

The Auriga Academy Trust

HEALTH and SAFETY POLICY

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1. Principles

As the employer of staff, The Auriga Academy Trust ("the Trust") has overall responsibility for the health, safety and welfare of staff and students in its schools. This responsibility includes all instructors and riders under the Bikeability Trust scheme. The Trust recognises that decisions about workplace health and safety should take account of the views and priorities of the workforce as well as the management. When workers are actively engaged in health and safety, the result is fewer accidents and less ill health.

The Trust will support its schools in putting in place clear policies which focus on the key risks and in checking that control measures have been implemented and remain appropriate and effective.

To fulfil its monitoring role, and to initiate and review health and safety policies and procedures, the Audit & Risk Committee (a sub-committee of the Trust Board) will maintain a trust-wide level overview which will cover all the schools within the Trust. This will operate under the terms of the Safety Representatives and Safety Committees Regulations 1977.

Although overall accountability for health and safety lies with the Trust, day-to-day responsibility for the health and safety of staff and students in individual schools is delegated to the Headteachers, who in turn will delegate particular functions to other staff, in particular the Premises / Site Managers in liaison with Trust Estates.

The local governing bodies of schools within the Trust are not the employers of staff but play an important role in ensuring strategic direction and will work in close partnership with the Headteacher and Senior Leadership Team of the school and relevant staff of the trust to support good health and safety management.

The Trust fully supports the aims and objectives of the London Borough of Richmond upon Thames to achieve the highest possible levels of health and safety at work. All schools within the Trust subscribe to the Royal Borough of Kingston Health & Safety Service Level Agreement (Action>HR) to ensure all schools maintain consistent high health and safety standards to protect pupils, members of staff, visitors or others who may be affected by school activities.

2. Statement of Intent

The Trust recognises that health and safety has positive benefits and effects within its organisation and is committed to ensuring it provides a high level of safety, good practice and strives towards excellence.

The Trust recognises that health and safety forms part of an essential function of the health, safety and welfare of its students, employees, contractors, visitors and company property. Therefore, all employees should be committed to making continued progress and demonstrate a willingness to adapt to change.

Each Local Governors Body will make a positive commitment to their school in achieving high standards of the school's health, safety and welfare arrangements by scrutinising the Headteacher's Health & Safety and Premises report. Details of how this will be achieved are given in the **Arrangements** section (**Appendix 2 Section 1**) of this policy.

The Trust will ensure that effective consultation takes place with all employees on health and safety matters and that all individuals are consulted before particular health and safety responsibilities are delegated to them.

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 ensure provision of sufficient information and training in health and safety matters to all employees in respect of the risks to their health and safety.

All employees must follow instructions to ensure the maintenance of high standards of health and safety in all school activities.

This policy includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be managed are given in the Arrangements section (**Appendix 2**) of this policy. The **Risk Assessment Policy** itemises specific areas of risk and this policy should be referred to for guidance as to how to complete effective risk assessments. The Trust uses the Risk Manager system to monitor statutory compliance and key risks.

3. Aims

Each school and the Trust will review the Trust Policy Health & Safety Statement and the arrangements annually, or if events or legislation necessitate a review of individual policies and procedures. The Headteacher has ultimate responsibility for ensuring the policy and arrangements are implemented and followed. Where necessary they will be supported by site premises staff, the Trust Estates team and identified safety specialists / consultants.

The school will ensure that appropriate systems are developed and maintained for the effective communication of health and safety matters throughout the school. This will include communications regarding health, safety and welfare through newsletters, emails, team meetings, management meetings and Local Governing Body meetings.

The school will provide the necessary information, instruction, training and supervision to employees and others, including temporary employees and volunteers, to ensure their competence with respect to health and safety. The school, through its Continuing Professional Development (CPD) policy and its Health and Safety procedures, will determine mandatory and desirable training. Information will be provided by or via the Headteacher, Trust HR Manager, Governing Body, Safety Representatives, Consultants, along with information briefings.

The Trust has determined that health and safety is of equal importance to all other functions and will strive to achieve health and safety targets. Health, Safety and Welfare will be discussed during an employee's annual performance management review meeting, induction and key team or management meetings.

The school will devote the necessary resources in the form of finance, equipment, personnel and time to ensure adequate provision of health and safety. All equipment (including plant equipment) provided for employees, students and non-employees will be fit for purpose and maintained in line with manufacturers' guidelines and instructions and legal guidelines. The assistance of expert help will be sought where the necessary skills are not available within the Trust. Budgets will be discussed with the Headteacher, Local Governing Body and Trust Finance and Resources Committee.

The school will liaise and work with all necessary persons and organisations to ensure their health and safety whilst working. The school must ensure that adequate arrangements are in place for the health and safety of visitors, site contractors, volunteers and those affected by its acts or omissions. This will include providing induction and/or information when they come on site and ensuring that they have the necessary documents to work safely. Please see the Trust policy **Monitoring Contractors Policy and Guidance** and the Trust **Code of Conduct for Contractors on School Site(s)** on the Trust website.

The Trust and the school will constantly strive to improve health and safety standards and performance. The minimum standards that will be adopted are those required by law, although the Trust and the school will always seek to exceed these where there is a demonstrable benefit to its employees, students and external partners. Improvement will be monitored through auditing.

The Trust and the school recognise that safety is the responsibility of everyone within the

organisation. Senior Leaders and middle leaders will have specific duties and responsibilities to comply with the policy. The school will ensure that health and safety management is integral to the leadership's team function and will monitor their performance, along with their other duties, as part of their staff appraisal. This will be achieved by line managers being familiar with safety arrangements, and ensuring that they are implemented, and by discussing safety in management at senior team meetings and relevant committees.

Employees have specific legal responsibilities to take reasonable care of themselves and others who could be affected by their activities and to co-operate with management in achieving the standards required. Employees' safety performance will be monitored with their other duties as part of the staff appraisal. All employees must attend health and safety training sessions so that they become familiar with hazards, how to manage or reduce the risks and promote safety awareness with others.

As a result of the school's approach to health and safety management, there should be continual improvement in health and safety performance including:

- developing a health and safety culture and increasing the awareness of all the school employees
- commitment to, and recognition of the need to incorporate health and safety into management procedures
- regular review of the policies
- systems for ensuring corrective action is dealt with efficiently.

4. Objectives

The objective of each school is:

- To ensure that all of the school staff (including Bikeability instructors) understand, promote and implement its Health & Safety policies and procedures.
- To ensure that all of employees are using all the health and safety tools supplied to them.
- To promote and raise awareness of health and safety to ensure it is truly embedded into the work the school / Trust does.
- To ensure steady progression and improvement is seen through audits. Annual audits will assess how the school / Trust are implementing the health and safety aims and objectives and their compliance.

