
The ladder is positioned so that the base won't slip outwards ('one out, four up' rule).	Yes/No
The base of the ladder is placed on a firm, level and dry surface.	Yes/No
If the ladder needs to be placed on grass, that it has a large wooden board placed underneath it to prevent it from slipping.	Yes/No
The bottom of the ladder has been secured by stabilisers or ties, to a stable, fixed object.	Yes/No
If this isn't possible, that there's another person around to "foot" the ladder.	Yes/No
When in use, the ladder rests against a solid surface (not guttering or similar).	Yes/No
You always keep your body facing the ladder at all times, in the middle of the ladder.	Yes/No
You use a shoulder bag, a belt holster or belt hooks for carrying tools up and down.	Yes/No
If the ladder has been loaned, that it's been checked on return as safe for further use.	Yes/No
If the ladder is placed in front of a door, that the door remains locked or guarded.	Yes/No
<b>Do Not Ever:</b>	
Use a ladder in strong wind.	
Use a ladder in heavy rain.	
Use a ladder near any power lines.	
Overreach when using a ladder.	
Have more than one person on a ladder at any one time.	
Try to carry a long ladder on your own. Always get assistance.	

Corrective action	Proposed completion date	Actual completion date	Sign off



## Work Equipment & Machinery Policy

### INTRODUCTION

The dangers associated with the provision and use of work equipment is recognised. There are risks of harm both to those using work equipment and also to those around them (co-workers, contractors, visitors, etc.). Work equipment must be maintained in good condition and must be inspected regularly.

#### **It is the policy The Academy to:**

- Appoint The Principle or senior manager to oversee the effectiveness of this policy.
- Provide work equipment that is safe, and that is suitable for the tasks to be undertaken.
- Ensure that all work equipment is maintained, inspected, tested and subject to thorough examination as and when required by specific legislation.
- Ensure that suitable records are maintained of maintenance, inspection, test and statutory examination of work equipment.
- Carry out regular, recorded inspections of all machinery guarding and other safety devices.
- Complete specific assessments of the risks arising from work equipment, as required by the Provision and Use of Work Equipment Regulations.
- Implement and enforce such control measures as determined by the assessments of risk.
- Provide information, instruction, training and supervision, where appropriate, to relevant employees.
- Ensure that all work equipment is CE marked as appropriate and that suitable and sufficient documentation is obtained from the manufacturers and suppliers.
- Prevent or control access to the dangerous parts of machinery and other work equipment.
- Ensure that all controls, including emergency controls, conform to the requirements of the Provision and Use of Work Equipment Regulations.
- Provide suitable means of isolating the work equipment from electricity (and other sources of energy) where appropriate.

## Equipment Safety Checklist

	Y/N
<b>Safety features</b>	
Are all dangerous parts of machinery guarded?	Yes/No
Are all machine guards in good working order?	Yes/No
Have all operators been instructed on the importance of not disabling any machinery guarding?	Yes/No
Is it difficult to disable or override the guarding mechanism?	Yes/No
Is it impossible to start the machine by re-setting the safety device?	Yes/No
Is there an emergency stop button?	Yes/No
Is this easily accessible to the operator in the event of an emergency?	Yes/No
Can all controls be operated easily?	Yes/No
If the power is isolated, can the moving parts stop without the operator coming into contact with them?	Yes/No
Can the equipment be isolated from power to prevent accidental reconnection by? - Locking it off - Removing a plug from a socket which is easily visible to the equipment user	Yes/No
Are any staff likely to be located in a position that puts their safety at risk when the equipment is activated?	Yes/No
If the power fails, does the start device need to be activated to restart the equipment?	Yes/No
<b>Hazard management</b>	
If applicable, are existing systems of work adequate to protect against:	Yes/No
- Items being ejected	Yes/No
- Items falling from the equipment	Yes/No
- Collapse	Yes/No
- Explosion	Yes/No
- Fire	Yes/No
- Overturning	Yes/No
Are lighting levels sufficient for operators to work safely?	Yes/No
Where necessary, is the equipment made stable, e.g. by clamping?	Yes/No
Are operators protected against temperature extremes, e.g. by insulation?	Yes/No
If local exhaust ventilation (LEV) is installed, is it tested as necessary, e.g. at least once every 14 months?	Yes/No
Are sufficient records kept?	Yes/No
If the equipment is pressurised, do we have a written scheme of examination as required by the Pressure Systems Safety Regulations 2000?	Yes/No



