



LORDSWOOD ACADEMIES TRUST

This policy is called:	Health and Safety Policy
It applies to:	Lordswood Girls' School and Sixth Form Centre
Person responsible for its revision:	Premises & Health and Safety Development Officer
Status:	Statutory
Website	External website and staff launch page
Approval by:	Finance & Audit Committee
Review frequency:	Annually and updated as required
Date of ratification:	December 2021
Date of next review:	December 2022

Aim

Lordswood Academies Trust will meet its responsibilities under The Management of Health and Safety at Work Regulations (1999) legislation and the Health and Safety at Work Act 1974 to provide safe and healthy working conditions for employees and students, and to ensure that their conduct does not adversely affect the health and safety of others.

Where necessary the Trust will seek specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them.

The Trust will provide sufficient information and training in health and safety matters to all employees and reinforce health and safety procedures with students.

The Trust expects all staff to have regard to the guidelines outlined in this and associated policies

Responsibilities

The Trust is responsible for:

- Complying with Health and Safety legislation;
- Formulating and ratifying the Trust's Health and Safety Policy and health and safety arrangements;
- Reviewing and updating the health and safety arrangements at least once each year;
- Ensuring that site and premises are maintained in a safe condition and that appropriate funding is allocated from the budget to achieve this;
- Ensuring that risk assessments are made and recorded of all the work and activities in the school and off site;
- Ensuring that all staff are kept informed of the health and safety policy and relevant documents;
- Seeking specialist advice on health and safety where necessary;
- Promoting high standards of health and safety in the school.

The Premises & Health and Safety Development Officer is responsible for:

- The day to day management of health and safety matters in the school in accordance with health and safety guidelines;
- Ensuring that risk assessments are completed where appropriate for all activities within the school;
- Ensuring that remedial action is taken following health and safety inspections;
- Ensure all appropriate Health & Safety inspections are undertaken in a timely manner with suitably qualified personnel;
- Ensuring that information received on health and safety matters is shared with the appropriate people;
- Identifying staff health and safety training needs and arranging for these to be met through appropriate CPD;
- Obtaining current health and safety guidance and legislation on an ongoing basis
- Monitoring the purchasing and maintenance of equipment and materials to ensure that these comply with current health and safety standards;
- Ensuring that a procedure is in place to deal safely with persons on the premises who may be under the influence of alcohol or drugs;
- Ensuring that the school and sixth form meet its obligations under the DfE document 'Working together to safeguard children';
- Ensuring that the school and sixth form manages the premises and site in line with guidelines outlined in the DfE Advice on Standards for School Premises issued in March 2015.
- Monitoring contractors and ensuring that only competent contractors are engaged to work on site;
- Seeking specialist advice on health and safety matters where appropriate;
- Attending appropriate Health and Safety Training courses in order to be able to undertake duties effectively;
- Promoting health and safety matters throughout the school and assisting the Headteacher in the implementation of the DfE's, the Local Authority's and School's Health and Safety procedures;
- Ensuring that risk assessments, Health and Safety Handbooks, Asbestos Log and other necessary health and safety records are kept up to date;
- Ensuring that the correct accident reporting procedures are followed and that where appropriate, accidents are investigated;
- Carrying out termly health and safety inspections and ensuring follow up action is completed;
- Ensuring that all statutory inspections are completed and records kept;
- Ensuring that emergency drills and procedures are carried out regularly and monitored for effectiveness;
- Monitoring contractors on site and ensuring they consult the Contractors Handbook.

Lead Professionals and Line Managers are responsible for:

- The day to day management of health and safety within their department/area in accordance with the Trust Health and Safety policy;
- Ensuring that health and safety is a standing item on all meeting agendas;
- Ensuring that health & safety concerns are reported in accordance with the school and Trust policy;
- Drawing up and reviewing departmental policies, procedures and risk assessments regularly (at least once annually);
- Ensuring follow up and remedial action is taken following health and safety inspections;
- Arranging for the appropriate subject specific health and safety training to be provided to all staff within the department;

- Passing on health and safety information received to the appropriate people;
- Acting on health and safety reports.