5. Organisation

The roles and responsibilities for all employees, the Health and Safety Committee arrangements and safety procedures are set out in **Appendix 1**.

6. Health and Safety Procedures

Health and Safety compliance is monitored across the Trust by Risk Manager. Risk Manager is an online compliance system. Risk Manager monitors and records health and safety task management, including compliance, planned and reactive maintenance. All documentation validating checks is stored electronically on Risk Manager.

The Trust Estates Manager has oversight of the system. Site Managers are responsible for

- following the system schedule of maintenance and validating the checks done.
- following the system schedule of compliance and validating the checks done.
- engaging with the reporting hub of reactive maintenance and addressing reported issues proactively.
- keeping the document library up to date by uploading all relevant documentation to support the checks undertaken.
- Liaising with the Trust Estates Manager should any system changes be required.

Appendix 2 outlines the procedures for specific areas of health and safety compliance. These include

1. Standards and Guidance
2. Fire Safety and Procedures

3. First Aid and Accidents
4. Accidents and "near-misses"
5. Contractors
6. Health and Safety Training
7. School Trips and Visits
8. School and Pupil Security
9. Smoking
10. Medical Suitability for Work and Medical Arrangements
11. Evening Events and Use of School Premises by External Bodies
12. Electrical Safety
13. Working at Heights
14. Work on Maintenance or Improvement of School Premises by Volunteers
15. Health and Safety Inspection, Monitoring and Auditing
16. Health & Safety Executive (HSE) / London Fire / Emergency Planning Authority (LFEPA) visit guidance.

7. Review

This policy, emergency procedures and risk assessments are reviewed following any incident and following any change in legislation. This is done, at a minimum, annually.

8. Ratification

This policy is required under the Health and Safety at Work Act 1974. Any breaches of those duties could lead to the prosecution of the Trust, School, Governing Body or individual employees.

Failure to comply with safety requirements could also lead to disciplinary action.

Each school is requested to review and adopt the Trust policy on Health and Safety and evidence by signing below.

Approved and ratified on behalf of

[Name of School]

Name:[Headteacher / Health & Safety Lead]

Signature:

Date:

Approved and ratified on behalf of The Auriga Academy Trust

Name:

Signature:

Date:

Appendix 1: Organisation Health and Safety Procedure Arrangements

The Auriga Academy Trust (the Trust) has a duty to ensure the health, safety and welfare of its employees and others. The day-to-day management of health and safety will be discharged through the provision of a suitable management organisation.

Every person employed by the Trust carries some responsibility for health, safety and welfare (see Employees' Responsibilities) but where specific duties are given, these are recorded in the following pages.

Individuals are encouraged to draw to the attention of the appropriate manager any gaps or omissions which they believe would improve the Health and Safety Arrangements.

The Trust / school will ensure it implements and follows all policies and procedures.

• Responsibilities of the Trust Board

The Trust Finance & Resource Committee will receive a minimum of 4 Health and Safety Estates Reports each academic year. The report is prepared by the Trust Estates Manager and reviewed by the Finance Director and CEO before being issued to Headteachers and the Trust Board. The Finance & Resource Committee will review the report, consider any matters noted and ensure adequate resources are allocated to address any identified issues.

The Trust Audit and Risk Committee will ensure that appropriate levels of Health and Safety are maintained across the Trust. This will be achieved by reviewing Health and Safety Estates Reports and commissioning audit reports as appropriate.

• Responsibilities of the Local Governing Body

The Local Governing Body has responsibility for keeping under review standards of health and safety within the school. Where deficiencies are identified the Local Governing Body has responsibility for ensuring that the Headteacher takes corrective action. The Local Governing Body also have particular responsibility for:

- ensuring that Health and safety is a standing item on all meetings of the Governing Body (as part of the Headteachers report).
- ensuring that decisions of the governing body take account of, and comply with, the health and safety advice of the Trust Estates team and Health & Safety advisors (Action>HR).
- ensuring that the Headteacher maintains and updates the school's risk register for premises and health and safety identified risks that have the potential to impact operations.
- ensuring that health and safety standards in the school are monitored, and reviewing the standards achieved, by considering reports from the Headteacher and Trust Estates team at least every term.
- ensuring that any unresolved health and safety concerns are elevated to the Trust Board in a timely manner.
- ensuring a positive health and safety culture is established and maintained.

• Responsibilities of the Headteacher

The Headteacher is responsible for the day-to-day overall management of health and safety in their school.

In particular, the Headteacher has the following responsibilities:

- To ensure there is co-operation with the Trust in meeting its legal requirements in respect of the monitoring of health and safety practices and procedures.
- To ensure that the health and safety standards, as recommended by the Trust's Health and Safety advisers (Action>HR), are implemented and maintained at the school.
- To ensure that school premises, buildings and equipment for which they are responsible, are adequately maintained and inspected to ensure the health and safety of staff, pupils, visitors and contractors who may visit, use or work on the premises.

- To ensure that an annual general Health and Safety review / update and Fire Risk Assessment review / update is undertaken by site by the Trust's Health and Safety advisers (Action>HR) in conjunction with the site manager and Trust Estates team.
- To ensure that termly health and safety walk around inspections are undertaken by site ensuring that
 - The standard Trust compliance checklist is utilised. This checklist is based on HSE best practice.
 - The Head of Site / Campus, Premises / Site Manager and Trust Estates Manager is also in attendance and are aware of the issues noted.
 - Issues noted are reported by exception to the Local Governing Body.
- To ensure that school staff are competent to undertake the tasks required of them and receive adequate health and safety training appropriate for their responsibilities and, that minimum staff training, as recommended by the Trust's Health and Safety advisers (Action>HR), is implemented for relevant staff. Please refer to the Trust's **Continuing Professional Development (CPD) Policy**, found on the Trust website.
- To ensure information and advice on health and safety is acted upon and circulated to staff and governors.
- To ensure that staff are adequately consulted on health and safety matters and that staff allocated health and safety responsibilities are adequately consulted on the type and nature of the duties allocated.
- To ensure that staff are provided with equipment or other resources to enable their work to be undertaken safely.
- To ensure that the standards of health and safety are formally monitored and that a report is presented to the Local Governing Body (as part of the Headteachers report) at least every term.
- Attend any required health and safety training recommended by the Trust.
- To ensure that health and safety monitoring and inspection arrangements undertaken by the estates / premises team, meet the minimum standards as recommended by the Trust's Health and Safety advisers (Action>HR), ensuring that any recommendations are reviewed and actioned accordingly.
- To ensure that where new staff are recruited, the selection process takes adequate account of the training and competence of the prospective staff member to undertake the work safely, having regard to the degree of supervision they will receive.
- To ensure that for any off-site event or trip the school's Educational Risk Assessment Policy is adhered to.
- To ensure that, where required, school specific risk assessments are undertaken and recorded. That a written record of the assessments is kept and that the assessments are reviewed annually or upon change in circumstances. Please refer to the Trust **Health and Safety Risk Assessment Policy and Guidance**.
- To ensure there are adequate arrangements for first aid, both on school premises and on school outings, or activities, as recommended by the Trust Estates team and the Trust's Health and Safety advisers (Action>HR).
- Those who receive delegated health and safety responsibilities are competent; their responsibilities are clearly defined; they have received appropriate training and are provided with equipment or other resources to ensure they can fulfil such duties.
- Appropriate tasks are delegated to the school's Premises / Site Manager and other premises staff.
- To ensure all visitors to the school, including contractors, volunteers, governors etc. adhere to Trust Code of Conduct and, where relevant, the Trust policy on Monitoring and Managing Contractors.