<b>Information and training</b>	
Have all staff been issued with written instructions for safe use of the equipment?	Yes/No
Have all operators received training in safer use of the equipment?	Yes/No
Do we have records to demonstrate this?	Yes/No
Are there measures in place to ensure that the training has been understood?	Yes/No
Is the equipment used in accordance with the manufacturer's instructions?	Yes/No
<b>Safe Use</b>	
Is the equipment only used in an appropriate environment?	Yes/No
Is adequate ventilation provided?	Yes/No
Where necessary, are there appropriate warning signs, e.g. noise warnings, restrictions on use, etc.?	Yes/No
Are the start and stop controls clearly marked and visible?	Yes/No
<b>Maintenance</b>	
Where necessary, is there a system of planned preventative maintenance in place?	Yes/No
Have clear instructions been given to those responsible for carrying it out?	Yes/No
Is this documented?	Yes/No

Corrective action	Proposed completion date	Actual completion date	Sign off



## Machine Inspection Record

Machine Description:											Month/Year:					
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Controls																
Emergency stops																
Guards																
Safety devices																
Extraction																
General																

	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Controls																
Emergency stops																
Guards																
Safety devices																
Extraction																
General																

## Workshop Safety Policy

### INTRODUCTION

It is recognised that there are many potential dangers associated with woodworking and metalworking workshops. Many of these dangers are considered elsewhere in this policy, such as moving vehicles, etc.

#### **It is the policy of The Academy to:**

- Appoint The Principle or senior manager to oversee the effectiveness of this policy.
- Restrict access to the workshop area until authorised persons unlock.
- Ensure adequate lighting and ventilation in the workshop areas.
- Ensure that suitable arrangements have been made to segregate students from moving vehicles, including delivery vehicles.
- Provide suitable high visibility clothing to relevant workers and to ensure that it is worn as appropriate.
- Ensure that all machinery supplied is in good condition and is maintained and serviced in accordance with the manufacturers' (or other similar) recommendations.
- Ensure that all machinery guards, and other safety devices, are checked and inspected by a competent person at regular intervals, with suitable records maintained.
- Provide suitable PPE for those working in the warehouse, including overalls, warm clothing, high visibility clothing, safety footwear, gloves, etc.



## Workshop Weekly Inspection Record

<b>Month/Year:</b>					
<b>Date:</b>					
<b>Access/Egress</b>					
Condition of floors					
Walkways (safe pedestrian access/egress)					
General Housekeeping					
Rubbish					
Slipping and tripping hazards adequately controlled					
<b>Noise</b>					
Noise levels acceptable					
Ear protection is worn as required					
Notices displayed					
<b>Personal protective equipment (PPE)</b>					
Appropriate PPE available					
PPE is worn as required					
<b>Machinery</b>					
Daily machinery checklist being completed					
Extraction systems					
Areas around the machines are clean & clear					
<b>Forklift trucks</b>					
Daily checklists completed					
Use of forklift truck adequately controlled					
General condition					
<b>Battery charging station</b>					
Barriers					
Eyewash (available/date)					
Eye protection (available)					
<b>General</b>					
Temperature					
Lighting					
Welfare facilities					

# Abbreviations

## Abbreviations

<b>ACoP</b>	Approved Code of Practice
<b>COSHH</b>	Control of Substances Hazardous to Health
<b>DSE</b>	Display Screen Equipment
<b>DSEAR</b>	Dangerous Substances and Explosive Atmospheres
<b>PPE</b>	Personal Protective Equipment
<b>PUWER</b>	Provision and Use of Work Equipment
<b>RIDDOR</b>	Reporting of Injuries, Diseases and Dangerous Occurrences
<b>SOP</b>	Safe Operating Procedure
<b>SWP</b>	Safe Working Procedures