Curriculum, Workplace & Employer Engagement Co-ordinator is responsible for:

- Ensuring that the Trust Educational Visits Policy is followed in respect of all school trips and visits;
- Ensuring that risk assessments for offsite activities are submitted to the Headteacher a month in advance for residential trips and 2 weeks in advance for all other activities.
- Ensuring appropriate procedures for authorisation of school visits are followed.

All Staff

All staff employed by the Trust are required to comply with the Trust’s Health and Safety Policy and have responsibility for:

- following the Trust policy in all matters relating to health and safety;
- not intentionally or recklessly interfering with or misusing any equipment or fittings provided in the interests of health safety and welfare;
- reporting immediately to the Premises & Health and Safety Development Officer any serious or immediate danger;
- ensuring a safe working environment for adults and students remembering that staff remain responsible for the safe use of an area even where a fault has been previously reported;
- reporting to the Premises & Health and Safety Development Officer any shortcomings in the arrangements for health and safety;
- ensuring that they only use equipment or machinery which they are competent to use or have been trained to use.

Fire and Emergencies which require evacuation

Emergency procedures covering a range of hazardous situations which may arise in the establishment can be found in the following locations:

Type of emergency procedure	Location(s)
Fire Evacuation Procedure	Staff Launch page
Bomb Alert	Staff Launch page
Gas Leak	Staff Launch page
Electrical Fault	Staff Launch page
Water	Staff Launch page

The person responsible for arranging, recording and monitoring fire drills at least once per term is:	Premises & Health and Safety Development Officer
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Details of the locations of all hazardous and flammable substances on site in case of emergency are kept:	Site Office
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The competent person responsible for carrying out and updating the fire risk assessment for the premises is:	Premises & Health and Safety Development Officer
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Fire Prevention and Detection Equipment Arrangements

The person(s) responsible for initiating the test of the following fire safety systems and completing the record sheets:

System	Location of Test Records	Person Responsible
Fire Alarm	Site Office	Premises & Health and Safety Development Officer
Emergency Lighting System	Site Office	Premises & Health & Safety Development Officer
Smoke Detection System	Site Office	Premises & Health & Safety Development Officer

The person responsible for carrying out a termly visual inspection of all emergency fire-fighting equipment (for example, fire hoses, fire extinguishers, fire blankets) and to whom any short comings should be immediately reported is:	Premises & Health & Safety Development Officer
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The approved contractor responsible for conducting the annual test of fire-fighting equipment inspection and maintenance is:	Premises & Health & Safety Development Officer
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Locations of Main Service Isolation Points

The location of the positions of all main service isolation points are as follows:

Service	Location of Isolation Point Details
Water	Boiler House
Electricity	Switch Room
Gas	School Car Park opposite School House

Accident, Dangerous Occurrence, Violent Incident and Near-Miss Reporting and Investigation

Any employee, who witnesses an accident, will make an entry in the accident report book as soon as possible after the event:

The accident book is kept by the following people at the location(s) specified:

Location of Accident Book	Person in Charge of Accident Book
Main School Office	Student services and administration manager

Accident reports should be drawn to the attention of the Premises & Health and Safety Development Officer and counter-signed by the Headteacher within 2 working days.

Where accidents are found to be caused by faulty plant, equipment, premises or unsafe systems of work, action must be taken to remove or isolate the hazard and warn people until the necessary modifications or repairs can be made.