- **Responsibilities of Senior Leaders**

Ultimate responsibility for the health and safety in a school environment rests with the Headteacher. Deputy and Assistant Headteachers may be required to undertake any of the Headteacher's duties which have been reasonably delegated to them. It is their responsibility to communicate in writing any concerns to the Headteacher. Other Senior Leaders / Teachers may be expected to oversee health and safety matters relating to their curriculum areas.

Senior Leaders are responsible for:

- Receiving accident, incident and near miss information and checking that all information is provided. All incidents and near misses must be recorded as per the agreed Trust wide accident management reporting procedure.
- Supporting the investigation of all RIDDOR reportable incidents as identified by Action>HR.
- Reviewing accident management data to identify patterns and trends, ensuring that further investigation is undertaken where appropriate and necessary action taken to address health and safety identified issues.

- **Responsibilities of Teaching Staff**

Teachers within the school have a responsibility for their own health and safety and are required to follow Trust health and safety procedures to meet their duty of care to the pupils under their control.

Teachers are responsible for:

- undertaking lessons and school activities in accordance with any national or Trust / school guidelines relevant to the health and safety of the staff and pupils.
- ensuring that they are familiar with the school fire procedure and their role in it, including maintaining General / Pupil Emergency Evacuation Plans ("GEEPs / PEEPs").
- ensuring fire exits are not blocked at any time during any activity.
- maintaining good standards of housekeeping and cleanliness in the activities under their control.
- ensuring where pupils need to wear any protective clothing or equipment for particular lessons or activities, that the use of such clothing or equipment is rigorously enforced.
- ensuring that all chemicals are used responsibly, stored appropriately and COSHH best practice is followed.
- ensuring that any special equipment for which they have particular responsibility is maintained to a safe standard and is suitable for the purpose for which it is used.
- ensuring that where there are health and safety considerations / risks in relation to a particular lesson or activity, planning addresses these issues and is adhered to.
- ensuring that any off-site outing or activity for which they are responsible, only takes place following written authorisation by the Headteacher and in accordance with the educational visit risk assessment. Please refer to the **Trust Risk Assessment Policy**. Outings involving overnight stays, hazardous activities or trips abroad are also subject to approval with details and risk assessments submitted to the RBK Outdoor Education Adviser.
- attending any required health and safety training provided by the Trust / school.
- undertaking, as required by the Headteacher, any formal health and safety monitoring or inspections, in order to assist the school maintain adequate health and safety standards.
- reporting, promptly, any deficiencies in health and safety standards they are not able to correct, using Risk Manager. In the event the issue impacts operations or presents significant risk to staff or pupils, contacting either the Headteacher, or the Premises Manager as appropriate. Concerns regards non-compliance or inaction, should be elevated to the Trust Estates team (estates@aurigaacademytrust.org.uk) and/or CEO. The **Trust Whistleblowing Policy** should be referred to.

- **Responsibilities of Premises / Site Managers**

The Premises Manager reports to the Headteacher (or nominated person) and is responsible for:

- attending the annual general Health and Safety review / update and Fire Risk Assessment review / update undertaken (by site) by the Trust's Health and Safety advisers (Action>HR).
- attending termly site Health & Safety walk around inspections and any additional walk arounds as required.

- ensuring that fire equipment and systems are adequately maintained and tested in accordance with the standards as recommended by the Trust's Health and Safety advisers (Action>HR) and that records are kept on Risk Manager.
- ensuring that a record of practice fire evacuation drills is kept, showing the date of the fire evacuation and the time taken to evacuate the premises.
- ensuring adequate security arrangements are maintained.
- ensuring contractors are managed in accordance with the Trust Policy **Monitoring and Managing Contractors** and the Trust **Contractors Code of Conduct**.
- ensuring that the day-to-day maintenance of the school premises is undertaken and that issues noted are raised with senior leadership promptly.
- ensuring that both statutory (**Appendix 4**) and best practice inspections (as advised by the HSE **Appendix 5**) of school plant, equipment and systems are undertaken using competent staff or contractors in accordance with the recommendations of the Trust's Health and Safety advisers (Action>HR). Any corrective action identified must be promptly addressed and records kept on Risk Manager.
- maintaining a register of dangerous and hazardous substances used or stored at the school and ensuring that this register contains copies of up-to-date material safety data sheets. This does not include chemicals used for specialist classes.
- ensuring that COSHH assessments are available for materials used or generated in the maintenance and cleaning of the school and for the control of legionella in school water systems.
- ensuring relevant work is undertaken and controls maintained in accordance with the appropriate COSHH assessments.
- ensuring adequate systems are in place for the management of asbestos (Managing Asbestos Plan) (where applicable) and control of legionella.
- ensuring that weekly inspections of the standards of housekeeping on each site are undertaken and that deficiencies which cannot be promptly corrected are reported to the Headteacher and/or Head of Site.
- ensuring all premises-related accidents/incidents are recorded and investigated as per the agreed Trust wide accident management reporting procedure.
- ensuring that work is only undertaken where appropriate training has been completed. This includes working at height or in confined spaces or specific manual handling tasks.

