

Crofty Multi Academy  
Termly Health and Safety Review  
School Roskear Date July 2020

Question		Comments	Action to be taken
General			
Is the general condition / maintenance of the building(s) acceptable?		Building in good condition. Weekly checks carried out by site supervisor.	
Is the general condition / maintenance of the grounds acceptable?		Generally good condition, some wear and tear in places. Weekly checks carried out by site supervisor.	
Is the health and safety law poster on display?		New one received and in place.	
Is the on-line Compliance up-to-date, are new dates recorded in the overview sheets?		Compliance currently running at 96%.	
Monitoring health and safety			
Does the inspections and checks log show a regular pattern of inspections and checks for the premises?		Completed by site supervisor. Sheets kept in a folder in the admin office cupboard.	
Are all regular maintenance records kept up to date and available for inspection?		Completed by site supervisor. Sheets kept in a folder in the admin office cupboard.	
Is a system in place for reporting health and safety concerns? Are defects logged immediately and is prompt and appropriate action taken to resolve these defects?		Health & Safety concerns are reported to L. Snell who will inform both the Head Teacher and H&S governor. Action will then be taken.	
Is there a school health and safety action plan?		The findings from the review form the action plan.	

Have recommendations arising from previous curricular inspections been actioned?		Yes, all actions from the H&S walk have been actioned.	
Is health and safety a standing agenda item at relevant governing body committee and staff meetings?		See governor/staff meeting minutes.	

### Policy

Is there a health and safety policy, and has it been signed and dated by the head teacher/chair of governors, staff and volunteers? Do those with responsibilities understand and fulfil their roles?		During the current Covid-19 situation the policy has been updated but not signed by staff.	
Is the health and safety policy made available to all staff, parents and contractors?		Staffroom, shared drive and when signing in at reception.	
Is the policy included in the induction process and are policy changes effectively communicated to all staff?		Yes and information disseminated through staff meetings/notice boards.	

### Risk assessment

Has a risk assessment audit been carried out within the last year to ensure that school-specific risk assessments are in place where needed and fit for purpose?			
Are risk assessments for individuals being carried out where required, for example for known medical conditions where there are health and safety implications, such as epilepsy?		Completed by SENco when required.	
Have teachers/heads of department created specific risk assessments for relevant curriculum activities?		Completed – signed by all staff as required and kept in the Head Teacher's office.	
Have staff, pupils and visitors been informed of the hazards and risks on the site (induction/notice board).		Information would be on the staff notice board and any visitors to the school informed on arrival at reception.	
Are staff aware of the content and location of all relevant risk assessments?			

### Accident reporting

Are procedures in place for recording and reporting accidents to staff and pupils, including those that are		Any accidents are recorded in the accident	
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RIDDOR-reportable, incidents of violence towards staff, and 'near-misses'?		book. Anything reportable is dealt with by LH & or NF	
Are accident records monitored for trends?		Checked by H&S governor.	
Are governors routinely notified of any significant accidents?		See governor meeting minutes.	
<b>Housekeeping</b>			
Is general housekeeping satisfactory?		The school is cleaned daily during the week.	
Is a schedule of deep cleaning in place, in particular for dining areas, kitchens and food technology areas?		Deep cleaning carried out during holiday periods.	
Are materials and equipment stored in an orderly, safe and suitable fashion, including cleaning chemicals?		All equipment and products are locked in a secure cleaning cupboard.	
Are items stored at height (e.g. files/folders on shelves) accessible, secure and safe?		Any items stored at height are secure and if needed there is an 'elephant's foot' step up.	
Are potentially hazardous areas (kitchen, labs, workshops etc.) locked when unsupervised?		Kitchen staff have own keys to secure areas when not in use.	
<b>External areas and access arrangements</b>			
Are trees in or overhanging the grounds safe and in good condition?		Weekly checks.	
Does a specialist contractor check trees for disease and weakness every year?		Annual inspections are carried out by CORMAC.	
Are walls and fences in good condition?		Weekly checks.	
Are grounds, including playgrounds, clear of refuse and litter and regularly checked for damage and disrepair, and are they currently in good condition?		Daily check by site supervisor, any repairs made good.	
Is PE and outdoor play equipment inspected annually by a competent contractor?			
Are waste bins and any external storage spaces covered, secured and located a safe distance away from buildings?		Enclosed area for bins away from main building.	