First Aid

The person responsible for ensuring first aid qualifications are maintained is:	Premises & Health and Safety Development Officer
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First aid boxes and first aid record books are kept at the following points:

Location of First Aid Box(es)	First Aid Record Book(s)
Main School Office	Main School Office
Practical subject classrooms	
Kitchens	
Travelling first aid boxes are kept in the main school Exam cupboard opposite the medical room	

A termly check on the location and contents of all first aid boxes will be made by:-	Premises & Health and Safety Development Officer / Site Assistant
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The address and telephone number of the nearest hospitals with accident and emergency facilities are:

Birmingham Children’s Hospital

Steelhouse Lane
Birmingham
B4 6NH
0121 333 9500

Queen Elizabeth Hospital

Mindesohn Way
Edgbaston
Birmingham
0121 371 2600

City Hospital
Tel: 0121 554 3801
Dudley Road
Dudley Road
Birmingham
West Midlands
B18 7QH

Risk Assessment

The persons responsible for carrying out a general survey of the school's activities and work carried out by contractors or volunteers on site, identifying hazards and ensuring risk assessment are produced and appropriately communicated is:	Premises & Health and Safety Development Officer
The person responsible for risk assessments including extra-curricular, extra-mural activities and trips is:	Curriculum, Workplace & Employer Engagement Co-ordinator

Maintenance of Site, Premises, House Keeping and Hazard Reporting

All employees must report any hazards that could be a cause of serious or imminent danger, eg damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately to:	Premises & Health and Safety Development Officer
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The person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon is:	Premises & Health and Safety Development Officer
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Safeguarding Children

The person responsible for ensuring pre-employment checks, including enhanced DBS certificates are obtained and relevant records kept is:	HR Director
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House Keeping and Disposal of Waste

Rubbish awaiting collection must never be left where it obstructs escape routes or could aid the production and spread of fire and smoke.

The person who should be contacted if circulation routes are obstructed by rubbish is:	Premises & Health and Safety Development Officer
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All staff are responsible for ensuring the good housekeeping of their own workrooms, for example, offices, laboratories, workshops, art studios, drama studios and related storage areas.

When rubbish needs to be disposed of it should be reported to:	Premises & Health and Safety Development Officer who will arrange for its safe disposal
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Repairs and Maintenance

A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to:	Premises & Health and Safety Development Officer who will arrange for its replacement or repair
Defective furniture should be taken out of use immediately and reported to:-	Premises & Health and Safety Development Officer
The person responsible for ordering repairs is:	Finance Director
The person responsible for checking repairs are carried out is:	Premises & Health and Safety Development Officer

Loss of Services

Issue	Person responsible
<p><u>Loss of heating due to power cut during school day:</u></p> <ul style="list-style-type: none"> ● Check the main fuse boards throughout school. ● Call the electricity board, National Grid (Gas Board) or D & K Heating - 0121 360 2789 (heating engineers). ● If the power is not returned and temperature falls below 16c the Headteacher takes the decision as to whether to close the school and send staff and students home. Parentmail text message sent to all parents to collect students. 	Premises & Health and Safety Development Officer

<p><u>Gas Leak during the school day:</u></p> <ul style="list-style-type: none"> ● Evacuate the building as per the evacuation procedures for a fire. ● Site Team to turn off gas at the supply valve situated in the Gas meter house situated by entrance. ● Contact National Grid on emergency contact number 0800 111999. ● Headteacher to make the decision as to whether to close the school once the situation is assessed with the Premises & Health and Safety Development Officer and Finance Director. Parentmail text message sent to all parents to collect students if required ● Premises & Health and Safety Development Officer & Finance Director to liaise with the Headteacher throughout the process. 	<p>Premises & Health and Safety Development Officer</p>
<p><u>Loss of Electricity Power during the school day:</u></p> <ul style="list-style-type: none"> ● Check the main fuse boards throughout school ● If power loss is from the feed into the school grounds, call Western Power Distribution on 0800 6783105 ● Call the electricity supplier if issue is from the meter to the main building Western Power Distribution – on 0800 328111 ● If issue with electrical unit call emergency electrician – Richard Banks on 07843 278116 ● Headteacher to make the decision as to whether to close the school once the situation is assessed with the Premises & Health and Safety Development Officer and Finance Director. ● If necessary, Parentmail text message sent to all parents to collect students ● Premises & Health and Safety Development Officer and Finance 	<p>Premises & Health and Safety Development Officer</p>