- **Responsibilities of the Trust Estates Manager**

The Trust Estates Manager reports to the CEO and the Finance Director and is responsible for:

- organising and attending the annual general Health and Safety review / update and Fire Risk Assessment review / update undertaken by site by the Trust's Health and Safety advisor (Action>HR).
- organising and attending the termly by site Health and Safety walk around inspections with site staff. Summarising the issues notes and communicating these to Headteachers. Headteachers have the responsibility to address the issues. The Trust Estates Manager will monitor completion and assist as agreed with the Headteacher.
- providing ongoing advice to Head Teachers regards
 - health and safety best practice and the implementation of procedures thereof. This includes advice regards adequate first aid provision and equipment required by site.
 - health and safety matters to be communicated to staff (including training).
 - the risk assessments required by site. Please refer to the **AAT Risk Assessments Policy** for further guidance.
 - the reporting of incidents, accidents and near misses following the Trust accident reporting procedure (**Appendix 2: Arrangements / Accidents and 'near misses'**) and advising on action plans.
- consulting on health and safety issues raised by staff, governors and others (e.g. HSE, visitors, contractors etc.).
- providing trust templates / guidance for all health and safety procedures / matters.
- overseeing capital projects and following up on remedials ensuring Headteachers are aware of outstanding issues.

- overseeing that contractors are managed in accordance with the Trust Policy **Monitoring and Managing Contractors** and the Trust **Contractors Code of Conduct**.
- attending leadership meetings at the request of line management.
- produce the Trust estates report as per the pre agreed reporting schedule, for the Headteachers report. This should be sent to the Finance Director in the first instance for review. This report is supported by the Action>HR Fire and Health and Safety Risk Assessments which are updated as actions are completed and stored as 'live' documents on each school's server.

- **Responsibilities of the Schools Administrator**

The school administrator is responsible for ensuring that:

- a list of first aiders is maintained and clearly displayed in reception and the staff room (at a minimum). The Headteacher will inform the School Administrator of the required number of first aiders for each site. Trust HR maintains all training records and will provide a list of first aiders to each school, and the date of their qualification, at the start of each academic year. School Administrators, with the support of Trust Finance, will arrange any training necessary.
- displayed fire procedures state the nominated people for calling the fire brigade in the event of a fire, as advised by the Headteacher.
- registers are completed and readily available in the event of an emergency, and that the emergency grab bags are maintained. This includes ensuring that the inventory tablet and admin walkie talkie is charged and working.
- following a planned or unplanned evacuation / invacuation, the Emergency Feedback Form is completed within 24 hours in conjunction with the Head of Site / Headteacher. Please see the **AAT Emergency Policy** for further details.
- the emergency evacuation and invacuation procedures are reviewed and updated annually in conjunction with the Headteacher. Please see the **AAT Emergency Policy** for further details.

- **Responsibilities of all Employees**

Implementation of the policy is a management responsibility, but the co-operation of all employees is essential.

All staff employed by the Trust will act responsibly to ensure that:

- they are familiar with, and comply with, the Health and Safety Policy.
- they take reasonable care for their health and safety at work and that of other persons who might be affected by their acts or omissions both at work and during off-site activities.
- they report immediately to the Headteacher / Head of School / Site or to their line manager any serious or immediate danger as soon as they become aware of it.
- they report immediately, or as soon as practicable, any damage, risk or concerns in the workplace, using the Trust estates reporting platform (**Risk Manager**).
- health and safety equipment is used responsibly and for the purpose it is intended. And that personal protective equipment (PPE) is used as per recommended guidance.
- Trust HR is informed of any health and safety training undertaken that falls outside the scope of allocated training.

- **Responsibilities of all Students**

All students are encouraged to follow safe working practices and observe safety rules. Where appropriate, depending on cognitive and physical ability, all students will:

- follow instructions issued by any member of staff in the case of an emergency.
- ensure that they do not recklessly or intentionally interfere with safety equipment, for example, fire extinguishers and fire alarms.
- inform a member of staff of any situation which may affect their safety or that of other students or staff.

- **Responsibilities of the Education Visit Coordinator (EVC)**

Responsibilities include ensuring that:

- they adhere to the school's educational visits risk assessment procedure. Please see the **AAT Risk Assessment Policy** for further guidance and consult the Headteacher
- where the school is not the provider or leading on activities, the providers risk assessment and insurance documentation must be obtained prior to a trip being undertaken.

- **Responsibilities of First Aiders**

Duties include:

- the administration of First Aid, up to but not exceeding the level of their training
- ensuring that any incident and treatment given is recorded appropriately
- reporting immediately to the Headteacher / Head of school / Site all severe incidents and those requiring a hospital referral. This includes head injuries, human bites, ingesting harmful substances and the administration of emergency medication.
- ensuring that any contaminated equipment, supplies and / or body fluids is cleared up promptly using the appropriate equipment.
- maintaining the first aid supplies throughout the site.
- ensuring their own recommended immunisations/injections are up to date
- report to HR any illness or injuries which would preclude their ability to administer First Aid, in order that alternative cover can be arranged

- **Responsibilities of Fire Wardens/Emergency Controller/Fire Manager**

The duties of Fire Wardens, the Emergency Controller and Fire Manager are detailed in the Trust **Emergency Policy**.

- **Bikeability Responsibilities**

14.1 School Bikeability responsibilities

It is the responsibility of the school running the Bikeability programme to make all instructors aware of the Emergency Procedures, Incident Report Forms, Sites and Routes Risk Assessment Forms and the Generic Risk Assessment.

The responsible Bikeability school will formally observe every instructor at least once a year and mentor them as appropriate.

The responsible Bikeability school will undertake appropriate risk assessments for all activities.

14.2 Bikeability staff / Instructor responsibilities

- Bikeability staff and instructors will be required to sign a statement saying that they have read the Health & Safety policy and that they agree to comply to its requirements. Following any incident a review will be undertaken to ensure that the policy has been adhered to.
- All instructors must hold an appropriate First Aid qualification, no older than 3 years.
- Instructors must conduct a Training Sites and Routes Risk Assessment before each training, update the form and sign it.
- Instructors must follow the Bikeability Delivery Guide and Bikeability Plus Delivery Guide.
- Instructors must follow the responsible school's Emergency procedures.

Appendix 2: Arrangements

1. Standards and Guidance

The Trust's has an obligation to ensure that all relevant mandatory common Health and Safety Executive ("HSE") standards and guidance is readily available to all schools within the Trust. This is provided within the Trust health and safety policies and training, with additional support being provided by the Trust Estates team. Where the guidance does not cover a specific issue, the Trust will adopt the practices or standards recommended by the HSE, Department of Education publications, or relevant British or European Standards.