Are external pathways and other outside areas checked daily for trip hazards and general maintenance?		Checked daily by site supervisor.	
Is the car park free from surface damage, such as potholes?		Some small degrading.	
Where physical separation between vehicles and pedestrians is not possible, are there suitable signs and traffic calming measures – such as signage, speed restrictions or speed humps? Are these signs in good condition and legible?		Zebra crossing in driveway. We also have morning and afternoon car park supervisors.	
Is adequate access to the site maintained for emergency services?		Parking is available outside the main reception area.	
Is disabled access clear of obstructions?		Main reception area is kept clear as are any ramp areas to access outside areas.	
Is salt and grit readily available to treat paths and walkways in icy weather?		Kept secure by the site supervisor.	
Is there an accessibility audit and access management plan, and are these kept up to date?		Completed by SENco	
Are risk assessments and control measures in place to ensure that grounds maintenance is undertaken safely?		Risk assessments carried out by maintenance company.	

#### Vehicles

Is a list of nominated minibus drivers and training maintained?		All currently up to date.	
Do drivers have the appropriate licence for the vehicle?		All currently up to date.	
Are all vehicles used on site being inspected and serviced regularly and according to manufacturer's instructions?		Both minibuses are serviced regularly.	
Have driving licences been checked to identify any penalties, which might affect insurance cover?		All currently up to date.	
Do all staff have business class insurance?		Crofty MAT blanket cover	
Are all inspection, MOT and servicing records in place and up to date?		Both minibuses have full MOT certificates and up to date tax. Paperwork kept in the minibus folder.	

#### Roofs, ceilings and walls



Are roofs and gutters inspected regularly and repaired where necessary?		Weekly checks by site supervisor.	
Are lightning conductors serviced annually?		Installed July 2019.	
Are internal and external walls, ceilings, partitions and cladding inspected for damage regularly and repaired where necessary?		Weekly checks carried out by site supervisor.	
Has a rolling programme of painting and decorating works been established?		Completed during summer break 2018.	
<b>Security</b>			
Are doors and windows locked and secured at the end of the day?		Checked by a cleaner at the end of each day.	
Are blinds/curtains drawn in ground floor rooms at the end of the day?		Where required.	
Is the intruder alarm set at the end of the day?		Yes. Set by cleaner at the end of each school day.	
Is the intruder alarm checked weekly, and any faults reported?		Seen daily by office staff.	
Are external lights checked weekly, and any faults reported?		Weekly check by site supervisor.	
Are gates and perimeter fencing of adequate height and well maintained?		Weekly check by site supervisor.	
Are CCTV systems checked weekly and footage kept for a suitable period?	N/A		
Is there a signing-in system and visitors' book in the school reception area?		Electronic signing in system in place. Different coloured lanyards are handed to all visitors depending on their status.	
Are doors giving direct access to pupils kept secure against unauthorized persons?		External doors remain locked during the school day.	
Are electronic keypads checked weekly and entry codes changed regularly?		Entry code changed November. 2018	
Have risk assessments been carried out in relation to the potential for intruders coming onto the site?		Lock down procedure practice completed. All risk assessments completed and up to date.	

Are the names and contact details of key holders kept up to date?		All contact details are held by GSD as they are the first point of call.	
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### Lettings

Is a lettings policy in place and up-to-date?		All relevant paperwork held in lettings folder	
Are key risks and emergency procedures clearly communicated to hirers?		All relevant information is given to anyone hiring the premises when initial booking is taken.	
Are there formal arrangements in place to notify other users and occupants of the site of new health and safety issues?			