# Inspection Records



## Slips and trips Checklist – Walkways and Work Areas

	Y/N
Are your walkways kept clear?	Yes/No
Are the flooring level and free of trip hazards?	Yes/No
Are the floors and walkways clear of obstructions?	Yes/No
Are any very large or awkward-shaped objects stored in a way, so they aren't dangerous to those passing by?	Yes/No
Are holes in the floor surface repaired or otherwise made safe?	Yes/No
Are there any barriers or safety signs to cordon off unsafe areas?	Yes/No
Is there safe clearance for walking in aisles where motorised or mechanical handling equipment is operated?	Yes/No
Are there any spillages?	Yes/No
Is there a system in place to ensure that all spillages are reported?	Yes/No
Is there a system in place to ensure that all spillages are cleared up immediately?	Yes/No
Are wet surfaces covered with non-slip materials?	Yes/No
If necessary, are non-slip safety shoes provided?	Yes/No
Are the floors clean?	Yes/No
Are the floors cleaned significantly, regularly?	Yes/No
Are materials or equipment stored in such a way that sharp objects don't interfere with the walkway?	Yes/No
Are changes of direction or elevation really identifiable?	Yes/No

Corrective action	Proposed completion date	Actual completion date	Sign off

## Site Safety Audit

Principal Contractor:

Date:

Site Contacts:

Auditor:

Site:

Ref	Item	Y/N	Comments
<b>1</b>	<b>Site, Presentation, Security &amp; Welfare</b>		
	Site security arrangements (public)		
	Site security arrangements (contractors)		
	Signage		
	Canteen facilities		
	Toilet facilities		
	Drying room facilities		
	Drinking water available		
	First aid arrangements		
	Site tidiness/storage of materials		
	Suitable arrangements for waste		
<b>2</b>	<b>Housekeeping</b>		
	Access & egress		
	Local waste collection (bins)		
	Main waste collection		
	Trip hazards controlled		
	Sharp hazards controlled		
	Monitored		
<b>3</b>	<b>Access Equipment</b>		
	Suitable		
	Maintained & checked		
	Inspected		
	Ladders tied/footed		

Ref	Item	Y/N	Comments
<b>4</b>	<b>PPE</b>		
	Hard hats		
	Safety footwear		
	Eye protection		
	Gloves		
	Hi-vis vests		
	Dust masks		
	Enforced		
	Signage		
<b>5</b>	<b>Electricity</b>		
	All tools 110 volts or lower		
	Inventory of portable tools		
	Inspection & test of portable tools		
	Records of inspection & test		
	Distribution boards protected		
	Trailing cables controlled adequately		
<b>6</b>	<b>Lighting</b>		
	Adequate		
	Lighting system tested & inspected		
	Cables routed appropriately		
	Adequate emergency lighting		
<b>7</b>	<b>Hazardous/Flammable Substances</b>		
	Inventory		
	Datasheets		
	COSHH assessments		
	DSEAR assessments		
	Appropriate PPE		
	Suitable storage arrangements		
	Suitable warning signs		
<b>8</b>	<b>Machinery</b>		
	Suitable for the work		
	Suitably guarded		

Ref	Item	Y/N	Comments
	Operatives trained		
	Inspected by a competent person		
<b>9</b>	<b>Manual Handling</b>		
	Handling aids provided		
	Appropriate PPE		
	Adequate space		
<b>10</b>	<b>Fire/Emergency Procedures</b>		
	Adequate fire alarm		
	Suitable assembly points		
	Adequate fire extinguishers		
	Emergency/evacuation plans		
	Provision of first aid		
	Suitable first aid kit		
	Accident record book		
<b>11</b>	<b>Documentation</b>		
	Health and Safety Plan		
	Risk Assessments		
	Method Statement		
	Adherence to method statement		
<b>12</b>	<b>Training</b>		
	Site induction		
	Fire/emergency procedures		
	COSHH		
	Manual Handling		
	Use and maintenance of PPE		
	Use of access equipment		
	Toolbox talks		
	Suitable records of training		
<b>13</b>	<b>Other Issues</b>		
	Adequate segregation of work activities		
	Regular site meetings		



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Corrective action	Proposed completion date	Actual completion date	Sign off