The Headteacher for each school is responsible for all health and safety and premises related matters. The Headteacher is responsible for reviewing and maintaining the relevant sections of the school's risk register that relates to premises and health and safety matters. The Headteacher will report health and safety concerns to the Local Governing Body as part of their Headteachers report. The premises information contained in the Headteachers report will be based on

- Local site knowledge
- Premises meeting updates with the Trust Estates Manager
- Annual Health and Safety and Fire Risk Assessment and Updates
- Accident Reporting statistics (ARBOR / AMS)
- Health & Safety Estates Report issued to Headteachers (see Appendix 3)

Under the Safety Representatives and Safety Committees Regulations 1977, a recognised independent trade union has the right to appoint safety representatives. Recognised trade unions will inform the school in writing when a health and safety representative has been appointed and, where this is the case, the school will consult with that representative on health and safety matters. Trade union health and safety representatives are entitled to raise any issue of health and safety as it affects employees. The Trust and / or school will consult in good time with health and safety representatives on any measures which may affect the employees represented by the health and safety representative. The Trust and / or school will ensure that paid time off is provided for the inspections that the health and safety representative is entitled to undertake as well as for training necessary to enable the health and safety representative to carry out their functions effectively.

2. Fire Safety and Procedures

Guidance and templates for a Fire Evacuation Procedure can be found in the **AAT Emergency Policy**. The fire evacuation procedure must be displayed on all staff notice boards. Fire Action Notices must be displayed next to fire alarm call points.

On arrival staff, visitors and contractors must be given instructions regards evacuation procedure in the event of a fire by a school representative.

Fire evacuation drills must be held at a minimum of 3 times per year. If a person is given additional responsibilities (for example, to act as fire warden), they must be trained appropriately.

Fire extinguishers and the fire alarm system are subject to regular inspection and maintenance. This is organised and monitored by the Premises and Trust Estates team.

Self-closing fire doors delay the spread of fire and smoke. They must not be wedged or left open. Fire doors are labelled using blue circular plates which state "fire door keep shut". Automatic fire doors shut in the event of the fire alarm being activated. Automatic fire doors are labelled "automatic fire door keep clear". Under the **Fire Safety Order 2005** an individual can be fine for interfering with fire doors.

The sites fire safety risk assessment is stored electronically on each school's administration drives. It is accessible by the Senior Leadership Team and all members of administration. A

master copy of a school's fire safety risk assessments is also held by the Trust Estates team.

3. First Aid

All schools must have a minimum 3 first aiders per site. The names of the first aiders on site must be displayed in reception and the staff room at a minimum.

First aiders have the responsibility for maintaining the contents of first aid boxes they are allocated. A record must be kept of the 'checks' undertaken to ensure that sufficient first aid supplies are available. Headteachers must confirm that these checks have been conducted.

4. Accidents, incidents and "near-misses"

Accidents and "near-misses", damage to property and equipment will be appropriately reported and investigated with suitable action taken to reduce the likelihood of their occurrence.

All incidents, accidents and near misses will be recorded on Arbor and reported to Senior Leadership.

All major incidents, accidents and near misses will be reported via the Action>HR Health and Safety Accident Management System ("AMS"). Major incidents and accidents include; head injuries, human bites and RIDDOR reportable incidents (**RIDDOR – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013**). It is the responsibility of Action>HR to ascertain whether an accident should be RIDDOR reported.

Senior Leaders will investigate incidents in accordance with the Health and Safety policy. Statistical data will be collated each term and annually and shared with the Local Governing Body. The reports generated by each school should help Senior Leadership identify areas of risk and where a risk assessment is necessary (please refer to the **AAT Risk Assessment Policy** for further guidance).

A Bikeability responsible school will report all health and safety incidents, accidents and near misses to the Grant recipient. Any serious health and safety incidents will be reported to the Bikeability Trust. A serious incident is defined as an incident that meets the definition of the Charity Commission Serious Incident Reporting Examples.

5. Contractors

The Trust policy '**Monitoring and Managing Contractors**' and the Trust '**Contractors Code of Conduct**' gives a standard procedure for the assessing the competence of, and control and monitoring of, contractors. All contractors must follow the safeguarding arrangements in place for each school. All contractors must be provided with verbal or written guidance on the school's safety procedures (including fire) on arrival.

It is the responsibility of the estates team to ensure contractors comply with the '**Monitoring and Managing Contractors**' policy. A central library of approved contractors is maintained by the Trust Estates team.

Whilst on site, it is the premises team responsibility to ensure that contractors follow the operational guidance as detailed in the '**Monitoring and Managing Contractors**' and the Trusts '**Contractors Code of Conduct**'.

If staff or a pupil becomes aware of any danger or concerns caused by a contractor, this must be reported immediately to the Site Manager and the Headteacher / Head of site.

6. Health and Safety Training

Please refer to the Trust **CPD Policy** for a detailed breakdown of the Health and Safety training required for all staff. A record must be kept of all health and safety training undertaken. If this training is outside the scope of the Trust CPD Policy, HR must be emailed details to update the employees training record (hr@aurigaacademytrust.org.uk).

7. School Trips and Visits

All school trips and visits require a risk assessment. Please refer to the Trust **Risk Assessment Policy** for further guidance.

Off-site visits and trips will only be undertaken where a written plan for the trip, the health and safety arrangements and the level of supervision has been produced and approved by the Headteacher or Head of School.

Outings involving overnight stays, hazardous activities or trips abroad are also subject to RBK approval with details and risk assessments submitted to RBK's Outdoor Education Adviser.

Adventure holidays organised by the school will only be undertaken at centres holding a current licence under the Adventure Activities Licensing Regulations. Further advice regarding off site visits is contained in RBK's Guidelines for Educational Visits and Outdoor Activities.

8. School and Pupil Security

Whilst is not a recommendation of the HSE, given the nature of the Trust schools, it is recommended that a risk assessment is undertaken for each school site to establish the necessary security measures required for pupil safety. All staff and pupils are required to assist in maintaining good standards of security on school premises.

9. Smoking

Smoking, vaping or using any other smoking device is not permitted on any school premises.

When smoking, staff must move at least 200m from the school site (or other adjacent school buildings), must not be visible from the school, and must not be wearing a school lanyard or any identifying school logos.

Staff must store any 'smoking' equipment in a secure place which is not within the learning space. Lighters, vapes and any other smoking paraphernalia must not be kept in pockets or in any place accessible to pupils. Staff are encouraged to wash their hands after smoking to limit any 'smoking smells' on site.

10. Medical Suitability for Work and Medical Arrangements

Pre-employment medical surveillance is undertaken for all new staff, usually by means of a confidential questionnaire, by the Trust's Occupational Health medical adviser. Confidential medical details are held in the strictest confidence and will only be disclosed to the school with the prior consent of the staff member. Information such as restrictions on particular types of work, or special precautions necessary for health and safety reasons, will be provided to the school to avoid putting the employee or others at risk.

Where a staff member becomes pregnant or suffers from an ill health condition which is likely to affect their work, they should notify the school as soon as possible to enable any special precautions needed to be implemented. Please see the **AAT Risk Assessment Policy** and the **AAT Emergency Policy** for further guidance.