Director to liaise with Headteacher throughout the process.	
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<p><u>Loss of Water during the School Day:</u></p> <ul style="list-style-type: none"> ● Contact Severn Trent Water Emergency (24hrs) on 0800 783 4444 ● Headteacher to make the decision as to whether to close the school once the situation is assessed with the Premises & Health and Safety Development Officer and Finance Director. ● If necessary, Parentmail text message sent to all parents to collect students ● Premises & Health and Safety Development Officer and Finance Director to liaise with the Headteacher throughout the process. 	Premises & Health and Safety Development Officer
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<p><u>If any of the above happens out of school hours:</u></p> <ul style="list-style-type: none"> ● Premises & Health and Safety Development Officer or Finance Director called in by site team where applicable ● Premises & Health and Safety Development Officer and Finance Director to liaise with Headteacher as to whether school can open or not ● Parentmail text/website emergency procedures followed if school is to remain closed until the issue is resolved. 	Premises & Health and Safety Development Officer
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Hard copies of these procedures will be held in the site team office and reception in both blocks. The Premises & Health and Safety Development Officer, Finance Director and the Headteacher will hold copies of the procedures.

Site Inspections: see schedule Annex A

Premises Security

The person (and their deputy) responsible for unlocking and locking the building, arming and disarming security alarms etc is:	Premises & Health and Safety Development Officer Site Assistant Security Officers
The person(s) who has/have been trained to deal safely with burglar alarm call outs is:-	Premises & Health and Safety Development Officer Site Assistant Security Officers

Severe Weather

During periods of severe weather, arrangements for maintaining safe access to, from and within the premises (e.g. clearing snow and ice) will be determined by:	Premises & Health and Safety Development Officer
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Caretaking and Cleaning Equipment

This includes moving and handling equipment and powered cleaning equipment which is the property of the cleaning contractors:

The person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment of the property of the cleaning contractors is:	Cleaning Contractor
The persons authorised to operate the cleaning equipment are:	Cleaning Contractors
The person responsible for the maintenance and operating power tools and hand tools which are the school's property is:	Premises & Health and Safety Development Officer

Catering Equipment (Dough mixers, Slicing machines, Potato peelers)

The person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Catering Contractor
The persons authorised to operate and use the equipment are:	Catering Contractor and other staff who are trained

PE Equipment

The persons responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessments are:	Lead Professional in Physical Education / Premises & Health and Safety Development Officer
The persons responsible for daily visual inspection are:	Lead Professional in Physical Education

Portable Electrical Appliances

The person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded is:	Premises & Health and Safety Development Officer
The person responsible for carrying out formal visual inspection and testing is:	Premises & Health and Safety Development Officer
Staff must not bring onto the premises any portable electrical appliances unless they have been authorised and the appliances have been portable electrical appliance tested. The person responsible for authorising their use on the premises is:	Premises & Health and Safety Development Officer

Personal Protective Equipment (PPE)

Suitable PPE will be provided free of charge where identified as necessary in a risk assessment.

All employees are responsible for informing their Line Manager as soon as they become aware of a need to repair or replace PPE which they use.

The persons responsible for inspecting PPE termly and replacing personal protective equipment when it is worn out is:

Science	Lead Professional for Science
Food Technology	Lead Professional for Health Studies
Caretaking and Cleaning	Cleaning Contractors Premises & Health and Safety Development Officer
Catering	Catering Manager

Hazardous Substances

Inventories of hazardous substances used in the school are maintained by the following employees at the locations specified:

Science	Lead Professional for Science
Food Technology	Lead Professional for Health Studies
Caretaking and Cleaning	Cleaning Contractors Premises & Health and Safety Development Officer
Catering	Catering Contractor

The person responsible for ensuring that local exhaust ventilation (fume cupboards, etc) will be examined annually and tested by an approved contractor is:	Premises & Health and Safety Development Officer
The reports will be kept available for inspection by:	Premises & Health and Safety Development Officer

Asbestos

The person responsible for making arrangements for dealing with asbestos and ensuring that the premises asbestos log is consulted by visiting contractors and other relevant persons is:	Finance Director Premises & Health and Safety Development Officer
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The person responsible for ensuring that the log is updated, annually and as appropriate following work on the fabric of the building is:	Finance Director Premises & Health and Safety Development Officer
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Radioactive Sources

The Radiation Protection Supervisor is:	Science Technician
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The following records are located in:

Monitoring/test records	Science Technician Office
Risk assessments for use	Science Technician Office

Waste Management

Waste will be collected from classrooms and offices daily by :	Cleaning Contractors
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The person responsible for ensuring the safe storage of waste in appropriately sited secure containers and that the containers are chained after emptying to prevent them being moved and set on fire by arsonists is:	Premises & Health and Safety Development Officer
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All members of staff are responsible for reporting accumulation of waste, or large items of waste that require special attention to:	Premises & Health and Safety Development Officer
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Cleaning Arrangements

All members of staff are responsible for arranging to clear up spillages which occur whilst they are in charge of the area concerned. Other spillages, leaks or wet floors should be reported to the Site Supervisor who will arrange for them to be dealt with.

All members of staff are responsible for ensuring that hazardous substances or substances that require special procedures for disposal are disposed of safely and in accordance with the appropriate risk assessment sheet.

A member of staff who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to:	Premises & Health and Safety Development Officer
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Health and Safety Inspections

The person responsible for organising and carrying out termly safety inspections, including planning, inspection, reporting is:	Premises & Health and Safety Development Officer
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Provision of Information

The person responsible for distributing all health and safety information is:	Premises & Health & Safety Development Officer
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Educational Visits and Journeys

The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits in the United Kingdom including or not including an overnight stay is:	Trip organiser
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The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits abroad including an overnight stay is:	Trip organiser
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Staff who carry students in their own vehicles when on school business must obtain Class One insurance cover from their insurers. They must have business use on their own policy.

Staff who carry students under the age of 11 years and less than 135cm tall in their own vehicle should ensure that a suitable child restraint is used. In an emergency, e.g. taking a student to hospital, it may be inappropriate to wait for such a restraint to be found.

All students are required to use any fitted safety restraint. It is legally the responsibility of staff who carry students under the age of 14 years to see that they use a safety restraint while the vehicle is in motion

Staff – Occupational Health Service

Occupational Health provide advice to the trust on how to keep staff at work – physically and mentally. The Trust seeks to keep employees healthy and safe whilst in work and manage any risks in the workplace that are likely to give rise to ill health. On occasion, a member of staff will be referred to a specialist at Occupational

Health so that an impartial medical opinion about the health and fitness of a member of staff can be obtained.

Name of Occupational Health Provider	Medigold Health
Member of staff who arranges the referral	HR Director

Staff – Managing Work Related Stress

The earlier that the HR department becomes aware that a member of staff is experiencing difficulties with their mental health, the sooner steps can be taken to prevent it becoming more serious and provide support to the member of staff during this period.

Not everyone who experiences mental ill health will exhibit signs so it is important for HR, as part of their return to work meetings, to ask colleagues ‘how they are doing’ and create an environment where staff feel able to be open and honest about how they are feeling. It is much better to try to resolve concerns at an early stage before they escalate further or worsen.

The Trust offers the services of UK Healthcare to all members of staff which includes a 24 hours a day, 365 days a year telephone counselling service to provide support for a range of personal and work-related problems. In addition, one to one counselling sessions are offered should staff require this service.

An alternative counselling helpline is also available to staff and family members through CEFM.

Name of Healthcare Provider	Member of Staff Who Arranges the Referral
UK Healthcare	Self-referral or via HR department
CEFM	Self-referral counselling helpline for staff members

Work Experience

The person responsible for co-ordinating work experience placements, ensuring risk assessments are completed, ensuring students are visited is:	Work placement and employer engagement co-ordinator
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Use of Premises Outside School Hours

The person responsible for co-ordinating lettings of the premises in accordance with the lettings procedure is:	Finance & Business Support Co-ordinator
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The person responsible for informing other users of the building of the presence of any hazards which have not been rectified is:	Premises & Health and Safety Development Officer
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The person responsible for checking that the premises are left in reasonable order by other users before locking up is:	Site Team Contractor
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Visitors

<p>On arrival all visitors should report to Reception where they should log onto the electronic visitor recording system.</p> <p>They will be issued with an identification badge and will be given a copy of the fire evacuation plan.</p> <p>Purple Lanyard - Contracted staff who have had an enhanced DBS check and are included on the Single Central Register.</p> <p>Green Lanyard - Regular attendees (such as supply staff, volunteers, applied learning staff) who have had an enhanced DBS check and are included on the Single Central Register.</p> <p>Red Lanyard - Visitors (e.g.parents). Anyone wearing a red lanyard should not be left unsupervised and should be accompanied at all times during their time on site.</p>	Receptionist
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An employee seeing an unidentified person should contact the Main Office or a senior member of staff immediately.

Contractors

The person responsible for contractors is:	Premises & Health and Safety Development Officer
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Smoking

Smoking is not permitted anywhere on site.

Employees are not permitted to smoke when teaching or supervising students or when they may come into contact with students.

The policy applies equally to all people who have business on the premises including employees, students, parents and other visitors.

Vehicles

The Premises & Health and Safety Development Officer is responsible, in conjunction with the driver, for ensuring that vehicles kept or hired by the school are operated in accordance with the law. School owned, hired or leased minibuses or coaches are only to be used for journeys approved under the procedure.

Employees who are required to use their private	Finance Director
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vehicles for official business are responsible for gaining authorisation prior to the first use of any vehicle from:	(who will ensure that the driver has a valid licence, appropriate insurance, the vehicle is roadworthy and fitted with a suitable seat belt for each passenger)
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The person responsible for authorising the use of the leased minibus, ensuring risk assessments are completed and drivers have passed the minibus test, etc. is:	Finance Director
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The person responsible for maintaining a list of authorised drivers of school vehicles who have passed the Local Authority training is:	Finance Director HR Director
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Bullying/Harassment

The school's policy on behaviour (including anti-bullying) is available on:	Lordswood Girls' School Website
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COVID

How the school is responding to COVID – please refer to the school risk assessment.

<http://lordswoodgirls.co.uk/corona-virus-measures>

Training – see schedule Annex B

Links to other policies:-

- Educational visits and learning outside the classroom
<http://lordswoodgirls.co.uk/wp-content/uploads/2020/09/Educational-visits-and-learning-outside-the-classroom.pdf>
- Administration of medicines and supporting students with medical needs
<http://lordswoodgirls.co.uk/wp-content/uploads/2021/09/Administration-of-medicines-and-supporting-students-with-medical-needs-09.2020.pdf>
- Staff Code of Conduct
<https://drive.google.com/file/d/10izRYwhB6-VL65XNaOaxU7Z4pPr0ka9o/view>
- Code of Conduct for Visitors to the School
<https://drive.google.com/file/d/1KxiShYdk3ZbttDNmt7mRsZ5nNDdt4C8z/view>

- Drugs and Substance Abuse Prevention Education
<https://drive.google.com/file/d/1y1702RQqjsFQTaYp9hPy2YkzktDTIqPK/view>

Annex A

Site inspections

Inspection	Frequency	Date Completed	Review Date	Person Responsible
Site Walks	Daily	N/A	N/A	Premises & Health and Safety Development Officer
Fire extinguishers Fire doors Fire call points Bells Emergency lighting	Weekly Weekly Weekly Weekly Monthly	N/A	N/A	Premises & Health and Safety Development Officer
Fire Risk Audit External: Internal:	Every 3 years Annually	June 2021 October 2021	June 2024 October 2022	Premises & Health and Safety Development Officer
PAT Testing	Annually	August 2021	August 2022	Premises & Health and Safety Development Officer
Electrical Inspections	Every 5 years	February 2018	February 2023	Premises & Health and Safety Development Officer
Fire Extinguisher Service	Annually	August 2021	August 2022	Premises & Health and Safety Development Officer

Annex B

Record of training

Training	Frequency	Date of last training session	Date update training due	Person Responsible
Asthma	Annually	March 2021	March 2022	Deputy Headteacher
Allergies	Annually	March 2021	March 2022	Deputy Headteacher
Diabetes	Annually	April 2021	April 2022	Deputy Headteacher
Epilepsy	Annually	April 2021	April 2022	Deputy Headteacher

Fire awareness training (whole school)	Annually	November 2020	November 2021	Premises & Health and Safety Development Officer
Fire Marshall training	Every 3 years	September 2021	September 2024	Premises & Health and Safety Development Officer

Health & Safety Report

Lordswood Girls' School

	Item	Requirement/Detail	Frequency	Status/Comments (GREEN = OK) (AMBER = ACTION REQ'D) (RED = URGENT MATTER)
1.	FIRE EXITS	Check/test fire exits and report any faults/issues.	DAILY	Reviewed weekly by during
2.	FIRE EXTINGUISHERS	Weekly checks on the fire extinguishers and the fire exits	MONTHLY	Check undertaken Monthly by
3.	FIRE ALARM SYSTEM	Test fire alarm system and sounders – report any faults/issues.	WEEKLY	Tests undertaken weekly by
4.	ACCIDENTS	All accidents to be recorded in the accident book and a summary reported to Finance and Premises Committee	MONTHLY/HALF-TERMINALLY	Taken to Finance & Premises Meetings by and signed off by the Chair of the Committee
5.	FIRST AID SUPPLIES	Check that First Aid supplies are complete and in date	MONTHLY	First aid boxes checked and Restocked by
6.	EMERGENCY LIGHTING	Check/test emergency lighting system and report faults/issues	MONTHLY	Undertaken by
7.	WATER TEMPERATURE	Check water temperatures by (external company)	MONTHLY	Tested: Monthly by

8.	PERSONAL PROTECTIVE EQUIPMENT	Check, clean, reorganise and order replacement items as required.	MONTHLY	Departmental Check
9.	EMERGENCY LIGHTING – BATTERY POWER DRAIN/TEST	Run lighting for 3+ hours to drain/recharge batteries to maximise life. Undertaken by (external Company)	6 MONTHLY	Two Visits per annum by
10.	EMERGENCY LIGHTING	Check & service to be carried out by (external company)	6 MONTHLY	Service carried out Two times a year by
11.	FIRE ALARM SYSTEM	Check & service to be carried out by (external company)	6 MONTHLY	Service carried out two times a year by
12.	FIRE EVACUATION	Fire evacuation test carried out.	6 MONTHLY	Evacuation tests organised by at least termly.
13.	INTRUDER ALARM/CCTV	Check & service to be carried out by..... external Company	ANNUALLY	Service and maintenance carried out annually by
14.	FIRE EXTINGUISHERS	Fire extinguisher service to be carried out by(external company)	ANNUALLY	Service conducted annually by
15.	PAT Testing	Testing of all portable appliances by (External Company)	ANNUALLY	Carried out Annually by

16.	GAS SAFETY CERTIFICATE/CHECK	Service of boiler, central heating system by (external Company)	ANNUALLY	Annual service and safety check carried by
17.	HEALTH & SAFETY POLICIES AND PROCEDURES	To be reviewed and updated as necessary. Authorised by Governors	ANNUALLY	Undertaken by
18.	AIR CONDITIONING SERVICE	Fully check and service all units within building and report/rectify any issues. By (External company).	ANNUALLY	Annual Service completed by
19.	LEGIONELLA RISK ASSESSMENT	(External Company)..... to carry out full assessment. Report of findings discussed and actioned.	4 x YEARLY	4 visits carried out over the year by
20.	FIRST AIDERS	Maintain minimum of (3) trained First Aiders at all times	As Qualifications Expire	Programme in place for qualified First Aid renewal.