### Contractors

Are there arrangements in place for the control of contractors on site?		Any major work is usually completed out of term time. Smaller jobs a contractor would be supervised.	
When awarding contracts directly, is health and safety included in specifications and contract conditions?		Crofty MAT letter will be in place by all companies.	
Are appropriate competency checks undertaken prior to engaging a contractor directly?		Letters of assurance are obtained.	
Are control measures in place to ensure separation between students and contractors as far as possible? When contact is unavoidable, are contractors DBS checked?		Wherever possible contractors are not in contact with pupils. If this is unavoidable supervision will ensue. All contractors	
When large vehicles and machinery will be moving on the site are risk assessments carried out and control measures put in place?		Risk assessments are carried out by company prior to bringing any vehicle/machinery on site.	

### Floors and corridors

Are floor surfaces and coverings kept clean, in good condition, non-slippery and free of trip hazards?		Cleaned daily Monday to Friday.	
Are corridors, gangways and other internal pedestrian routes kept clear of obstructions?		All areas used by pedestrians are kept free of any obstruction.	
Are any sudden changes in floor level highlighted?			



Staircases and ramps			
Are stairs even, unworn and adequately lit?		The only stairs within school are to access the Adult Education department. These stairs are kept clean, maintained and well lit.	
Do the staircases have handrails? Are handrails in good condition?		Handrails fitted and kept in good order.	
Are ramps of a suitable gradient and non-slippery?		All ramps have a non-slip coating that is well maintained.	
Electrical equipment			
Do all portable electrical items undergo portable appliance testing (PAT) on an annual basis?		Completed February 2019.	
Has all fixed electrical equipment and wiring been inspected within the last 5 years?		Certificate in compliance folder	
Are inspection records for all items of electrical equipment available and up to date?		All certification is held in the compliance folder.	
Are electrical leads kept tidy and secure, or are there any trailing electrical leads?		All leads are kept tidy thus preventing any trip hazards.	
Are sockets used for no more than one plug each?		Some sockets have 'cube' plugs enabling more than one electrical item to be used at any one time	
Is all non-essential electrical equipment turned off /standby at the end of each school day?		Staff are instructed to turn off all non-essential equipment at the end of each working day.	
Are the locations of emergency shut off switches for electricity marked up on an accessible plan? Do relevant staff know their locations?		Need school plan with shut off points identified	Print plan asap
Is the electrical cupboard free from combustible materials?		All areas are kept tidy and free from clutter.	
Oil and gas			
Are all gas appliances, including gas boilers, inspected and safety tested annually by gas safety registered contractor?		All certification is held in the compliance folder.	

Are gas cylinders stored appropriately? (Secured upright, separated from flammables, location marked on a plan in the fire risk assessment)	N/A		
Are any pressure vessels, such as gas cylinders, and any liquefied petroleum gas (LPG) tanks inspected annually?	N/A		
Is the area around LPG tanks kept clear of weeds and debris, and is the LPG tank surrounded by fencing or barriers?	N/A		
Are oil boilers serviced every 6 months by a registered contractor?	N/A		
Are boiler rooms kept free of combustible materials?		Yes.	
Does gas pipework receive a pressure test every year?		See the compliance folder.	
Does oil line pipework receive a pressure test every five years?	N/A		
Is the area around oil storage tanks kept clear of weeds and debris, and are the tanks surrounded by fencing or barriers?	N/A		
Are oil storage tanks checked monthly for leaks?	N/A		
Are gas and oil meter readings being recorded every month?	?		Check if so and by who.
Is the gas supply turned off in kitchens when not in use?		Yes this is linked to the fire alarm system.	
Are the locations of emergency shut off valves for gas and oil marked up on an accessible plan? Do relevant staff know their locations?		Need school plan with shut off points identified	Print plan asap

#### Toilets and bathrooms

Are the toilet facilities adequate for the number of staff and pupils, well-supplied and hygienically maintained?		Cleaned and checked daily by cleaners.	
Are regular checks of toilet facilities carried out during the day?		Any issues reported and dealt with asap.	
Are floors clean and dry?		Cleaned daily.	