11. Evening Events and Use of School Premises by External Bodies

Where events are planned to take place out of normal school hours, within school premises, this must be authorised by the Headteacher / Head of Site.

A health and safety plan for the event must be drawn up by the leading member of staff, or with the external body responsible for the activity, and signed off by a member of Senior Leadership. Where an external body is responsible for the event, or activity, then the relevant requirements of the health and safety plan will be agreed, in writing by the Headteacher as a condition of using or hiring the premises, in accordance with the **AAT Letting Policy**.

The health and safety plan will include

- the fire evacuation plan
- the lockdown plan
- confirmation of safeguarding considerations
- requirements for the use of swimming pools (Strathmore only)
- the safety of equipment brought on to the premises
- first aid arrangements, and
- any arrangements for serving food.

Where a number of events of the same type are held, one plan covering all the events may be used.

12. Electrical Safety

The safety and maintenance of the school electrical is paramount in ensuring the health and safety of pupils and staff. The following maintenance schedule must be adhered to:

- **Fixed electrical installation** requires an electrical inspection and test by an NICEIC contractor every five years. Any deficiencies will be promptly addressed, and where this is not possible, the relevant part of the installation will be electrically isolated.
- **Fixed electrical equipment** (e.g. ovens, fridges, washing machines) should be PAT tested at a minimum of 3 to 5 years. The Trust recommends that these items are included in the annual schedule of portable appliance testing as outlined below.
- **Pool plant** electrical testing is required annually due to the corrosive nature of the environment. This is organised by the Site Manager who will retain records of the inspection and upload these to Risk Manager. Any deficiencies will be promptly addressed, and where this is not possible, the relevant part of the installation will be electrically isolated.
- All **portable electrical equipment** (e.g. laptops, kettles, heaters) will be subject to a combined electrical inspection and test and a regular formal visual inspection. Portable Appliance Testing ("PAT") will be undertaken annually. The equipment tested will be labelled with the date of inspection. The Site Manager is responsible for organising PAT, using a 'competent' contractor. Mains powered electrical equipment belonging to staff or pupils must not be used on school premises unless it has been electrically inspected and tested.

Please note that all **electrical musical equipment** used in concerts, plays, discos (e.g. amplifiers, musical instruments) fall within the above PAT requirements and should be checked for the date of inspection prior to use.

Please note that all **electrical equipment to be use outside** must be appropriately manufactured and verified as weather safe. The charging station or power supply for this equipment, falls within the above PAT requirements and should be checked for the date of inspection prior to use.

All work regards electrical installations, or minor electrical repairs (e.g. fitting or changing plugs, changing any bulbs), must be organised and / or undertaken by the Premises / Site Manager. Such work must only be undertaken when the relevant part of the installation has been isolated. With the exception of the above, only NICEIC approved contractors are permitted to undertake electrical works on any school site. Work on the school electrical installation by contractors will be undertaken in accordance with the school's standard rules for contractors, please see the **AAT Contractor Management - Managing & Monitoring Contractors** regarding permits.

The Trust recognises that pupils will interact with electrical equipment (e.g. laptops, tablets, science equipment, concert set-up) and must do so in school under the supervision of the teacher responsible.

13. Working at Heights

Working at heights includes

- the use of ladders
- step ladders exceeding 3 metres in height

- areas where there is a risk of falling e.g. roofs.

These works will only be undertaken by, or when approved by, the Site Manager (please see the **AAT Contractor Management - Managing & Monitoring Contractors** regarding working at height permits).

All staff using ladders, or step ladders exceeding 3 meters in height must hold current 'ladders' training. Training is only valid for 3 years. Please refer the **Trust CPD Policy**.

Pupils are not permitted to undertake any task that involves working at height (for example, when arranging lighting for plays or similar events).

14. Work on Maintenance or Improvement of School Premises by Volunteers

The Trust greatly appreciates assistance from parents and other volunteers in supporting school activities. Where work on school buildings or facilities is proposed to be undertaken by volunteers, to ensure the work is undertaken safely, a health and safety plan will be developed and documented by the Site Manager in conjunction with Senior Leadership. The standard risk assessment template for volunteers is available for use (please see **Appendix 4** of the **Risk Assessment Policy**). However, at a minimum, the health and safety plan must detail

- the works to be undertaken
- the identified risks
- how the work is to be supervised
- the competence and experience of those involved; and
- any necessary health and safety arrangements for the work.

15. Health and Safety Inspection, Monitoring and Auditing

It is essential to ensure that health and safety standards are maintained across the Trust. To achieve this regular monitoring and inspection are undertaken at each school site. Inspections are co-ordinated by the Trust's Estates Manager and the Site Manager.

The Trust's Health & Safety advisors (Action>HR) will undertake annual health and safety audits of each school site. These may take the form of an update or full review. Reports will be issued in the first instance to the Trust Estates Manager and shared with the Headteacher. The Headteacher is expected to address and monitor any issues raised. The live version of the report must be saved on the school's local server with updated actions being noted by the Estates team and school leadership. A master version of the original report is kept on the Trust drive.

Site inspections are undertaken once a term by the Trust Estates Manager, the Site/Premises Manager with senior leadership being invited to attend. Following the inspection a report highlighting any deficiencies is produced by the Trust Estates Manager for review by the Headteacher. The Headteacher is expected to follow up on any matters raised. The Local Governing Body will be given access to these reports as part of the Headteachers report with details of any necessary actions followed up.

The Local Governing Body will also receive the **AAT Estates Summary**, issued at a minimum termly (please see template **Appendix 3**).

Where problems identified by inspections cannot be satisfactorily resolved at school level the headteacher / Local Governing Body can raise the matter with the Trust Estates Manager who will liaise with the Trust's Health & Safety advisors (Action>HR), if appropriate.

16. Health & Safety Executive (HSE) / London Fire / Emergency Planning Authority (LFEPA) visit

In the event the Health & Safety Executive (HSE) or the London Fire and Emergency Planning Authority (LFEPA) request to visit a school, the school / Trust must contact the Trust Estates Manager immediately. The Trust Estates team will manage the Enforcing Authorities visit. All school reception staff must be made aware of this arrangement. Administration staff should be familiar with **Appendix 7: What to do if the Health & Safety Executive (HSE) / enforcing**

authority call.

Appendix 3: Health & Safety Estates Template Report issued to Headteachers

A Trust wide report is prepared by the Trust Estates Manager, reviewed by the CEO and Finance & Resources Director, prior to being issued to the Headteacher for review and discussion. The report is prepared in time for the Headteacher to include relevant information in their Headteachers report which is included as part of the Local Governing Bodies meeting papers.

The report will take the following format:

1. OPERATIONAL and HEALTH & SAFETY ISSUES (listed by site)

2. DEVELOPMENT PROJECTS (listed by site)

3. CAPITAL PROJECTS – Proposed 2X/2X (listed by site)

4. Health & Safety COMPLIANCE

The 2X/2X reviews were undertaken in the Summer Term of 2X/2X. The below table presents the number of issues identified for each site. Full reports are available on request. Updates as to points outstanding will be included in the Autumn 2 report. The 2X/2X reviews have been provisionally booked for (month / year).

Site	Review	23/24				22/23	21/22
		Total	Urgent	High	Med	Low	Remaining Total
CLA SEC	H&S						
	FRA						
CLA GTW	H&S						
	FRA						
CLA PRI	H&S						
	FRA						
STR GC	H&S						
	FRA						
STR RUSS	H&S*						
	FRA*						
STR SRR	H&S*						
	FRA						
CAP SEC	H&S						
	FRA						
CAP PRI	H&S*						
	FRA*						
TOTAL per Report							

* Follow up Review undertaken. All other reports are full reports.

Consistent areas of concern across all schools:

1. XXX
2. XX.

5. Accident Management System (AMS) Reporting – summary by school

Appendix 4: Statutory Obligations

This policy complies with current legislation including:

- [Health and Safety at Work etc Act 1974](#)
- [Management of Health and Safety at Work Regulations 1999](#)
- [Workplace \(Health, Safety and Welfare\) Regulations 1992](#)
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#)
- [The Manual Handling Operations Regulations 1992 amended 2002](#)
- [The Regulatory Reform \(Fire Safety\) Order 2005](#)
- [The Work at Height Regulations 2005](#)
- [RIDDOR \(Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995\)](#)
- [The Personal Protective Equipment at Work Regulations 1992](#)
- [COSHH \(Control of Substances Hazardous to Health\) 2002](#)
- [Lifting Operations and Lifting Equipment Regulations \(LOLER\)](#)

Title	Frequency	Description
Dust, Fume and extraction. (Science Labs)	Annual	Exhaust ventilation plant should be examined and tested by a competent and qualified person. A certificate should be displayed. BS EN 14175-2:2003
Dust, Fume and extraction. Inspection (Science Labs)	Annual	Regular inspections of equipment are required. Records of any remedial work should be kept for 5 years. BS EN 14175 and HSG54
Local Exhaust Ventilation	Annual	Around every 14 months or less in accordance with Control of Substances Hazardous to Health Regulations 2002 (COSHH) and manufacturer's guidance. timescale as required - annual or less
Portable Appliance Testing (PAT)	Annual	All portable appliances must be tested on the correct frequency and labelled and dated to confirm the test according to The Electricity At Work regulations 1989 , and in accordance with the IEE Code of Practice for Service Inspection and Testing of Electrical Equipment
Fixed Electrical Wiring Installation Test	5 yearly (if staggered by area, it must be completed by year 5)	Wiring is required to be tested, installation checked, certificate completed and displayed and any remedial work completed. Fixed wire testing is required to ensure compliance with the Health and Safety at Work Act 1974 and the Electricity at Work Regulations 1989 .
Emergency Lighting	Annual	Emergency Lighting should be tested, and this must include a 3-hour battery 'purge' and where remedial work is identified this work should be completed as a 'high' are of concern. BS 5266-1
Emergency Lighting	3 yearly	Batteries are required to be renewed. This work must be carried out by a competent person.
Lightning Conductors	11 or 13 monthly	Inspect and test lightning tapes and earthing pits and report defects and/or damage. Lightning conductors are required to be checked in accordance with BS 6651: 1999 . Where remedial work is identified this should be carried out. A certificate is required to be completed and displayed
Powered Pedestrian Doors	6 monthly	Powered Pedestrian Doors where applicable require to be serviced every 6 months BS7036: 1996 Parts 1, 2 and 3 .
Powered Pedestrian Doors	Annual	Powered Pedestrian Doors where applicable require to be tested on an annual basis in accordance with BS7036:1996 Parts1,2 & 3 .

Display Energy Certificate	Varies dependent on-site size and existing reports.	The DEC can be, valid for 1 year or more and is accompanied by an Advisory Report (valid for 7 years) and both must be produced by an accredited energy assessor.
Portable Fire Fighting Equipment	Annual	Firefighting equipment requires an annual service in accordance with BS 5306: Part 3: 1985 for fire extinguishers, BS EN 1869 for fire blankets and BS 5306 part 1 1976 for hose reels . A certificate is required to be displayed
Fire Safety Risk Assessment	2 yearly	A Fire safety risk assessment is required and a copy kept available for inspection. Fire safety regulation 2022.
Comprehensive Fire Alarms Test	6 Monthly	A comprehensive test of all fire alarm equipment and system is required in accordance with BS 7671: 1992 Requirements for Electrical Installations
Evacuation portable equipment	6 Monthly (LOLER)	This included evacuation chairs and evacuation mattresses as per LOLER - Lifting Operations and Lifting Equipment Regulations 1998
Fixed sports and gymnasium equipment	Annual	Service contract with manufacturers or specialist supplier to check, inspect and repair defects/damage. BS EN 913, BS EN 1176, and BS EN 15312.
Kitchen Equipment	Annual	Annual inspection by a certified organisation. BS7671-2008 and BS EN60335/2/25/2002
Gas Boilers	Annual	Gas boilers require an annual service by a Gas Safe registered contractor.
Gas Appliances - Safety Check	Annual	All gas appliances are required to have an annual gas safety check carried out by a Gas Safe registered contractor. Gas Safety (Installation and Use) Regulations 1998
Gas Catering Equipment - Service and certification	Annual	All appliances have been serviced, safety checked and a Gas Safe certificate is displayed
Boiler Control Unit (BCU)	Annual	This should be serviced as part of the gas and heating annual inspections. Building Regulation 2022
Expansion vessel Inspections	Annual	This should be serviced as part of the gas and heating annual inspections
Legionella - Risk Assessment	2 Yearly	Written Risk Assessment by competent person. Risk Assessments also applies to mains fed systems. BS 7592 and BS 8580-1
Legionella - Water Quality Sampling	Annual	Annual Water Quality Sampling by approved company. Satisfactory test certificates needed.
Lifts (Passenger) - Insurer Inspection	Annual	Passenger lifts require an insurers inspection in accordance with current legislation.
Lifts (Passenger) - Planned Maintenance Inspection	6 Monthly	Passenger Lifts require a 6 monthly planned maintenance inspection in accordance with the following: BS EN 81 Part 1 or 2 1988.
Lifts (Passenger) - Safety Gear Test	Defined Intervals	Passenger Lifts require examination and tests carried out in accordance with the 'Safety Assessment Federation' (SAFed) the examination and tests are to be undertaken at 1, 5 and 10 yearly intervals and the relevant LG1 document submitted. Regulation 9 of the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
Heating Installation	Annual	Specialist cleaning and servicing of boiler flues and chimneys. Pressure testing of gas pipework, check and service heat emitters, convectors etc. BS 7593:2019