Are extractor fans clean and working?		Checked by cleaners and appropriate action taken when needed.	
Is drinking water available from a clean, well maintained source?		Water coolers located throughout school. Not all working to capacity.	Following on from meeting with 'Thirsty Work' new water coolers to be installed.
Plumbing and water			
Is there a procedure in place to mitigate the risks of legionella?		Checks carried out by site supervisor.	
Has a water risk assessment been conducted for the prevention of legionella?		Carried out by REEF October 2018. Report held in compliance folder.	
Have the initial recommendations from the water risk assessment been actioned?			Currently awaiting quotes for work.
If there have been subsequent changes to the hot and cold water systems since this assessment, has this assessment been reviewed?			When remedial work has been completed this will meet requirements.
Is there an annual legionella inspection carried out by a competent authorised contractor?		Legionella Risk Assessment carried out October 2018 by REEF. Report held in compliance folder.	
Are the elements of the hot and cold water systems inspected and serviced regularly?		All relevant paperwork is held in the compliance folder.	
Are waste pipes and above ground drainage systems checked regularly for blockages?		Part of site supervisors weekly checks.	
Are sewerage pumps and chambers inspected and serviced in accordance with manufacturers' instructions?	N/A		
Are records maintained and available for the checks carried out on the water and sewage systems?	N/A		
Are all checks and maintenance work being documented in the water log book?			
Are the locations of emergency shut off valves for the water supply marked up on an accessible plan?	?		Need plan printing asap
Fire safety			

Has a fire risk assessment or assessment review been carried out in the last 12 months?		Risk assessment completed by Steve Benney in June 2020.	
Has the capacity for communal areas (e.g. main hall) been calculated as part of this assessment?			
Have all actions from the fire risk assessment been carried out?			
If changes have been made to the building or occupancy, has the fire risk assessment been reviewed?		Completed 09/07/19.	
Is an up to date school evacuation plan in place. Is it known, when was it last practiced?		Yes the evacuation plan is up to date. Last full evacuation 15/04/2020.	
Are personal emergency evacuation plans (PEEPs) in place for staff and pupils who need them, and are PEEPs taken into account in the school evacuation plan?		Completed by SENco SH.	
Have all staff, pupils and visitors been given instructions about fire evacuation and assembly procedures?		For staff through the induction process and fire drills. Information sheets given to visitors when signing in.	
Are up to date evacuation signs and notices clearly displayed in every room?		Some replacements required after having new doors fitted.	
Are all emergency exits and routes clearly signed, available for immediate use and unobstructed?		Some replacements required following new doors being fitted. All areas clear from obstruction.	
Are the fire assembly points kept free from obstruction?		All assembly points kept free from obstruction.	
Are internal fire doors in place in key areas, such as corridors and stairwells? Are they opening easily and closing fully, and are they kept unlocked?		All doors fitted and functional. All remain unlocked.	
Do any electronic locking devices used on fire escape routes unlock automatically on operation of fire alarm or loss of power?	N/A	.	
Are fire drills conducted termly and recorded? Is a register kept of staff in attendance?		Fire alarm drills are carried out termly and noted in the fire log. Staff signing in register used.	
Have any issues identified during fire drills been resolved?		None of note to be resolved. However should there be these would be	



		addressed at staff meetings.	
Is the fire alarm system audible throughout the building?		Yes all alarms are audible throughout the building.	
Does the fire alarm system have a battery backup?		Yes it has a battery backup.	
Is a full test of the fire alarm, including call points, carried out weekly, and are these tests recorded?		This is carried out weekly and entered in the log.	
Has the fire alarm system been serviced by a competent engineer within the last year?		Quarterly test completed by Ellis 06/03/2020	
Is the fire-fighting equipment checked weekly in-house and inspected by a contractor on an annual basis? Are records of checks kept?		Site supervisor visual check weekly. Inspected by Firewatch December 2019. Certificate kept in compliance folder.	
Are fire extinguishers accessible and clearly signed?		Yes.	
Is the emergency lighting tested, and faults recorded, on a monthly basis?		Tested by site supervisor and any faults reported to Ellis.	
Are all stairwells and under-stairs areas kept clear of combustible materials?	N/A		
Are highly combustible materials stored and secured in their correct locations?		Any type of combustible component is kept securely locked in a cupboard.	
Are classrooms and the areas near doors kept free from paper and other combustible materials?		Everything is kept clear of combustible materials.	
<b>First aid and medication</b>			
Are first aid supplies restocked regularly and stored in an appropriate place?		Overseen by staff member	
Is there an adequate number of first aiders on site, and are they appropriately qualified? Is their training up to date?		Adequate number of staff hold up to date certification. Record kept on spreadsheet.	
Are the names of first aiders and the locations of first aid supplies clearly displayed?		List of all first aid trained staff is posted above the first aid boxes in KS1 and KS2 corridors.	

Are staff and pupils aware of the procedure for summoning first aid assistance?		All rooms have a card attached on the back of the door for summoning emergency help to an area. Children and adults are all aware of this.	
Are pupils with medical needs and allergies clearly identified?		Food allergies list in class/kitchen. Medical allergies in class. Both held centrally in 1 <sup>st</sup> aid cupboard	
Is an annual review of care plans undertaken for those with more complex needs?		KS1 Mrs Eva KS2 Mrs Squire.	
Is there a procedure for the administration of medication?		Form completed by parent/guardian for each individual child when medication is brought into school with written instructions.	
Is the medicine cabinet kept locked and in a secure place?		Lockable fridge and cupboard in the staff room.	
Are all medicines in their original container and labelled with the details of the pupil they are meant for?		Yes, this is checked by a member of staff when handed over by parent/carer.	
Is the medicine cabinet regularly emptied of old or unwanted stock?		Cleared out at the end of every half term.	
Are records being kept of the administration of first aid and medicines?		Accident record completed for each individual incident and medical forms kept in folder.	
Are appropriate infection control procedures in place (spotty book)		A copy of this is kept in the main office.	
Are all staff informed of infection control measures annually, and new staff upon induction?			
Is the Public Health Agency poster 'Guidance on infection control in schools and other childcare settings' posted in the school office and the staffroom?			
<b>Lighting, heating and ventilation</b>			
Are lighting levels adequate inside and outside the building?		Recently updated by Ellis and on site supervisor.	
Is emergency lighting available on escape routes, and is it serviced every 6 months by a contractor?		All installed and working. Checked by Ellis.	



Is the heating suitable and sufficient in all parts of the school?		Heating is working and adequate.	
Is ventilation (natural or powered) adequate?		Ventilation adequate.	
Are extractor fans clean and working?		This is carried out annually.	
Have ventilation systems, including local exhaust ventilation (e.g. fume cupboards and wood dust extraction systems), been serviced within the last year?	N/A		
Have air conditioning systems been serviced within the last year?		Service carried out by Cornwall Refrigeration 06/2020	

#### Windows

Are windows, including window locks, checked for damage weekly?		Staff report as necessary and any required maintenance carried out.	
Have window restrictors been fitted and are they in good working order?		These are fitted on all windows.	
If open windows pose an injury risk, are risk assessments and control measures in place?			
Is glazing inspected regularly and reinforced or protected in higher risk areas?			
Has a glazing risk assessment been conducted?			
Have measures been taken to reduce solar gain where necessary?		Blinds in situ in all rooms	

#### Doors

Are doors, including door locks and viewing panels, checked for damage regularly?		Daily check	
Are finger guards in place and effectively maintained on vulnerable doors (e.g. toilets and classrooms in early years and Key Stage 1 areas and in special schools)?		All doors requiring finger guards in place.	
Have electronic powered gates or doors been serviced by a contractor within the last year?	N/A		
Do electronic powered gates and doors receive more regular safety checks by school staff?	N/A		

Classrooms, staffrooms and changing rooms			
Has all school furniture been checked for damage?		Reported as necessary	
Do cupboard doors close properly and have steps been taken to prevent the risk of head injury from open cupboard doors?			
Are overhead projectors secure and positioned to avoid forcing pupils and staff to look directly into the beam?			
Are there steps or a platform available to access high shelving?		All areas have access to rolling step stools.	
Is furniture located in a safe place, without presenting a trip hazard or blocking access?			
Are rooms large enough for teaching?			
Is specialist equipment and machinery properly fitted, regularly inspected and serviced?			
Is there sufficient protective equipment and clothing for staff and pupils, and is it kept in good condition or replaced when necessary?			
Are there areas in classrooms, staffrooms and changing rooms for the safe storage of personal belongings (e.g. bags and coats)?		Lockers in staff cloakrooms, lockable cupboards in most classrooms	
Are coat racks secure and positioned so that they do not present a fire hazard?			
Are hot surfaces, such as radiators and hot water pipes, covered or protected to prevent the risk of burns?		Radiators are all covered	
Kitchen and catering			
Is the kitchen kept clean, in good condition and free from infestation?		All signed for by kitchen staff daily/weekly	
Have any outstanding items from the local authority environmental health officer's report for the school kitchen been dealt with?		Nothing outstanding	
Do catering providers have a food safety management system compliant			



with the hazard analysis and critical control point (HACPP) system?			
Is the food operator aware of all food-related allergies, and is information readily available about the allergens present in food served in school?		List of all pupils with allergies updated regularly and copies held in the kitchen.	
Is kitchen equipment, including ventilation systems, regularly checked and cleaned?		See compliance folder	
Has catering equipment been serviced within the last year?		See compliance folder	
Are fridges and freezers clean and at the correct temperature?		Daily checks carried out by appropriate staff	
<b>Hazardous substances, including asbestos</b>			
Is there an inventory of chemicals (e.g. cleaning and maintenance products), and has it been reviewed within the last year?		CORMAC	
Has a control of substances hazardous to health (COSHH) risk assessment been conducted of all substances identified as presenting a significant risk			
Are there warning notices about dangerous chemicals?			
Are all hazardous substances stored appropriately and out of the reach of children, in clearly-labelled containers (e.g. irritant, flammable)?		All substances are stored in original containers with labels intact. All kept out of reach of children or locked away.	
Is there a procedure in place for dealing with spillages or accidents involving hazardous substances?	N/A		
Is hazardous waste collected by a specialist contractor in accordance with current regulations?		PHS collects hazardous waste. Sharps bin for pupils currently in nursery is kept in a locked medical cupboard.	
Has a radon sump been installed, are levels checked and record regularly?	N/A		
Is an asbestos management plan, containing an asbestos register, type two asbestos survey, site plans and a site specific management plan, kept up to date and readily available?		No asbestos on site. Asbestos register is currently kept in reception and made available to all whom it may relate to.	

Has a licensed asbestos surveyor re-inspected the premises within the last year, and have the results of the survey been recorded?	N/A	No asbestos on site.	
Has all old data concerning asbestos been effectively segregated or archived? There is a legal duty to keep such data for 40 years.			
Is the asbestos 'permission to work' system used on every occasion before any work is conducted on building fabric? This applies equally to the site manager or caretaker as to external contractors.			
Is the asbestos 'permission to work' log well maintained, signed and dated?			
Are there a minimum of two asbestos authorised officers within the school, and is their training up to date?			
Are asbestos authorised officers clear on the location of asbestos containing materials (ACM) remaining on the site and the limitations of their management survey?	N/A		
Has the location of known ACM remaining on the site been communicated effectively to staff, pupils and visitors?	N/A		
<b>Lifts and hoists</b>			
Are building lifts and hoists for moving and carrying people checked and serviced regularly, and are checks and services recorded?		Changing bed in disabled toilets serviced 01/2020	
Are maximum loads marked clearly on hoisting and lifting equipment?			
Is a procedure in place for responding to passenger alarms?	N/A		
Are commissioning, testing and inspection certificates held on site for all lifting and hoisting equipment?			
<b>Swimming pool</b>			
Has a swimming pool risk assessment been carried out and all identified actions addressed?	N/A		



Is there a written operating procedure and emergency action plan for the swimming pool?	N/A		
Do staff who teach swimming hold an appropriate qualification?	N/A		
<b>Tools and equipment</b>			
Have task-specific work at height risk assessments been conducted?			
Are all ladders in good condition?		Checked prior to use.	
Is a ladder register and checklist in place and reviewed regularly?		Ladders checked by O. Chapman	
Where a scaffolding tower is used, have the staff erecting it and using it undertaken appropriate training and has its use been risk assessed with control measures put in place?	N/A	If service required would use o/side company.	
Are tools and equipment kept secure and out of the reach of pupils and unauthorised adults?		Kept locked in a tool store away from the school building.	
Are operating instructions available for work equipment?	N/A		
Where there is significant use of power tools or machinery, is a register of equipment in place which identifies any significant safety issues?	N/A		
Is a preventative maintenance and servicing schedule in place for all tools and equipment, including workshop machinery?	N/A		
Is there sufficient equipment to assist staff with manual handling tasks (e.g. trolleys)?		Trolleys and a sack barrow are available to move any heavy items.	
Is any damaged or faulty item of access equipment clearly labelled and removed as soon as possible to prevent use?		This would be labelled as faulty and reported to the site supervisor to remove asap.	
<b>E-safety</b>			
Have pupils and staff received appropriate instruction about safe internet and email use?		All pupils and staff are given appropriate information on internet safety. Also information updated on the school website regarding any trends highlighted of concern.	

Is there a firewall in place to block access to inappropriate websites?		Yes.	
Is school wifi password-protected, and is the password changed regularly?		Yes.	
Are staff accounts and school databases password-protected, and are passwords changed regularly?		Yes.	
Are school email accounts appropriately monitored or filtered?		Yes.	
Where monitoring takes place, is an acceptable use policy in place?		Yes.	

#### Staff training and welfare

Have all staff received an effective and documented health and safety induction, and have their training needs been assessed?		Initial induction and Staff Performance Management	
Have staff with emergency response roles (e.g. fire warden) received training?		All staff trained	
Is all health and safety training recorded?		See training spreadsheet	
Are all staff aware of the health and safety issues particular to their role?		H&S policy is made available to all staff.	
Have staff who need it been provided with appropriate protective clothing, and have they been shown how to use and look after it?			
Have all display screen equipment users been identified and their workstations assessed?			Staff training currently being undertaken.
Have any additional measures been put in place for the safety of disabled or pregnant people on site?			
Has a risk assessment of staff stress, based on the Health and Safety Executive's management standards for work-related stress, been carried out? Are adequate systems in place to mitigate staff stress as a result?		Crofty policy	
Have health and safety implications for lone working been considered?			
Are risk assessments and control measures in place for personal security and lone working?			



Are "no smoking" signs in place?		Signs are erected on the approach road/ car park to school.	
<b>Trips and visits</b>			
Is a member of staff designated as an educational or external visits coordinator and have they received training?		A.Forder	
Does the school comply with DfE guidance in relation to trips and visits?			
Are risk assessments completed for all proposed trips and visits and kept centrally? Are all staff accompanying the trip/visit fully aware of the contents of the risk assessments?		All risk assessments completed by the person organising the trip and signed by all accompanying staff.	
<b>Work experience</b>			
When work experience placements are offered in the school are those taking up the placement vetted appropriately and a risk assessment carried out?			
<b>Manual handling</b>			
Have staff required to undertake manual handling received training, and is this training up to date?		All training is made available to staff. Training matrix is kept updated.	
Are risk assessments carried out in relation to manual handling tasks?			
<b>Crisis and emergency management</b>			
Is there a crisis management team, and have they created a recovery plan to be followed in the event of a serious accident or incident (emergency contact list)?		Crofty	
Does the school have a critical incident policy?			
Are procedures in place for handling emergency situations and for communicating these to all staff?		Bomb threats and emergency lockdown procedures are known to staff.	

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Is equipment necessary for the execution of emergency plans, including communications equipment and building plans, readily available for use in the event of a crisis?		Phones.	
Are these plans and procedures tested through an annual emergency exercise?		Emergency lockdown and bomb threat exercises practiced.	
Are these plans and procedures reviewed after the annual emergency exercise?		Debrief and review after each practice. Anything highlighted to be considered and plans amended to facilitate changes.	



Control measures in place



Remedial work required (2 weeks)



Remedial work required (4 weeks)

Conducted by \_\_\_\_\_

Date \_\_\_\_\_

Headteacher \_\_\_\_\_

Date \_\_\_\_\_

Chief Executive Officer \_\_\_\_\_

Date \_\_\_\_\_