Air conditioning and ventilation	Annual	Service and clean plant, equipment and duct work. Internal surfaces of ductwork – inspect and possible clean. BS 5925, BS EN 15665, BS EN 16211, and BS EN 13053
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Appendix 5: Best Practice Obligations

Title	Frequency	Description
Emergency Lighting	Weekly	Emergency Lighting should have weekly visual checks that should be recorded
Emergency Lighting	Monthly	Emergency Lighting should be tested (flash tested) and where remedial work is identified this work should be completed - should be recorded
Emergency Lighting	6 Monthly	Emergency Lighting should be tested and where remedial work is identified this work should be completed.
Audible Fire Alarm Weekly Test	Weekly	Audible fire alarm tests should be carried out, the call point and zone should be recorded.
Fire Drills	3 per year (min)	Fire & Rescue Services recommend Fire Drills are conducted at least once per term in schools. The feedback for must be completed and recorded.
Lockdown drills	1 per year	The feedback for must be completed and recorded.
Updates/Review to external Risk assessments	Annual	Annual updates/reviews of the Health & Safety and the Fire Risk assessments. This is completed by an Action HR representative.
External play equipment - Inspection	Weekly	Periodic inspection and ad hoc repairs to children's play equipment and adventure areas. Can be undertaken by a competent person.
External play equipment - Inspection	Monthly	Periodic inspection and ad hoc repairs to children's play equipment and adventure areas. Can be undertaken by a competent person. This must be recorded.
PE/ Gymnasium Equipment and Playground Equipment	Weekly	An inspection is required to establish the overall safety of equipment. This can be undertaken by a competent person.
PE/ Gymnasium Equipment and Playground Equipment	Monthly	An inspection is required to establish the overall safety of equipment. This can be undertaken by a competent person. This must be recorded.
Heating Installation - Periodic Inspection	Monthly	Period visual assessment of pipes, valves, insulation and general surfaces within boiler house and report defects/damage. This can be undertaken by a competent person. This must be recorded.
Powered pedestrian gate, vehicular gate and door checks	Weekly	An inspection is required to establish the overall safety of equipment. This can be undertaken by a competent person.
Powered pedestrian gate, vehicular gate and door checks	Monthly	An inspection is required to establish the overall safety of equipment. This can be undertaken by a competent person. This must be recorded.
Legionella – Flush	Weekly	A weekly flush should be made of all areas that have low usage or 'dog legs' in the system.

Appendix 6: H&S Information for Visitors & Contractors

The below information must be provided to anyone on site who is unescorted but is not a permanent member of staff. This would include, but is not limited to, agency staff, contractors approved for independent work (cleaners, gardeners etc.), new staff and governors before they have completed their health and safety training, long term volunteers etc.

The admin team on each site is required to tailor the below template so that it reflects the health and safety requirements of their building.

Welcome to (insert school name here)

Please read the information below, sign one copy and return it to reception.

Employers are legally required to keep their employees safe and healthy at work. This means providing a safe workspace, carrying out risk assessments, and taking steps to prevent accidents and illnesses. Employers must give proper training, provide any necessary safety gear, and make sure all safety rules are followed. They are also responsible for fixing any hazards quickly and supporting employees' well-being. By doing this, employers help create a safer and healthier workplace for everyone.

Your personal health and safety at work is also your responsibility and is important for your well-being. This means using good posture, taking regular breaks, and being aware of potential dangers. Staying hydrated, managing stress, and keeping your workspace tidy can help prevent illness and injury. Following safety rules and reporting any unsafe conditions make the workplace safer for everyone. By focusing on health and safety, you protect yourself and help create a better working environment.

Provision	Location
What to do in the event of a fire	Evacuate the building via the nearest exit
Fire assembly point	
First Aid	Sign in staff room or ask your teacher
Personal H&S concerns (e.g. special evacuation or medication required)	Report this to the administrator or HR
Lockdown (concern on site / threat)	When hearing "Lockdown/Lockdown" please find a safe and lockable place to secure yourself.
Reporting a premises issues (e.g. build request)	
Reporting an urgent issue (e.g. water leak)	Admin, they can radio or call the site team
HR Concern	HR@aurigaacademytrust.org.uk
Health & Safety Concern	SLT or Estates@aurigaacademytrust.org.uk

Name:	Date:	Signature:

Appendix 7: What to do if the Health & Safety Executive (HSE) / enforcing authority call

The Health and Safety Executive (HSE) may contact schools in the UK to ensure they are meeting legal responsibilities regarding the health, safety, and welfare of staff, students, and visitors. This could involve routine inspections, investigating complaints, or following up on incidents or accidents reported within the school. The HSE aims to assess whether schools are adhering to health and safety regulations, such as those concerning risk assessments, safe working practices, and the maintenance of premises and equipment. It is vital for schools to take such contact seriously, as it demonstrates their commitment to creating a safe environment for all and helps identify and address potential risks before they escalate. Proper engagement with the HSE also ensures that schools maintain compliance and avoid penalties, fostering trust with parents, staff, and the wider community.

1. Initial Greeting and Confirmation

Confirm who is calling, record the name and position of the enforcing authority calling.

2. Confirm the Purpose of the Call and information and Action Needed

Listen carefully to the purpose of the call and ask for clarification (e.g., an inspection, inquiry about a safety incident, or a report). Write down any instructions or requests.

3. Determine who they need to talk to

Ask if they need specific information or if they need to speak to someone in particular (e.g., the Headteacher, Health and Safety Officer, or Facilities Manager).

4. Offer to Direct the Call to the Right Person

Transfer the call to the relevant person if they are available. If the person is unavailable, offer an alternative. If the alternative is not suitable write down a detailed message and repeat it back.

5. Next steps

Note any important information / instructions / follow up actions in the event the right person is not available, or they are not satisfied with the information provided.

6. Post Call Actions

Send the call summary to any relevant person(s), copying the Headteacher and the Estates Manager. Follow up with a call to ensure that the person is aware of the email call summary. No further action is required by administration unless requested by the Headteacher or Estates Manager.

Example Call Summary Notes:

Caller's Name: Position: Enforcing Authority (HSE / Other): Notes to capture key details about the purpose: Who do they wish to speak to: Next steps taken: Timing of reply agreed with caller:
