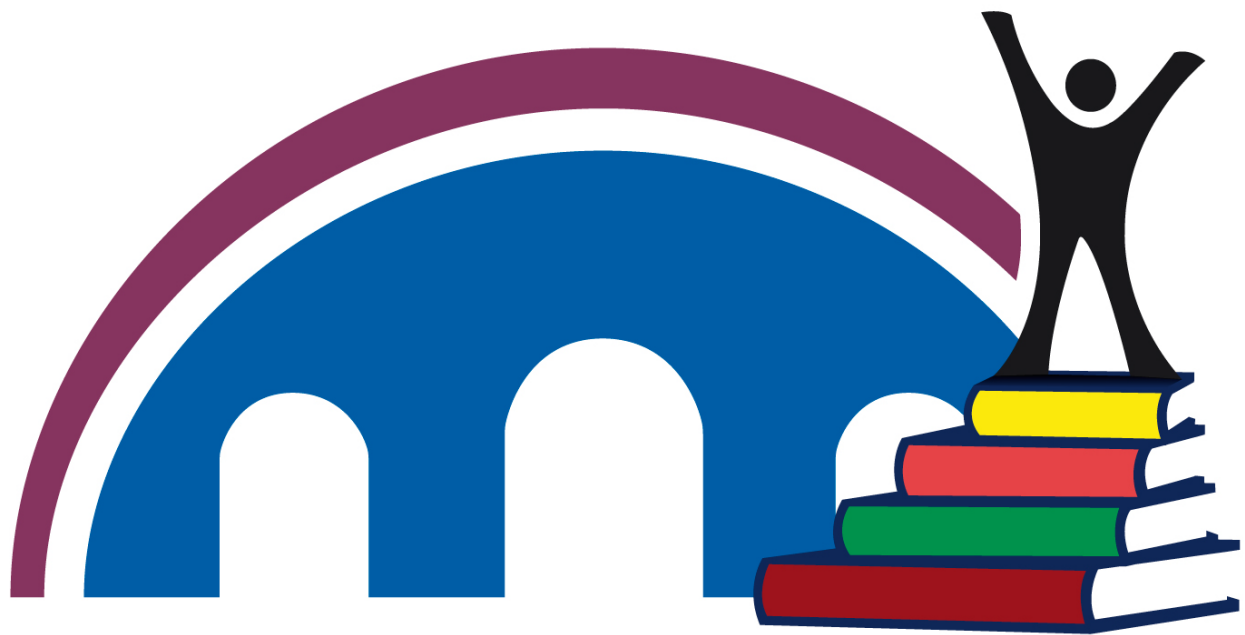




Bridge Academy Trust

HEALTH & SAFETY POLICY

September 2026

Summary of Changes

Section Number	Current	Proposed Amendment
Date last reviewed by Trustees; Frequency of review	3 years	3 years or after a serious incident, enforcement notice, significant organisational change or an emerging risk.
1.1	Bridge Academy Trust aims to provide and maintain a safe and healthy environment by establishing and maintaining safe working procedures amongst staff, pupils, and all visitors to our school sites	Replaced wording adding suitable policy statement
3.3	List of legislation	Added fire reform and workplace regs
3.1	Trustee responsibilities	Added explicit responsibilities
3.6		Added wording
3.8	Individual responsibilities	Added responsibilities contribute to RA's, report near misses, participate in inspections
5.2	Previously no wording	Detailing routine audit processes
5.3	Previously no wording	Added risk profiling
5.4	Previously no wording	Added informed outcomes
6.11		Added routine trend analysis arrangements
11.3		Added RPS training
12.1		Added Headteachers will identify which staff are DSE users
12.2		Added the need for annual 'RA's' and process to follow
14.1 a		Changed coding
16.2		Added competent person
16.3	Competent contractor	Changed wording 'expert reviewer'
16.7	The annual fire risk assessment will be reviewed annually or sooner if there is any significant change in the circumstances.	Changed wording 'The annual fire risk assessment will be reviewed annually by a competent person or sooner, by an expert reviewer if there is any significant change in the structure or layout of the buildings or circumstances.'
16.11	In the autumn term, staff and students will be walked through the procedure. The Headteacher/Head of School within the Trust is responsible for carrying out the evacuation practices at least three times each academic year and recording the results. No warning should be given on subsequent occasions. This	Removed the lack of warning. Fire drills should be a 'rehearsal for the main event' (that we hope never to happen)

	can be delegated by the Headteacher/Head of School.	
16.13		Added section on the need for review of fire drills
16.15 b	Fire extinguishers visual check weekly	Fire extinguishers visual check monthly
16.22		Added need for chemical stock inventory
18.2	Guidance on food safety within each school is available from Mr R Booty Rbooty@moulshamhigh.org or from the local Environmental Health Department.	Guidance on food safety within each school is available from The central Compliance and Estates Team estatesandcompliance@bridgeacademytrust.org or from the local Environmental Health Department
19.8/9		Added bullets on information and training 19.8 Training needs are identified through risk assessment, incidents, audits and role requirements 19.9 Training effectiveness is periodically reviewed
27.4.b	Use or come into contact with any chemicals	Added wording 'Use or come into contact with any hazardous chemicals '
Appendix 1		Replaced Accident/Incident form
Appendix 2		Replaced Accident/Incident Flowchart
Appendix 3	Marc Mabbott mobile	Replaced Director of Compliance and Estates contact to Jon Paisley mobile

Date of Draft Policy: (this is the month/year the policy was drafted)	March 2026	
Last approved version Frequency of review	June 2023 3 years or after a serious incident, enforcement notice, significant organisational change or an emerging risk.	
Consultation with Staff Required	Yes ☒	No ☐
Period of Consultation (if required)	From 5 th June 2026	To 19 th June 2026
Trustees Committee Reviewing Document	Trustee Policy Review Committee 3 rd June 2026	
Date of Board of Trustees Meeting at which Policy Approved	7 th July 2026	
Date of Adoption of Policy	1 st September 2026	
Date Policy available on Central Area/www (If appropriate)	1 st September 2026	
Reviewer	Estates and Compliance Director	
Advice From	HSE / HSG65	

Contents

INTRODUCTION	3
SCOPE	3
ROLES AND RESPONSIBILITIES	4
TRUSTEES RESPONSIBILITIES	4
SPECIFIC RESPONSIBILITIES OF THE CHIEF EXECUTIVE OFFICER	5
INDIVIDUAL RESPONSIBILITIES	6
EQUALITY IMPACT ASSESSMENT (EIA)	7
HEALTH AND SAFETY ARRANGEMENTS AT WORK	7
ACCIDENT AND INCIDENT REPORTING	7
ADMINISTRATION OF MEDICINES	9
FIRST AID PROVISION	9
ASBESTOS	10
LEGIONELLA	11
COSHH – CONTROL OF HAZARDOUS SUBSTANCES	12
BIOLOGICAL HAZARDS	13
RADIATION	13
DSE (DISPLAY SCREEN EQUIPMENT)	14
EDUCATIONAL VISITS	15
EQUIPMENT	15
ELECTRICAL EQUIPMENT	15
MACHINERY GUARDING	16
STOP BUTTONS	16
PE EQUIPMENT/OUTSIDE PLAY EQUIPMENT	16
WORK EQUIPMENT	16
FUME CUPBOARDS AND KILNS	17
LOCAL EXHAUST VENTILATION (LEV)	17
EXTERNAL USERS OF SCHOOL FACILITIES	17
FIRE SAFETY AND EVACUATION OF THE BUILDING	17
INFECTION PREVENTION AND CONTROL	19
FOOD SAFETY/TECHNOLOGY	20
HEALTH AND SAFETY INFORMATION FOR EMPLOYEES	21
HEALTH AND SAFETY (CONSULTATION WITH EMPLOYEE)	21
HEALTH AND SAFETY SIGNS AND NOTICES	21
HEALTH AND SAFETY INFORMATION & TRAINING	21

INCLEMENT WEATHER	21
LIFTS AND HOISTS	21
LONE WORKING	22
MANUAL HANDLING	22
WORKING AT HEIGHTS.....	22
NOISE	23
PERSONAL PROTECTIVE EQUIPMENT (PPE).....	23
PREGNANT MEMBERS OF STAFF	24
RISK ASSESSMENTS	24
SMOKING.....	25
STRESS AT WORK.....	25
INSPECTIONS	25
APPENDIX 1: ACCIDENT/INCIDENT FORM	26
APPENDIX 2: ACCIDENT/INCIDENT FLOWCHART	29
APPENDIX 3: ASBESTOS IS DAMAGED OR DISTURBED.....	30
APPENDIX 4: ASBESTOS MANAGEMENT PLAN TEMPLATE	31
APPENDIX 5: ASBESTOS MONITORING SHEET.....	34
APPENDIX 6: CONTRACTORS INSPECTION REGISTER	35
APPENDIX 7: COSHH HAZARDOUS SUBSTANCE REGISTER.....	36
APPENDIX 8: FIRE STRATEGY (example).....	37
APPENDIX 9: FOOD SAFETY STATEMENT	38
APPENDIX 10: TERMLY INSPECTION TEMPLATE.....	39
APPENDIX 11: INSPECTION TABLE.....	1
APPENDIX 12: CLAIM FORM – PRE APPROVED EYE TEST	3

INTRODUCTION

- 1.1 Bridge Academy Trust is committed to providing and maintaining a safe, healthy and supportive environment for all pupils, employees, volunteers, contractors and visitors across its schools and workplaces.
- 1.2 The Trust recognises that effective Health and Safety management is an essential element of good governance, leadership and operational performance, and that it directly supports pupil wellbeing, staff welfare and educational outcomes.
- 1.3 Trustees accept ultimate responsibility for health and safety and are committed to ensuring that:
 - a) statutory duties under health and safety legislation are met;
 - b) risks are identified, assessed and managed in a proportionate and systematic manner;
 - c) appropriate resources, training and competent advice are available;
 - d) health and safety considerations are embedded within decision-making at all levels.
- 1.4 The Trust adopts a risk-based approach to health and safety management, focusing resources and attention on areas of greatest risk, particularly where vulnerable groups, high-risk activities or complex premises are involved.
- 1.5 Health and Safety is managed in accordance with the principles set out in HSE guidance HSG65 – Managing for Health and Safety, using a Plan, Do, Check, Act framework to support continual improvement. This approach ensures that health and safety arrangements are planned effectively, implemented consistently, monitored appropriately and reviewed regularly.
- 1.6 All employees are expected to take reasonable care for their own health and safety and that of others who may be affected by their actions, to follow Trust policies and procedures, and to actively contribute to maintaining a safe working environment.
- 1.7 The Trust is committed to learning from incidents, near misses, inspections and audits, and to using this information to strengthen systems, improve controls and prevent recurrence.
- 1.8 This policy is reviewed regularly to ensure it remains effective, reflects current legislation and best practice, and continues to support the Trust's strategic objectives.
- 1.9 Refer to the Retention Policy for details on how long documents must be kept.

SCOPE

- 2.1 This Health and Safety Policy applies to all activities, premises and operations under the control of Bridge Academy Trust and provides the overarching framework for managing health, safety and welfare across the Trust. It is intended to ensure that statutory duties are met and that risks arising from Trust activities are identified, assessed and controlled in a consistent manner.
- 2.2 The policy applies to:

- a) All employees of Bridge Academy Trust, including permanent, temporary, full time and part time staff
- b) Trustees, Members, Local Governing Bodies and volunteers
- c) Agency staff, contractors and consultants working on Trust premises or undertaking work on behalf of the Trust
- d) Pupils and students while engaged in Trust led activities
- e) Visitors, including parents, carers and members of the public

2.3 This policy covers all Trust controlled activities, including but not limited to:

- a) Teaching and learning activities during the school day
- b) Offsite activities, educational visits and residential trips organised or authorised by the Trust
- c) The use, management and maintenance of Trust buildings, grounds and facilities
- d) Work activities undertaken by employees, contractors or others acting on behalf of the Trust

2.4 The policy applies to all Trust premises, including schools, offices and any other locations occupied or controlled by the Trust, whether owned, leased or temporarily used.

2.5 Where premises or activities are shared with third parties, Bridge Academy Trust will take reasonable steps to ensure that health and safety responsibilities are clearly defined and that appropriate arrangements are in place for cooperation and coordination.

2.6 This policy should be read in conjunction with:

- a) Local school health and safety arrangements
- b) Risk assessments relevant to specific activities or areas
- c) Other Trust policies and procedures, including those relating to safeguarding, fire safety, premises management and staff wellbeing

2.7 The scope of this policy is intended to support the Trust's aim of providing and maintaining a safe and healthy environment for staff, pupils and others who may be affected by its activities, as set out in Section 1 of this policy.

ROLES AND RESPONSIBILITIES

TRUSTEES RESPONSIBILITIES

- 3.1 The overall responsibility for Health and Safety rests with Trustees.
- 3.2 The Audit and Risk Committee is responsible for reviewing health and safety across the Trust with explicit responsibility for:
 - a) Reviewing health & safety performance data

- b) Challenging trends and assurance reports
 - c) Ensuring adequate resources (time, training, funding)
- 3.3 To ensure that the policy is implemented and maintained so that the Trust keeps within the requirements of the following legislation (this list is not exhaustive):
- a) Health and Safety at Work Act 1974
 - b) The Management of Health and Safety At Work Regulation 1999
 - c) The Control Of Substances Hazardous to Health Regulations 2002
 - d) the reporting of injuries, diseases, and dangerous occurrences regulations (RIDDOR) 2013
 - e) The Health and Safety (Display Screen Equipment) Regulations 1992
 - f) The Gas Safety (Installation and Use) (Amended) Regulations 2018
 - g) The Work at Height Regulations 2005
 - h) Workplace (Health, Safety and Welfare) Regulations 1992
 - i) Regulatory Reform (Fire Safety) Order 2005
- 3.4 The Trust will delegate duties to employees who will provide support to meet the responsibilities.
- 3.5 Delegation of the individual duties and responsibilities to employees does not in any way detract or remove the ultimate responsibilities and duty of care placed on the Trust by legislation.
- 3.6 To receive reports ensuring individual's training completion rates, closures of actions from relevant audits and completion of inspections are upheld and meet necessary time frames.

SPECIFIC RESPONSIBILITIES OF THE CHIEF EXECUTIVE OFFICER

- 3.7 The Chief Executive Officer (CEO) is responsible for implementing this policy and has delegated this responsibility to the Headteacher/Head of School at each School within the Trust. Headteacher/Head of School can delegate responsibilities within each school who will:
- a) Monitor the effectiveness of this policy and ensure that an annual review is undertaken;
 - b) Prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (at least once a term) to take place and for the results of these to be recorded;
 - c) Plan to draw the attention of all staff employed at each school to the safety policies and procedures and of any relevant safety guidelines to which must be adhered too;
 - d) Plan for accident/incident recording and reporting procedure and draw this to the attention of all staff at the school as necessary;

- e) Plan for informing staff and students, of relevant safety procedures. Other users of the school will be appropriately informed;
- f) Identify defects in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed. This requires that regular safety inspections be undertaken;
- g) Arrange for the withdrawal, repair, or replacement of any item of furniture, fitting or equipment identified as being unsafe;
- h) Monitor, within the limits of their expertise, the activities of contractors, hirers and other organisations present on site, as far as is reasonably practicable;
- i) Maintain an overview in all the health and safety matters and share good practice across all schools in the Trust and report any issues to Trustees;
- j) Ensure health and safety induction training is carried out for all staff and ensure there are records of that induction;
- k) Carry out all legal compliance checks as required by legislation or identified by specific risk assessment;
- l) Ensure that any work has health and safety implications is prioritised;
- m) Ensure all contractors are “inducted” and shown the relevant risk assessments, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working.

INDIVIDUAL RESPONSIBILITIES

- 3.8 All staff employed or connected with the Trusts undertakings and activities owes a duty of care, in law, to ensure the health, safety and welfare of those employed by the Trust and those not employed by the Trust, but who may be affected by the acts or omissions of a person(s) representing the Trust and will:
- a) Read the health and safety policy and risk assessment;
 - b) Comply with the school’s health and safety arrangements, where applicable;
 - c) Maintain any area of the school under their control i.e., classrooms/laboratories and office space in a tidy, safe condition, and as much as possible, free from excess paper/material/substances;
 - d) Follow safety instructions when using equipment;
 - e) Where applicable supervise students and advise them on how to use equipment safely;
 - f) Report to their line manager and/or the appropriate member of staff any practices, equipment or physical conditions that may be hazardous;
 - g) follow the accident/incident reporting procedure;
 - h) Contribute to and highlight any errors/omissions in the school's risk assessments;
 - i) Identifying any training needs.

- j) Contribute to risk assessments
- k) Report near misses
- l) Participate in inspections where appropriate

EQUALITY IMPACT ASSESSMENT (EIA)

- 4.1 An Equality Impact Assessment has been completed for this policy which identified no significant negative impacts.

HEALTH AND SAFETY ARRANGEMENTS AT WORK

- 5.1 The following arrangements are given as guidance only, they are based on current legislation, but do not provide complete information. Further assistance should be sought from the Compliance and Estates Department who organise support from expert consultants as appropriate.
- 5.2 Routine audits will be undertaken to measure health and safety performance. These will be completed at pre-determined intervals, in conjunction with relevant departments throughout the trust.
- 5.3 Risks are prioritised based on:
- a) Severity
 - b) Likelihood
 - c) Vulnerable groups (EYFS, SEND, Lone workers etc.)
- 5.4 Findings from audits, inspections and incidents inform
- a) Policy updates
 - b) Training priorities
 - c) Investment decisions

ACCIDENT AND INCIDENT REPORTING

- 6.1 Accident/Incident reporting flowchart template guidance available Appendix 2.
- 6.2 Accident/Incident reporting must:
- a) Be completed written or electronic form as soon as possible after the accident/incident occurs by the member of staff or first aider who dealt with the event. An Accident/Incident form template can be found Appendix 1;
 - b) Include as much detail as possible.
- 6.3 Individual schools are responsible for reporting the following Accidents/Incidents under RIDDOR 2013 legislation as soon as reasonably practicable and in any event within 10 days of the Accident/Incident:

- 6.4 Reportable injuries, diseases or dangerous occurrences include:
- a) death
- 6.5 Specified injuries are:
- a) Fractures, other than to fingers, thumbs, and toes;
 - b) Amputations;
 - c) Any injury likely to lead to permanent loss of sight or reduction in sight;
 - d) Any crush injury to the head or torso causing damage to the brain or internal organs;
 - e) Serious burns (including scalding);
 - f) Any scalping requiring hospital treatment;
 - g) Any loss of consciousness caused by head injury or asphyxia;
 - h) Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.
- 6.6 Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days.
- 6.7 Where an accident/incident leads to someone being taken to hospital.
- 6.8 Near-miss events that do not result in an injury but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
- a) The collapse or failure of loading-bearing parts or lifts and lifting equipment;
 - b) the accidental release of a biological agent likely to cause severe human illness;
 - c) the accidental release or escape of any substance that may cause a severe injury or damage to health;
 - d) an electrical short circuit or overload causing a fire or explosion.
- 6.9 Information on how to make a RIDDOR report is available at <http://www.hse.gov.uk/riddor/report.htm>
- 6.10 Records to be kept in line with the Records Management Policy. Documentation from Accidents/Incidents reported under 4.4 must be filed with the relevant risk assessment e.g., employee slips, taken to hospital and sustained a broken ankle; slips, trips and fall risk assessment, RIDDOR documentation and filed
- 6.11 Routine trend analysis of accidents/incidents and near misses will be completed by the school termly and logged on the central CAFM system. Themes will be reported to senior leaders and trustees to support the principle of 'learning, not blame'.
- 6.12 Where necessary risk assessments must be reviewed after an event and staff notified of any changes

- 6.13 Parents must be notified as soon as reasonably practicable of head injuries or injuries that may/will result in further treatment
- 6.14 Schools with **Early Years Foundation Stage Provision** must:
- a) inform parents of any accident/incident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.
- 6.15 Schools with **Early Years Foundation Stage Provision** must report the following to the CEO, Ofsted, and child protection agencies:
- a) any serious accident, illness, or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident;
 - b) notify Essex County Council of any serious accident to injury to, or the death of, a pupil while in the school's care: children.safeguarding@essex.gov.uk; telephone contact 0333 013 9797

ADMINISTRATION OF MEDICINES

- 7.1 All medication must be accepted/stored/dispensed in accordance with the Supporting Students with Medical Needs and First Aid Policy within the Trust.

FIRST AID PROVISION

- 7.2 The Health and Safety (First Aid) Regulations 1981 (as amended 2018) requires each school within the Trust to undertake a risk assessment to assess provisions of adequate first aid equipment and enough trained people to administer first aid when required.
- 7.3 Schools may appoint many first aiders however they must appoint one who will take charge of first aid arrangements as a minimum each school must have:
- a) at least one "appointed person" with a valid certificate in either First Aid at Work (FAW) or Emergency First Aid at Work (EFAW);
 - b) schools with Early Years Foundation Stage Provision must have at least two employees trained in Paediatric First Aid (PFA), one available on the premises at all times and one must accompany children on outings, as outlined in the Statutory Framework for the Early Years Foundation Stage. The certificate must be a full course and refreshed every 3 years;
 - c) all Early Career Teachers (ECT) to Early Years Foundation Stage Schools who have completed a level 2 and/or level 3 qualification on or after 30th June 2016 must also have either a full PFA or emergency PFA certificate within 3 months of starting work;
 - d) risk assessment annually reviewed to determine ratio of first aiders to pupils/staff are appropriate;
 - e) adequate provision for practical departments such as Science, Technology, Home Economics and PE.
- 7.4 Staff who are qualified first aiders must be listed on the Health and Safety noticeboard located in each schools' staffroom as a minimum.

- 7.5 The first aid boxes are located in the medical room/reception and other key areas across each school and should be checked termly.
- 7.6 Portable first aid kits are taken on all educational visits. If the risk assessment dictates that it is necessary, a qualified first aider will be present and must be present on any residential, overseas, or adventurous activity trip.
- a) All accidents/incidents are to be reported and entered in the relevant accident/incident book (students, staff, and visitors). [See section 6](#) of this policy.

ASBESTOS

- 8.1 Headteachers/Head of School must ensure all staff are aware of the location of any Asbestos within their school as detailed in the Asbestos Register.
- 8.2 Schools built before the year 2000 must have a live Asbestos Register which has been carried out by a competent contractor, even if there is no previous record of Asbestos on the premises. An Asbestos survey must include:
- a) Emergency procedures (Appendix 3),
 - b) Induction and how to use the register
 - c) Summary of Asbestos
 - d) Material Assessment
 - e) Priority Assessment
 - f) Photographs to identify area/source
 - g) Summary of man-made mineral fibres (MMMF) & Asbestos Containing Material (ACM)
 - h) Floor plans and certificate of analysis
- 8.3 An Asbestos Survey must include all buildings on site e.g., caretakers house.
- 8.4 Schools must complete and file an Asbestos Management Plan (Template available [Appendix 4](#)) annually, which must be signed by Headteacher/Head of School.
- 8.5 Each school must delegate Asbestos Management to an employee who will undertake training and refresh training every 3 – 5 years.
- 8.6 Termly inspections must be carried out and documented by a trained member of staff appointed by the Headteacher/Head of School. Template available [Appendix 5](#).
- 8.7 Schools are to ensure arrangements are in place, that all contractors are shown and sign the Asbestos Register before commencing any work. A template is available at [Appendix 6](#).
- 8.8 Contractors undertaking major alterations to premises must carry out their own Refurbishment and Demolition Survey before commencing.

LEGIONELLA

- 9.1 The Headteacher/Head of School is responsible to ensure that each school has a designated person responsible for overseeing Legionella Controls who has received appropriate training and training to be refreshed every 3 – 5 years.
- 9.2 Each school must hold a Legionella survey with schematic drawings carried out by a competent contractor registered and trained in L8 (as stated in Health and Safety Code of Practice), which must be reviewed every two years. Any work carried out between reviews must be documented and a plan of action for any recommendations raised from the report.
- 9.3 Risk assessments are reviewed annually to ensure all risks are kept to a minimum or when significant changes occurred to the water system and/or building footprint.
- 9.4 Water temperatures must be taken monthly (using a suitable thermometer) and recorded. If temperatures do not meet legal requirements, appropriate action must be included. Record sheets are available on the staff secure area of the BAT website: <https://www.bridgeacademytrust.org/>. Equipment used to record temperatures must be calibrated annually and recorded.
- 9.5 Outlets not used within a seven-day period should be flushed and recorded weekly.
- 9.6 The following must be serviced/maintained:
 - a) **Quarterly**
 - i) Dismantle, clean, and disinfect all showerheads and hoses
 - b) **Six-monthly**
 - i) Safety check of TMV's (Thermostatic Mixing Valve);
 - ii) Check the water and inlet temperature in storage tanks or cisterns by a competent contractor;
 - iii) Examine the internal condition of all storage tanks and cisterns by a competent contractor.
 - c) **Annually**
 - i) Examine internal surfaces of hot water cylinders or calorifiers by a competent contractor;
 - ii) Service TMV's by a competent person;
 - iii) Visually inspect water tanks, check the water and inlet temperature in storage tanks or cisterns by a competent contractor;
 - iv) Chlorination if required by a competent contractor;
 - v) Tank water samples tested by a competent contractor.
- 9.7 All water heaters must be maintained as per manufacturer's guidance.

COSHH – CONTROL OF HAZARDOUS SUBSTANCES

- 10.1 Schools must keep a live Hazardous Substance Register, Template available [Appendix 7](#), hazardous substances include many forms, including:
- a) Chemicals
 - b) Products containing chemicals
 - c) Fumes
 - d) Dusts
 - e) Vapours
 - f) Mists
 - g) Gases and asphyxiating gases
 - h) Germs that cause diseases, such as leptospirosis or legionnaires disease
- 10.2 The following members of staff are responsible for carrying out the COSHH assessments and ensuring documentation obtained within the:
- a) secondary schools within the Trust:
 - i) Premises Manager
 - ii) Technology – Head of Faculty
 - iii) Science – Head of Faculty
 - iv) Performing Arts/PE – Head of Faculty
 - b) primary schools within the Trust:
 - i) Headteacher/Head of School (curriculum use)
 - ii) Premises Manager (all other use) if appointed
- 10.3 COSHH assessments and documentation must be reviewed annually or sooner if there are any significant changes that affect the validity of the risk assessment and circulated to employees who work with hazardous substances. These documents or a copy must be easily accessible for reference by employees. These include:
- a) Hazardous Substance Register;
 - b) Risk assessments regarding controlling substances hazardous to health and hazard data sheets.
- 10.4 Schools must ensure Safety Data Sheets (SDS) are obtained for all hazardous substances purchased and this information will be retained. These data sheets are freely available from suppliers and manufacturers who have a legal obligation to provide them.
- 10.5 Any protective equipment documented in risk assessments must be supplied by the schools.

- 10.6 Employees using hazardous products must read and understand the hazardous substances register, risk assessments and data sheets to ensure products are used, stored, labelled, and kept in original containers.
- 10.7 Disposal of hazardous substances must be in accordance with manufacturer's instructions.
- 10.8 Hazardous substances must be stored securely and not easily accessible.
- 10.9 Should an external contractor need to bring onto any school site substances which may be covered by the current regulations, a risk assessment must be sent to the appropriate person, within reasonable time prior to the start date on site.
- 10.10 The effectiveness of the COSHH assessment and any deficiencies will be reported to the person responsible for carrying out the COSHH assessments.

Due to the nature of some of the activities and some of the substances and gasses stored within the Trust, a separate DSEAR risk assessment (Dangerous Substances and Explosive Atmospheres Regulations) should be undertaken. DSEAR assesses the risks of fires & explosions that may be caused by dangerous substances in the workplace
<http://www.hse.gov.uk/fireandexplosion/dsear-background.htm>.

BIOLOGICAL HAZARDS

- 10.11 Schools must ensure spillage kits are available.
- 10.12 Where a pupil, member of staff or a visitor has cut themselves, vomited or deposited any other bodily fluid or solid, in a place which is not designed to accept said deposit, then the area must be cleaned using the appropriate spill kit and ensuring appropriate personal protective equipment is worn.
- 10.13 The kit to clean human biological spills must contain a combined detergent and a disinfectant to clean using as per manufacturer's instructions. Ensure product is effective against bacteria and viruses and suitable for use on the affected surface.
- 10.14 Never use mops for cleaning up blood and bodily fluid spillages – use disposable paper towels and discard clinical waste in the appropriate manner.
- 10.15 Science departments ensure experiments/chemicals are in line with CLEAPSS guidance on control measures, appropriate spillage kit and safe disposal. These points must be shown in the departments risk assessments.

RADIATION

- 11.1 The Radioactive Substances Act 1993 place a duty on the Trust to undertake a risk assessment in relation to the low-level radioactive material which is on any of its premises.
- 11.2 Make sure when purchasing radioactive sources:
 - a) There is good educational justification before acquiring the source;
 - b) Check the source is suitable for school use via CLEAPSS website;
 - c) Obtain registration from HSE to store/use sources of ionising radiations;

- d) Ensure source is purchased from a reputable supplier
- 11.3 A staff member must be given designated responsibility and appropriate Radiation Protection Supervisor training for managing the radioactive source and ensuring all procedures are in place.
- 11.4 Consult and appoint a Radiation Protection Adviser (RPA).
- 11.5 Ensure suitable monitoring equipment is available and suitable storage.
- 11.6 Include location of radioactive source in Major Incident Policy to notify emergency services.

DSE (DISPLAY SCREEN EQUIPMENT)

- 12.1 Headteachers will identify which staff are DSE users. Staff identified as DSE users will:
 - a) Use display screen equipment (DSE) for continuous or near-continuous spells of an hour or more at a time; and
 - b) Use DSE in this way daily; and
 - c) Must transfer information to or from the DSE
- 12.2 Employees who are deemed to be DSE 'users' will complete annual DSE training via The National College; and will complete an annual DSE risk assessment using the following link <http://www.hse.gov.uk/pubns/ck1.pdf> any concerns regarding using DSE equipment the user must raise with their line manager. Line manager or designated person will then take appropriate action. DSE risk assessments will be stored at each school.
- 12.3 Any action recorded on DSE assessments must be acted on and costs incurred paid by individual schools for basic appliances. Completed assessments should be held on personnel files.
- 12.4 DSE users are responsible to ensure:
 - a) Screens are well positioned and properly adjusted
 - b) Lighting conditions are suitable
 - c) Regular breaks are taken from screen work
- 12.5 Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, by a qualified optician. A claim form (Appendix 12) must be authorised by CFOO (Chief Finance and Operations Officer) prior to an eyesight test being booked and claimed within two months of authorisation
- 12.6 If tests show corrective eyewear is required then each school will cover the costs for basic frames and lenses, which must be used whilst the operative is using any DSE at work. **Written clarification from the optician stating corrective glasses provided are specifically for DSE use must be received before reimbursement approval.** Schools within the Trust will not pay for any other type of eyewear, such as bi-focal or varifocal glasses. If an employee requires these types of glasses, then they must pay the cost difference.

EDUCATIONAL VISITS

- 13.1 The Headteacher/ Head of School will appoint an Education Visit Coordinator (EVC).
- 13.2 The EVC co-ordinator must refresh their training every 3 years and provide annual training to Trip Leaders.
- 13.3 The Trip Leader will ensure they follow the Trips & Visits Policy.
- 13.4 All trips will be subject to risk assessment and any relevant advice provided by a recognised body.
- 13.5 Trip Leaders are encouraged to review each visit for educational value and the safety performance.
- 13.6 If the review identifies any serious failings, consideration will be given to sourcing alternatives. This information will be shared across all schools within the Trust through the Headteachers.

EQUIPMENT

ELECTRICAL EQUIPMENT

- 14.1 A competent electrician must inspect fixed electrical installations at least every 5 years. A certificate of inspection (EICR report) must be obtained and retained.
 - a) On receipt of Electrical Installation Condition report (EICR) code 1, 2 or FI must be notified to the Trust. Code 3 must be considered in future planning within the school.
- 14.2 The Headteacher/Head of School for within the Trust are responsible for ensuring electrical installations are inspected, this can be delegated by the Headteacher/Head of School.
- 14.3 All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely.
- 14.4 Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who directs them.
- 14.5 Any potential hazards will be reported to Headteacher/Head of School or Premises Manager immediately.
- 14.6 Permanently installed electrical equipment must be connected through a dedicated isolator switch and adequately earthed by a competent contractor.
- 14.7 All isolator switches are clearly marked to identify their machine.
- 14.8 Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions.
- 14.9 All items of portable electrical equipment in each school are inspected annually by a competent person and items recorded as faulty repaired or disposed of.
- 14.10 Maintenance, repair, installation, and disconnection work associated with permanently installed electrical equipment is only carried out by a competent person.

MACHINERY GUARDING

- 14.11 There is a requirement Under the Provision and Use of Work Equipment Regulations (PUWER) 1998, Dangerous Parts of Machinery or Equipment (Regulation 11) that all dangerous parts of machinery or equipment must be guarded or covered. The Headteacher/Head of School within the Trust are responsible to ensure where practicable and technically possible, appropriate guards or covers will be fitted to dangerous parts of machinery or equipment, this can be delegated by the Headteacher/Head of School
- 14.12 The Technology Faculty Technician or Head of Faculty for secondary schools within the Trust and Headteacher/Head of School for primary schools, if applicable will ensure that all machinery, equipment guards or covers and stop buttons are tested monthly and the tests recorded. The machinery must be inspected by a competent contractor annually and appropriate action taken to recommendations.

STOP BUTTONS

- 14.13 Under the Provision and Use of Work Equipment (PUWER) 1998 Regulation 16, requires that emergency stop buttons will be fitted to all machinery and equipment where appropriate. The need will be determined by the specific risk assessment carried out on each machine or equipment.
- 14.14 Any repair and maintenance carried out on equipment that may be hazardous to people in the vicinity, will be carried out under strict isolation procedures.

PE EQUIPMENT/OUTSIDE PLAY EQUIPMENT

- 14.15 PE equipment/outside play equipment must have an annual inspection by a competent contractor and faults actioned either by repair or removal.
- 14.16 Staff will ensure pupils are taught how to carry out and set equipment safely and efficiently. Staff must ensure that equipment is set up safely.
- 14.17 Staff using the equipment must ensure appropriate risk assessments are carried out and reviewed annually or sooner if there are any significant changes that affect the validity of the risk assessment.
- 14.18 Equipment and its use are supervised in lessons and during breaks throughout the school day.
- 14.19 Appropriate levels of supervision will be maintained at all times as determined by a risk assessment.
- 14.20 Any concerns about the condition of equipment must be reported to Headteacher/head of School or the Premises Manager.

WORK EQUIPMENT

- 14.21 The Provision and Use of Work Equipment Regulations 1998 requires that all equipment and machinery used for work must be suitable for the **task once** all factors have been considered.
- 14.22 All equipment hired by the Trust must comply with the minimum safety standards as are required by The Supply of Machinery (Safety) (Amendment) Regulations 2011 and follows British and ISO standards and it is CE marked when purchased within the European Union.

- 14.23 The Headteacher/Head of School for primary schools within the Trust are responsible for the supply, procurement, and repair of work equipment and machinery. This can be delegated by the Headteacher/Head of School.
- 14.24 Any electrical work equipment that is used outside will be connected to the electrical circuit via a Residual Circuit Device that will break the circuit in the event of a fault or incident.
- 14.25 Records of repair and maintenance of any work machinery or equipment will be kept available for inspection.

FUME CUPBOARDS AND KILNS

- 14.26 Fume cupboards and kilns must be inspected every 14 months by a competent contractor and faults actioned either by repair or removal of use.
- 14.27 Staff will ensure pupils are taught how to carry out and set equipment safely and efficiently. Staff are to ensure that equipment is set up safely.
- 14.28 Staff using equipment must ensure appropriate risk assessments are carried out and reviewed annually or sooner if there are any significant changes that affect the validity of the risk assessment.

LOCAL EXHAUST VENTILATION (LEV)

- 14.29 Where necessary, local exhaust ventilation is provided to remove the hazardous substance away from the operative and workplace.
- 14.30 A competent person, appointed by the Headteacher/Head of School (this may have been delegated to an appropriate member of staff) will inspect and document weekly with an external contractor inspecting annually.
- 14.31 Records of these inspections will be retained and available for inspection by the enforcing authority and insurance provider when required.

EXTERNAL USERS OF SCHOOL FACILITIES

- 15.1 Those who hire any aspect of the schools within the Trust or use any facilities will be made aware of the content of the school's health and safety policy and will have responsibility for complying with it.
- 15.2 Hirers are also required to adhere to the Letting Policy.

FIRE SAFETY AND EVACUATION OF THE BUILDING

- 16.1 New and unfamiliar staff and at the start of each academic year staff must be informed of the schools' fire procedures (staff handbook).
- 16.2 Under The Fire Safety Act 2021 and the Management of Health and Safety at Work Regulations 1999; employers are required to undertake a specific risk assessment of risks posed by fire within each school annually by a competent person.
- 16.3 An independent risk assessment must be carried out every 3 to 4 years by an expert reviewer

- 16.4 Employees or pupils with any form of disability who cannot be adequately protected by the standard fire safety provisions within the premises must have a Personal Emergency Evacuation Plan (PEEP).
- 16.5 The annual fire risk assessment will identify the responsible person within each school who may then nominate deputy responsible persons to assist in the delivery of fire safety for employees, pupils, and visitors.
- 16.6 Appropriate ratio of fire wardens must be appointed to sweep check the buildings upon hearing the fire alarm, as determined by a risk assessment. Appointed employees will complete Fire Warden training using National College.
- 16.7 The annual fire risk assessment will be reviewed annually by a competent person or sooner, by an expert reviewer if there is any significant change in the structure or layout of the buildings or circumstances.
- 16.8 The volume of combustible substances/material/waste material must **be kept to a minimum** to reduce the risk of fire and if not a necessity, should be removed and kept in external secure stores. Arrangements must be made to have any substantial amounts of combustible rubbish removed from the building.
- 16.9 Attention should be paid to checking the premises before leaving at night to ensure nothing has been left which could lead to a fire developing whilst the premises are occupied. In line with good practice and managing the environment all electrical appliances should be switched off when not in use.
- 16.10 If equipment needs to be left on or in standby mode, it should be kept clear of combustible material in case of a fault developing when unattended.
- 16.11 In the autumn term, staff and students will be walked through the procedure. The Headteacher/Head of School within the Trust is responsible for carrying out the evacuation practices at least three times each academic year and recording the results. This can be delegated by the Headteacher/Head of School.
- 16.12 Fire drills/activation of alarm must be recorded in the Fire Logbook including the time for full evacuation to be completed and any changes required to evacuation procedure.
- 16.13 After each fire drill a report will be gathered from key staff to highlight any areas of improvement that might have been evidenced during the fire drill. These will be reviewed and acted on to improve evacuation procedures at each school.
- 16.14 The fire alarm/call points, fire extinguishers, emergency lighting, lightning conductors and flue shaft must be serviced/maintained annually or in line with legislation by a competent contractor.
- 16.15 Premises teams within each school are required to check and document the following ensuring that any failures/faults are rectified and documented:
- a) Fire alarm/call points weekly;
 - b) Fire extinguishers visual check monthly;
 - c) Emergency lighting percentage monthly covering entire site annually;
 - d) Emergency doors and signage monthly;

- 16.16 Fire doors are indicated by blue signs attached to the door. They stop the spread of smoke and fire and allow sufficient time for persons in the school to escape in the event of a fire. All staff must ensure any fire door is not wedged, held or open in any manner and any automatic fire door is kept clear of any obstructions for the doors to close on activation of the fire alarm.
- 16.17 Emergency exits and evacuation routes will always be kept clear and checked at regular intervals, by the person with day-to-day control over the area.
- 16.18 The Headteacher/ Head of School within the Trust will undertake regular inspections and report any defects or obstructions to the person with day-to-day control of the area or to the Head of Faculty. This can be delegated by the Headteacher/Head of School.
- 16.19 All flammable liquids and gases MUST, when not being used, be stored safely and in a flameproof locker. Only minimal amounts should be used/transported at any time.
- 16.20 Compressed gases should not routinely be stored on site. If gases are required for educational reasons, then they should be ordered on an "as needed" basis, or a minimal amount stored in the appropriate external storage area.
- 16.21 Due to the nature of some of the activities and some of the substances and gasses stored within the Trust a separate DSEAR risk assessment should be undertaken
<http://www.hse.gov.uk/fireandexplosion/dsear-background.htm>.
- 16.22 In science laboratories and classrooms, radioactive, flammable materials and natural gas for the Bunsen Burners must be kept secure in the cabinets/storage facilities provided. If they are in use when the fire alarm sounds, if practicably possible, they should be returned to their designated storage containers. If the Bunsen Burners are in use, the local shut-off valve should be closed and secured. If this is not possible due to them being involved in the fire, the fire brigade officer in charge must be informed immediately when they arrive at the school. A full inventory of chemical stock is to be maintained at each school.
- 16.23 See [Appendix 8 for](#) a template of a fire strategy.

INFECTION PREVENTION AND CONTROL

- 17.1 All schools must encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable:
- a) Wash hands with liquid soap and warm water after using the toilet, before eating or handling food, and after handling animals;
 - b) Cover all cuts and abrasions with waterproof dressings;
 - c) Cover mouth and nose with a tissue when coughing or sneezing and then wash hands;
 - d) Wear disposable non-powdered vinyl or latex-free CE marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids;
 - e) Use the correct personal protective equipment when handling cleaning chemicals;
 - f) Clean the environment frequently and thoroughly including toys and equipment;
 - g) Bag children's soiled clothing to be sent home, never rinse by hand;

- h) Always segregate domestic and clinical waste;
- i) Used nappies/pads, gloves, aprons, and soiled dressing are stored in correct clinical waste bags in foot-operated bins;
- j) Remove clinical waste with a registered waste contractor;
- k) Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

17.2 If there are any animals kept in school, staff must ensure:

- a) Living quarters are clean and away from food areas;
- b) Dispose of animal waste regularly, and keep litter boxes away from pupils;
- c) Pupils are supervised when playing with animals;
- d) Seek veterinary advice on animal welfare and animal health issues, and suitability of the animal as a pet;

17.3 Some medical conditions make pupils or expectant mothers vulnerable to infections that would rarely be serious in most children or adults. These infections include chickenpox, measles, or slapped cheek disease (parvovirus B19). If exposed to either of these, the parent/carer and member of staff will be informed promptly if any further medical advice sought.

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

FOOD SAFETY/TECHNOLOGY

18.1 It is the responsibility of the Catering Manager at each school to ensure that food safety procedures are adhered to see [Appendix 9](#) for the Food Safety Statement.

18.2 Guidance on food safety within each school is available from The central Compliance and Estates Team estatesandcompliance@bridgeacademytrust.org or from the local Environmental Health Department.

18.3 All employees have a responsibility to ensure that a high degree of personal hygiene is maintained particularly when preparing food for service user consumption.

18.4 Cooking equipment including ovens and hobs will only be used if fire precautions and appropriate risk assessments are in place.

18.5 Staff must be satisfied that the tasks undertaken are appropriate for the pupils concerned and adhere to the risk assessments in place at all times.

18.6 Pest Control is not a legal requirement, but it is a legal requirement that pest control is managed and proven by documentation.

HEALTH AND SAFETY INFORMATION FOR EMPLOYEES

- 19.1 By law, the Trust is required to provide information relating to health, safety and welfare to employees which is available through policies, The National College and ensuring schools staff handbooks are updated annually and distributed.
- 19.2 The “Health and Safety Law” – “What you need to know” will be displayed in a central location within each school of the Trust, where it can be read by all employees.
- 19.3 Information on the poster states who has overall responsibility for Health and Safety within each school and the Name(s) of any safety representatives that have been identified.

HEALTH AND SAFETY (CONSULTATION WITH EMPLOYEE)

- 19.4 The Regulations state, where there are employees, who are not represented by safety representatives under The Safety Representatives and Safety Committees Regulation 1977, the employer must consult those employees in good time on matters concerning their health and safety at work.
- 19.5 The employer has to make arrangements, if requested, for appointing or nominating an employee representative.

HEALTH AND SAFETY SIGNS AND NOTICES

- 19.6 All notices on the Trust premises issues in accordance with the Health and Safety at Work Act 1974 and its associated legislation must be complied with.
- 19.7 All employees, visitors, and contractors alike must take the necessary action to ensure that they are familiar, as far as is reasonably practical, with any warnings, and comply with them.

HEALTH AND SAFETY INFORMATION & TRAINING

- 19.8 Training needs are identified through risk assessment, incidents, audits and role requirements
- 19.9 Training effectiveness is periodically reviewed

INCLEMENT WEATHER

- 20.1 In the event of inclement weather, the Headteacher/Head of School will be responsible for decisions to close each school within the Trust or stop educational trips etc. The CEO, CFOO and Chair of Governors are to be notified immediately of any closure decisions.

LIFTS AND HOISTS

- 21.1 All passenger lifts and hoists for disabled students are inspected by a competent engineer every six months.
- 21.2 Any equipment not used to lift people, is inspected annually.

LONE WORKING

- 22.1 Lone working must be managed in accordance with the Lone Working Policy.

MANUAL HANDLING

- 23.1 The Manual Handling Operations Regulations 1992 (as amended) 2002 require that all manual handling tasks must be avoided where reasonably practicable, where this is not reasonably practicable then an assessment of the risks must be carried out.
- 23.2 The manual handling risk assessment will be made available to all employees.
- 23.3 Individuals are responsible in determining whether they are fit to lift or move equipment and furniture. If an individual feels that lifting an item could result in injury or exacerbate an existing condition, they must ask for assistance.
- 23.4 The Headteacher/Head of School within the Trust are responsible for carrying out the manual handling assessments and implementing any controls that are required. This can be delegated by the Headteacher/Head of School.
- 23.5 Any issues/concerns should be reported to the person responsible for carrying out the manual handling assessments

WORKING AT HEIGHTS

- 24.1 The Working at Heights Regulations 2005 (as amended), state that no work should be undertaken at heights unless there is no alternative.
- 24.2 The Headteacher/Head of School within the Trust will ensure that work is carefully planned, supervised, and carried out by competent people with the skills, knowledge, and experience to do the work. This can be delegated by the Headteacher/Head of School.
- 24.3 Working at heights risk assessments must be undertaken.
- 24.4 Training will be provided for all staff who may have to work at heights.
- 24.5 Teaching and other staff who assist in putting up displays within each school of the Trust must be given appropriate training and:
- a) Use appropriate access equipment, e.g., step ladders, kick stools etc;
 - b) Wear appropriate footwear and clothing whilst putting up displays;
 - c) Not climb on furniture to put up displays.
- 24.6 Ladders retained by the Premises Manager must always be checked and documented monthly for safety. Ladders documented as unsafe will be disposed of immediately. Before

using a ladder, staff are expected to conduct a visual inspection to ensure its safety and report any safety concerns.

- 24.7 All pupils across the Trust are prohibited from using ladders.
- 24.8 Contractors are expected to provide their own ladders for working at height.
- 24.9 Access to elevated levels, such as roofs, is only permitted by trained persons.

NOISE

- 25.1 The Control of Noise at Work Regulation 2005 requires the Trust to monitor noise levels, to ensure that all employees and contractors or visitors are not exposed to noise levels likely to cause short or long-term hearing damage.
- 25.2 A risk assessment should be undertaken in all areas where there is use of machinery or power tools, by staff.
- 25.3 At the lower exposure action level, hearing protection will be provided, and employees and visitors will be advised to wear the hearing protection.
- 25.4 At or above the upper exposure action level – above 85 dB (A), hearing protection will be provided and mandatory for all employees and visitors to wear. Signs will be placed to warn staff and visitors that they are entering a hearing protection zone.
- 25.5 Health surveillance programmes will be put in place where necessary. Employees that are regularly exposed to noise levels above the upper exposure action level will be expected to attend audiometric testing.
- 25.6 The Headteacher/Head of School within the Trust are responsible for carrying out and reviewing the noise risk assessments. This can be delegated by the Headteacher/Head of School.
- 25.7 Where a contractor may, during their work, exceed the legal limits, this should have been in their risk assessment and all mitigations taken to eliminate or reduce to an acceptable level the noise levels, failing this noisy works should be undertaken outside school hours.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- 26.1 PPE must be provided to employees where a risk assessment indicates there is a requirement. The equipment provided will be suitable for the task affording the necessary protection.
- 26.2 As assessment of PPE will be carried out and where a need is identified, the equipment will be provided at no cost to the user. Where PPE is uniform for employees Staff Uniform Policy must be adhered to.
- 26.3 Where PPE is supplied then employees must use the equipment provided; this is a legal requirement under the Health and Safety at Work Act 1974 section 7.

- 26.4 The Headteacher/Head of School for primary schools within the Trust are responsible for the assessment and provision of PPE. This can be delegated by the Headteacher/Head of School.

PREGNANT MEMBERS OF STAFF

- 27.1 The Management of Health and Safety at Work Regulations 1999 Regulation (Amendment) 2006, states that if any employee becomes pregnant, they must inform their line manager as soon as practicable, this can initially be verbally but must be followed up by written confirmation from their doctor (matb1 certificate).
- 27.2 The pregnant member of staff's Line Manager will carry out an individual risk assessment of the work that the employee undertakes to determine any risks to her and her unborn baby that may arise.
- 27.3 Where the risks are significant then a meeting with the HR central team will need to be arranged to discuss how the Trust can support or adapt job requirements.
- 27.4 Pregnant employees must not:
- a) Carryout manual handling tasks
 - b) Use or come into contact with any hazardous chemicals
 - c) Work at height (stand on stepladders, step ups etc)
- 27.5 Pregnant employees must inform their Line Manager of any changes that may occur during their pregnancy so that the risk assessment can be reviewed.
- 27.6 To maintain a safe working environment for any pregnant employees a suitable rest area will be provided.

RISK ASSESSMENTS

- 28.1 The Management of Health and Safety at Work Regulations 1999, Regulation 3 (Amendment) 2006, requires that an employer must carry out a suitable and sufficient risk assessment of the significant health and safety risks.
- 28.2 It is the responsibility of the Headteacher/Head of School to ensure appropriate risk assessments are available and annually reviewed or sooner if there is a significant change, this can be delegated by the Headteacher/Head of School. All significant hazards must be assessed by the person/faculty creating the hazard and approved by the Headteacher/Head of School.
- 28.3 Suitable and sufficient risk assessments must be available for staff to view where there is a potential risk.
- 28.4 Any deficiencies that are identified should be reported to the person responsible for carrying out the risk assessments.

SMOKING

- 28.5 Smoking (including the use of e-cigarettes) is not permitted on any part of the grounds within any of the Trust's premises.

STRESS AT WORK

- 29.1 The Trust recognises that stress does not affect all people in the same way, and any one person may find a job stressful when another does not. It is difficult to assess the risk to all employees; therefore, employees must ensure they report to their line manager and undue stress they may feel due to work activities and an individual stress risk assessment must be undertaken.
- 29.2 Because stress does not affect all people in the same way and that one person may find a job stressful when another does not, it is difficult to assess the risk to all employees. Therefore, employees must ensure that they report to their Line Manager any undue stress that they may feel from different work activities.
- 29.3 Stressful situations can be reported in confidence to the Chief Finance & Operations Officer, HR Team, or any member of the Senior Leadership Team.
- 29.4 Stress counselling will be provided if and when necessary, via Occupational Health.

INSPECTIONS

- 30.1 The Headteacher/Head of School within the Trust are responsible to ensure that a site inspection is carried out (see [Appendix 10](#)) and documented with appropriate action termly. This can be delegated by the Headteacher/Head of School.
- 30.2 It is the responsibility of the Premises Manager for secondary schools within the Trust and Headteacher/Head of School for primary schools within the Trust to ensure that any engineering plant equipment is inspected as per [Appendix 11](#).

APPENDIX 1: ACCIDENT/INCIDENT FORM

INCIDENT/ACCIDENT LOG

Please complete all sections of the form and use a separate form for each incident

Injured Person:

1.Surname..... Forename(s).....

Address:.....

Telephone Number:..... Age Male ☐ Female ☐

2. Date of incidentTime (24 hour clock e.g. 14:20).....

Precise address and location of incident:.....

3. Please give a full account of the incident, including acts of violence. Explain what happened and what the injured person was doing. If a fall from height, please state height. If necessary, please provide a sketch on a separate sheet.

.....
.....
.....
.....
.....
.....
.....
.....

4. Details of any injuries sustained (e.g. laceration of the 1st finger on right-hand, scald to left foot, etc...)

.....
.....

5. Did the injured person Become unconscious ☐ Need resuscitation ☐

How would you describe the condition of person at the time of the incident (e.g. rational, shocked, traumatised.)

.....

6. Was the injured party treated at hospital? Yes ☐ No ☐ If Yes, which hospital? Were they detained in hospital over 24 hours? Yes ☐ No ☐

7. To whom was the incident / injury reported?

Name:..... Position:.....

8. Names and addresses of witnesses:

Name..... Name.....

Address Address.....

Tel:..... [Tel:.....](#)

Name..... Name.....

Address Address.....

Tel:..... [Tel:.....](#)

9. Is the injured person: A member of staff ☐ Contractor ☐ Member of the public ☐ Student ☐

Other ☐ (Please specify)

10. If the person involved in the incident is a member of staff/student, please complete the following:

Job title: (for students state 'student').....

School:.....

11. If the person involved in the incident is NOT an employee or student, please complete the following:

Job title:.....

Employer details:.....

Reason for visit to the site of the incident:.....

12. In the event of an injury has the injured person's employer/guardian or other appropriate contact been informed?

Yes ☐ No ☐ If Yes, who was notified?

By whom..... Date..... Time.....

13. Did the incident happen at the place where the person was authorised to be?

Yes ☐ No ☐ If NO, why was the individual there?.....

Was the person undertaking duties authorised or permitted as part of their work?

Yes ☐ No ☐ Purpose of the activity.....

14. Was the incident subject to police investigation? Yes ☐ No ☐

If yes, which station? Name/rank/number of the Officer dealing.....

15. If the incident was as a result of a hazard, what immediate action has been taken to remove hazard?

.....

Time / Date of hazard removal.....Removal undertaken by.....

16. Is the accident / injury RIDDOR reportable? Yes ☐ No ☐

17. If faulty equipment / damaged property was found at the scene of the incident has this been reported to the Headteacher? Yes ☐ No ☐

If yes, who was notified?By whom Date and time.....

18. Has a copy of this form been sent to the appointed person at the school/academy?

Yes ☐ No ☐ If yes, who was form sent to?.....

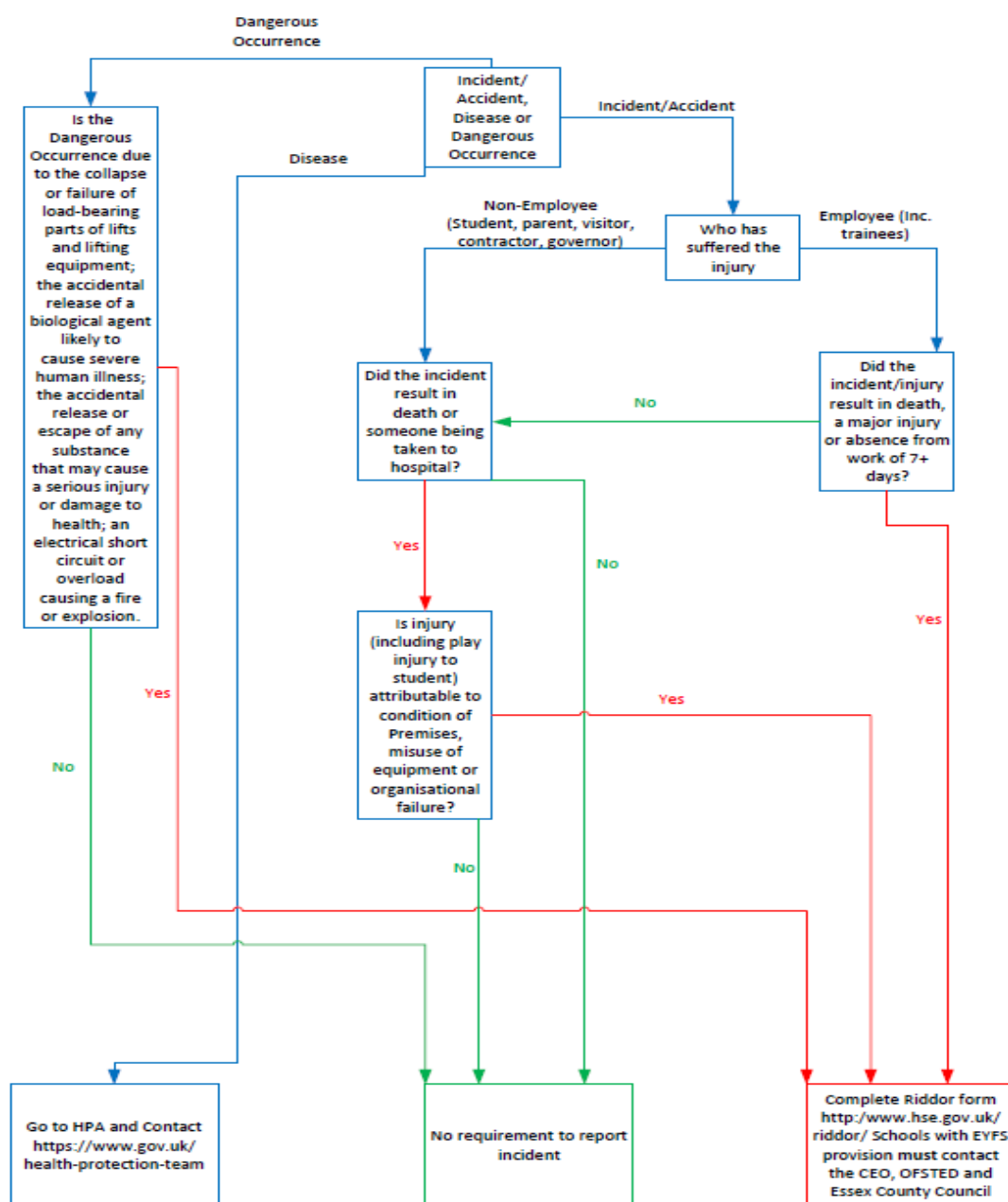
19. Number of days the person involved in the incident is likely to be absent from work, including weekends:

None ☐ 7 days or less ☐ 8 days or more ☐ Return to work date (Official use only):

20. Signature of person completing this form: Signature..... Date

Name (BLOCK LETTERS)..... Position.....

APPENDIX 2: ACCIDENT/INCIDENT FLOWCHART



APPENDIX 3: ASBESTOS IS DAMAGED OR DISTURBED

EMERGENCY PROCEDURES IF ASBESTOS IS DAMAGED OR DISTURBED.

- **STOP** all work in the area;
- Close the area off and prevent access through the area;
- Inform the Trusts Compliance & Estates Director 07988989462 who will advise on action to be taken;
- Inform CEO 01245 492811 / 07753751567, RPA (Insurance) 0113 246 2040, Headteacher/Head of School and only Essex County Council if pupils are involved 01245 436 188 / 08456 061212;

20 Take notes, who has been involved etc. incident/accident form to be completed [Appendix 1](#)

- Consider whether a RIDDOR notification needs to be made to HSE (a RIDDOR needs to be made if there has been an 'accidental release of any substance that may damage health').
- The outcome of the incident investigation will identify if additional actions need to be taken before the work can continue or access to the area can be allowed.

APPENDIX 4: ASBESTOS MANAGEMENT PLAN TEMPLATE

Asbestos Management Plan

Premises Name/Address/Person responsible for Asbestos Management:



The Control of Asbestos Regulations 2012 requires a written Asbestos Management Plan which must be reviewed annually. The plan should set out how the risks from Asbestos are to be managed and the procedure for ensuring that employees or others do not disturb Asbestos Containing Materials (ACMs). The premises "Asbestos Register" should be used to produce this plan.

Person responsible for Asbestos Management and Headteacher/Head of School must sign and date this document.

Employee responsibilities	
Name of the person with delegated duties to manage Asbestos in the premises. The named person must produce and review this management plan, keep the Asbestos Register up to date, monitor the condition of Asbestos materials and ensure that contractors do not disturb Asbestos.	
Reviewing this management plan	
Date this management plan was produced (or last reviewed). This plan must be reviewed annually or if there is a reason to suspect it is no longer valid or there have been significant changes in the premises.	
The Asbestos Register	
State where the register is kept. The Asbestos Register should be available to any persons carrying out work which may disturb Asbestos Containing Materials (ACM). A suitable place would be the reception office. This plan may be kept with the register.	

How information about Asbestos is passed to those that need it	
State here which non-maintenance staff need to be made aware of the location of Asbestos Containing Materials and how they have been informed. Relevant staff should be made aware not to disturb Asbestos that may be in the walls or ceilings in their workplace. These staff could be informed at a staff meeting and asked to report any damage. Take care when communicating with staff - Asbestos should be respected but not feared.	
Detail here the system for ensuring that contractors and others carrying out building work, do not inadvertently disturb Asbestos Containing Materials; and how you ensure that the Asbestos Register is checked before starting work. Ensure that the system does not fail during staff absence. The procedure must identify the need to carry out further intrusive Asbestos surveys if necessary.	
State here if, and where, warning labels have been used to alert workers to the presence of known Asbestos. Labels are not essential and may not be appropriate (e.g., in classrooms) but they will always be appropriate in areas such as boiler rooms. The decision to label or not will, in part, depend on whether you are confident that communication with your staff and contractors is effective.	
Training	
Training in Asbestos Management is essential. State here who has received training on Asbestos Management and when it took place. Refresher training 3 - 5 yrs.	
Risk Assessment and Monitoring	
All known or presumed Asbestos Containing Materials shown in the Asbestos Register should be regularly monitored to ensure that they remain in good condition. The first stage in this process is to assess the risk from each material to establish the priority for monitoring "priority Assessment". This is easily done by walking around the premises with the Asbestos Register and assessing the likelihood that each material will be disturbed and deciding how frequently they should be checked for damage or deterioration. When doing the initial assessment, you should consult the "Materials Assessment" section of your Asbestos Register which is an assessment of how hard or breakable the material is, and if it is soft, whether it has been adequately protected or sealed. It provides a Material Assessment Score; the higher the score, the more likely it is that the material will release fibres if disturbed. This section of the register also contains recommendations which should be complied with. Note: Any work on Asbestos Containing Materials must only be carried out by a contractor who is trained and competent to carry out the task.	

Detail here the system for ensuring that contractors and others carrying out building work do not inadvertently disturb Asbestos Containing Materials; and how you ensure that the Asbestos Register is checked before starting work. Ensure that this system does not fail during staff absence. The procedure must identify the need to carry out further intrusive Asbestos Surveys if necessary.	
State the monitoring arrangements that you have adopted. Monitoring must be documented.	
Signatures and date	
Person responsible for managing Asbestos and date:	Headteacher/Head of School and date:

APPENDIX 5: ASBESTOS MONITORING SHEET

Premises Name/Address/Building (if applicable):



Termly visual check record details:

[illegible]

APPENDIX 6: CONTRACTORS INSPECTION REGISTER

Contractors Asbestos Inspection Register

Premises Name/Address/Person responsible for Asbestos Management:



This form must be signed by all those carrying out work on the premises (including voluntary workers or staff)

Persons signing this sheet are signing to say that they have seen the Asbestos Register and have checked whether there is any known or presumed Asbestos identified in the area in which they will be working.

If the contractor encounters any suspected Asbestos-containing material that has not previously been identified they must stop work immediately, inform the premises manager and seek further instructions.

Important note: The Asbestos Register is only the result of a Management Survey and therefore does not show all the asbestos in the building. More asbestos may be present e.g., within walls or in ceiling voids. If any intrusive work is proposed, it is essential that further investigation and analysis is carried out by a specialist asbestos survey company and a "Refurbishment & Demolition" Survey carried out.

Record details:

Date	Name of company	Work being carried out	Name of person who has inspected the Asbestos Register	Signature

APPENDIX 7: COSHH HAZARDOUS SUBSTANCE REGISTER

COSHH HAZARDOUS SUBSTANCE REGISTER

SITE:.....



COSHH SUPERVISOR:.....

Hazardous Statements							Fire Statements		
I	H	T	C	Env	Carc	CG	F	Ex	O
Irritant	Harmful	Toxic	Corrosive	Hazardous to the environment			Flammable	Explosive	Oxidising
Skin and eye irritation; Skin sensitisation; Respiratory tract irritation	Skin and eye irritation; Skin sensitisation; Respiratory tract irritation	Acute toxicity	Corrosive to metals; Skin corrosion; Severe eye damage	Hazardous to the aquatic environment	Respiratory sensitisation; Mutagen; Carcinogen; Reproductive toxicity; Aspiration hazard	Compressed gas; liquid and solid; Liquefied gas	Flammable gas, aerosol, liquid or solid; Substances and mixtures, which in contact with water emit flammable gas; Organic peroxide	Explosive; Organic peroxide	Oxidising gas, liquid and solid

If a substance only has fire statements and no hazardous statements then it must be covered in the Fire risk assessment.

Substance name & supplier/manufacture	Storage location	Hazard sheet/data sheet available	Risk assessment available	Risk assessment review date	Hazard statement	Fire statement

APPENDIX 8: FIRE STRATEGY (EXAMPLE)

Evacuation Procedure (Individual schools' specific procedures to be added in detail at each point)

As soon as a fire is suspected, a Break Glass Call point must be activated by the person discovering the fire. If a fire is detected by a smoke or heat detector, the reaction will be the same, and alarm will sound across the entire site. As soon as the alarm is sounding, everyone will gather their students together, or just themselves if they are not in a classroom environment and start to leave the building via the nearest available exit. This may not be the same door that is used all the time, so it is vital that the locations of all Fire Exit doors are known.

- Everyone will proceed to the Assembly Point and confirm to the person in charge that everyone is accounted for. THIS IS VERY IMPORTANT AS THE FIRE BRIGADE WILL NEED TO KNOW WHERE TO START SEARCHING IF NECESSARY. Fire wardens will sweep the site to ensure all children/staff/visitors have vacated the building.
 - Members of the Site Team will make their way to the alarm panel to ascertain the location of the alarm and will proceed to that location. The Site Manager for secondary schools within the Trust and Headteacher/Head of School for the Primary schools within the Trust will receive a phone call from the call centre confirming that they are aware of the alarm. If the schools within the Trust cannot confirm at that point that it is a false alarm, the Fire Brigade will be called.
 - At the Assembly Point students will line up in their form group/registration class order in a single file, whilst their form teacher/class teacher ensures everyone is present. Visitors and non-teaching staff will line up adjacent to the students. The only exception to this is for any students using a swimming pool. They will vacate the pool and assemble outside the swimming pool where a roll call will be taken. A member of staff from Student services will go to the swimming pool to either notify teacher of a false alarm or receive a register to take back to the main assembly point to inform the person in charge of their status
- 21
- Designated Fire Exit doors and routes must not be compromised in any way.

EACH INDIVIDUAL SCHOOL MUST INSERT THE DETAIL IN FOR THEIR SCHOOL

APPENDIX 9: FOOD SAFETY STATEMENT

The Trust is committed to providing food for all students, staff and customers which is safe to eat and meets their quality expectations. It recognises and accepts its responsibility to comply with the food safety requirements of current legislation and industry standards.

The Trust has developed and adopted food safety procedures that meet legal requirements and industry best practice to achieve its objectives. It acknowledges that successful implementation of these procedures requires full commitment from all levels of management and employees, and requires that:

1. All employees are provided with the information and training necessary to enable them to perform their tasks in a hygienic manner.
2. All employees accept responsibility for ensuring that when performing tasks, they do so in a hygienic manner so that the safety, soundness, and wholesomeness of the food they process is not put at risk
3. All employees co-operate with management or any other authorised person to ensure that statutory obligations are properly complied with.

The Trust recognises that a successful food safety culture can be achieved only by following safe working practices and procedures developed through effective hazard analysis, training, and experience. The following arrangements promote such a culture:

1. All food cooked or prepared on any school site is stored in line with food safety guidelines set out by the environmental agencies to protect our customer's health and wellbeing.
2. Any cooked food items should be consumed within a 3-hour window and then discarded. This is to ensure that all health and safety aspects are covered.
3. Any other food that is brought on to site and NOT prepared by the school catering team, needs approval from the Catering Manager or the Headteacher/Head of School, including any food for activities or charity events. Staff who wish to provide food based 'rewards' must consult with the Catering Manager to ensure health and safety is followed.
4. The Trust will measure its performance in relation to food safety by audit and by investigation of incidences of ill health or injury.
5. The Trust food safety procedures will be subject to continuous review and revision particularly when changes to legislation or technical knowledge occur.

The Trust recognises that the prevention of food poisoning and the promotion of food service brings acceptable benefits to our students, staff and customers and contributes to good business practice.

APPENDIX 10: TERMLY INSPECTION TEMPLATE



HEALTH AND SAFETY AUDIT

School name:.....

Autumn term inspection date:.....

Spring term inspection date:.....

Summer term inspection date:.....

Inspection carried by:.....

Inspection carried by:.....

Inspection carried by:.....

INSPECTION POINTS	TERM <i>(indicate yes/no/NA)</i>			COMMENTS/ACTION <i>(include in here the findings and the date the finding was identified)</i>	DATE AND COMPLETION
	AUTUMN	SPRING	SUMMER		
GENERAL PREMISES					
1A) Window restrictors in place where needed and operating properly? <i>(Check that windows do not open out on too far on to walkways or prevent falls from height)</i>					
1B) Glazing film in good condition where present? <i>(Check to ensure there is no bubbles/peels on the film where it has been applied. Some older single pane windows do not have the same safety standards as modern-day safety glass. A film may have been installed to cover the window to prevent injury from shards of falling glass)</i>					

PLANT ROOM					
2A) Is there adequate access/egress to electrical intake room/cupboard? <i>(Check that access to the electrical intake room/cupboard is not obstructed to allow for emergency access and the key is accessible. Check that the door to the electrical intake is secure locked to restrict unauthorised access.)</i>					
2B) Individual panels or controls of electrical switch gear kept locked/secured? <i>(Check that unauthorised persons cannot access the control panels)</i>					
2C) Is the electrical intake room/cupboard free of combustible items and panels/mains switch not obscured?					
2D) Is there adequate access/egress to the boiler room? <i>(Check there is adequate lighting to help prevent trips and falls. Check the door is locked so it is unable to be accessed by authorised person)</i>					
2E) Is the boiler room free of combustible items and access to boiler units, dials, controls etc. unobstructed?					
2F) In the boiler room, is the equipment, pipe work and guarding in good condition? <i>(Check guarding over belts or moving parts which can cause crushing or entrapment. These must be in good condition covering the moving parts in its entirety)</i>					
EXTERNAL					
3A) Access/egress routes on the site <i>always kept clear? (Check there is nothing blocking access for emergency vehicles)</i>					
3B) Are pedestrians/vehicles keeping to marked routes? <i>(Observe on the day of the inspection whether pedestrians and vehicles are keeping to marked routes. Check signage/markings)</i>					

3C) Where access ramps provided, they are of good condition? <i>(Check if the ramps are still fit for purpose or need maintenance)</i>					
3D) Steps, walkways, access routes in good condition? <i>(Check that there are no excessively raised paving slabs or obstructions etc.)</i>					
3E) Adequate external lighting? <i>(Check lights and timings to ensure they turn on at the right time or sensors are working effectively)</i>					
3F) Bins and other equivalent items positioned to minimise unauthorised access to roof area? <i>(Where possible, waste bins must be held securely away from the building and chained if they are mobile)</i>					
3G) Is rubbish and other items kept to minimum to reduce risk from arson? <i>(Check if bins overflowing, Check if bins are kept securely to avoid arson)</i>					
3H) Are trees/branches/shrubs well maintained? <i>(Check that they are not overgrown, unstable or visibly decaying that can cause branches to drop. Check that the roots are not damaging walkways, play/general areas. Tree roots will naturally create unevenness, but judgement must made on any acceptable hazard being caused)</i>					
3J) External areas, ok?					
GATES					
4A) Does the gates design and condition prevent finger traps or pinch points?					
4B) Where automatic gates are fitted, are the sensors present and operational? <i>(Sensors are extremely important for automatic gates as they carry an extremely elevated risk of crushing or entrapment in moving parts, especially with children)</i>					
4C) Gates set up to prevent injury through misuse? <i>(Check that padlocks, stoppers, hinge guards fitted where necessary)</i>					
EXTERNAL PLAY EQUIPMENT					

5A) General play equipment good condition? <i>(Check that there are no splinters, loose nuts/bolts, broken ropes, signs of post instability)</i>					
5B) Safety surface in good condition? <i>(Check bark to adequate depth, no holes in wet-form surface, no trip hazards due to raised rubber tiles etc.)</i>					
ACCESS TO HEIGHTS					
6A) Is there a safe maintained access point to get on to the roof for contractors?					
ASBESTOS					
7A) Asbestos register held at reception or other point where contractors would sign in? <i>(Check contractors are signing asbestos register)</i>					
7B) Known and visible asbestos materials in good condition? <i>(Check termly checks are being carried out and documented)</i>					
LEGIONELLA					
8A) Are temperature checks recorded at the right temperatures? (Check if temperatures readings are within an acceptable range <i>(if temperatures are above or below required temperatures and what action has been taken)</i>)					
INDOOR WORKING ENVIRONMENT					
9A) Is there adequate matting at entrances to the premises? <i>(Check the mats are of appropriate size and condition to minimise the risk of slipping when raining outside)</i>					
9B) Is the temperature acceptable?					
9C) Is it felt that there is adequate ventilation/air movement?					
9D) Is there adequate control over lighting to ensure it is light enough for staff?					
9E) Is there reasonable access to toilet facilities? <i>(Check there is hand washing facilities, soap and means to dry hands. Check toilets are clean)</i>					

9F) Is there access to drinking water?					
SLIPS AND TRIPS (INDOORS)					
10A) Cables around the premise positioned safely? <i>(This is to ensure there are no trailing wires that can cause a trip hazard)</i>					
10B) Floors, stairs, steps, walkways in good condition? <i>(Check that the stairs have nothing breaking away from the steps. Check that there is not anything presenting any trip or slip hazards)</i>					
10C) Are general routes/corridors/walkways within the premise clear of obstructions? <i>(Check that children's belonging, class material etc. are not causing trip hazards)</i>					
INDOOR HOUSEKEEPING					
11A) Work and/or storage areas tidy? <i>(Check that items being stored unsafely can cause injury to person accessing that area)</i>					
11B) Shelving stable and secure? <i>(Check that shelving is correctly installed and not breaking away from the wall or brackets. Units not sagging or at risk of toppling over)</i>					
11C) How are staff removing items from storage/shelving?					
11D) Where relevant, is finger guarding on internal doors intact including toilet cubical and in good working condition?					
WORKSTATIONS					
12A) Is there sufficient space at each workstation and the arrangement must allow for a comfortable working position? <i>(Items not stored underneath desk that restricts legs. Chairs must be a stable condition and adjustable)</i>					

FIRE PREVENTION					
13A) Quantity of paper and combustible materials controlled and stored safely? <i>(Check that combustible materials are stored away from ignition sources and must not be stored underneath stair wells)</i>					
13B) Fire evacuation notices displayed and up to date?					
13C) Are staff aware of the evacuation procedures?					
13D) Fire extinguishers in place, according to assessment? <i>(Check that it is on a stand or attached to the wall)</i>					
14E) Fire escape routes clear and fire doors not wedged open or obstructed? <i>(Check that fire doors are closed to prevent the spread of fire. In some areas, where automatic fire doors are installed; ensure nothing is blocking them from closing)</i>					
CARETAKERS/SITE MANAGERS OFFICE/WORKSHOP					
15A) Area sufficiently tidy? And kept locked?					
15B) Where relevant, is machinery securely fitted or clamped to work bench?					
15C) Guards in place?					
15D) Emergency stop buttons fitted and working? <i>(Test the stop buttons, the machines, must stop operating in under 10 seconds)</i>					
15E) Suitable personal protective equipment (PPE)/ respiratory protective equipment (RPE) provided where necessary?					
15F) Are safe working practices followed?					
15G) Are electrical appliances/tools stored securely?					

OTHER NOTES:

APPENDIX 11: INSPECTION TABLE

Types of Engineering Plant & Frequency of Inspection
Table produced by RPA Insurance

Type-of-Plant	Frequency	Regulations	No.
Electrical & Mechanical			
Alternators	12 months	PUWER	
Control panels	24 months	PUWER/EAWR	
Engines, motors, pumps & compressors	24 months	PUWER	
Fixed wiring	3 or 5 years	EAWR	
Generators	12 months	PUWER	
Switchgear & transformers	6 – 60 months	EAWR	
Lifts and Handling Plant			
Access platforms & lifts	6 months	LOLER	
Axle stand	12 months	PUWER	
Chain blocks (manual or powered) & davits	12 months	LOLER	
Fork lift trucks	12 months	PUWER/LOLER	
Jacks (hydraulic)	12 months	LOLER	
Ladders	12 months	PUWER	
Lifts & lifting machines: → people → goods	11 6 months 12 months	11 PUWER/LOLER	
Lifts and lifting appliances	12 months	PUWER/LOLER	
Lifting accessories; eyebolts, shackles & web slings	6 months	PUWER/LOLER	
Mobile cranes: → people → goods	11 6 months 12 months	11 PUWER/LOLER	
Pallet trucks (manual or motorised)	12 months	PUWER	
Runways	12 months	LOLER	
Vehicle lifting tables	6 months	PUWER/LOLER	
Window cleaning & building maintenance equipment	6 months	PUWER/LOLER	

Type-of-Plant ^α	Frequency ^α	Regulations ^α	No. ^α
Local-Exhaust-Ventilation-(LEV)-Plant^α			
Fume-cupboards ^α	14-months ^α	COSHH ^α	α
Local-exhaust-ventilation: dust, fume-or-vapour ^α	14-months ^α	COSHH ^α	α
Local-exhaust-ventilation: metal-dust ^α	6-months ^α	COSHH ^α	α
Spray-booths ^α	14-months ^α	COSHH ^α	α
Power-Presses^α			
Guillotine:- [¶] - for metal [¶] - for paper- ^α	[¶] 12-months [¶] 6-months ^α	[¶] PUWER ^α	α
Injection-moulding-machines ^α	12-months ^α	PUWER ^α	α
Power-presses-and-power-brakes ^α	6-months ^α	PUWER ^α	α
Woodworking-machines ^α	12-months ^α	PUWER ^α	α
Pressure-Plant^α			
Air-receivers-(frequency-usually) ^α	26-months ^α	PUWER/PSSR ^α	α
Autoclaves-(inc-in-steam-boilers) ^α	24-months ^α	PSSR ^α	α
Café-boilers ^α	14-months ^α	PUWER/PSSR ^α	α
Calorifiers-(steam):- [¶] α→ Less-than-100°C- [¶] α→ Over-100°C- ^α	[¶] 26-months [¶] 14-months ^α	[¶] PUWER/PSSR ^α	α
Hot-water-boilers:- [¶] α→ Less-than-100°C- [¶] α→ Over-100°C- ^α	[¶] 24-months [¶] 14-months ^α	[¶] PUWER/PSSR ^α	α
Pressurisation-units ^α	60-months ^α	PUWER/PSSR ^α	α
Refrigeration-&-air-conditioning ^α	48-months ^α	PUWER/PSSR ^α	α
Steam-boilers:- [¶] α→ Horizontal-multi-tubular; vertical; and-autoclaves [¶] α→ Water-tube-boilers- ^α	[¶] 14-months- [¶] 26-months ^α	[¶] PSSR ^α	α
Steam-pipes ^α	14--62-months ^α	PSSR ^α	α
Steam-vessels ^α	26-months ^α	PSSR ^α	α
Miscellaneous^α			
Roller-shutter-doors-(manual) ^α	12-months ^α	PUWER ^α	α

[¶]

Relevant-Legislation[¶]

COSHH ^α	Control-of-Substance-Hazardous-to-Health ^α
EAWR ^α	Electricity-at-Work-Regulations-1989 ^α
LOLER ^α	Lifting-Operations-and-Lifting-Equipment-Regulations-1998 ^α
PSSR ^α	Pressure-Systems-Safety-Regulations-2000 ^α
PUWER ^α	Provision-and-Use-of-Work-Equipment-Regulations-1998 ^α
WHSWR ^α	Workplace-(Health,-Safety-&-Welfare)-Regulations-1992 ^α

APPENDIX 12: CLAIM FORM – PRE APPROVED EYE TEST



BRIDGE ACADEMY TRUST
CEO: Mr M. Farmer

PAYROLL CLAIM FORM FOR PRE-APPROVED EYE TEST MADE ON PERSONAL CARDS

ALL EYE TESTS MUST BE PRE-APPROVED BY THE CFOO IN ACCORDANCE WITH THE HEALTH & SAFETY POLICY PRIOR TO BOOKING AN APPOINTMENT. IN THE EVENT THAT AUTHORISATION IS NOT RECEIVED, THE EYE TEST WILL NOT BE PAID FOR BY BRIDGE ACADEMY TRUST.

School & Date	
---------------	--

Name	
------	--

Payroll Reference		Month of	
-------------------	--	----------	--

Date	Claim Details	Total (£)
TOTAL AMOUNT BEING CLAIMED		

- All claim requests must be signed by the claimant and Line Manager before being sent to the CFOO for approval
- Once authorised, HR will confirm approval to the claimant
- Once eye test has been taken, the claimant must send all receipts to Anna Welch in the HR Department by the 5th of each month
- Claims MUST be made within two calendar months of the claim being made

Signed (Claimant)		Date	
-------------------	--	------	--

I confirm the employee will incur the above expenses and that these were approved for payment in advance by the Chief Finance & Operations Officer.

Signed (Line Manager)		Date	
CFOO Approved		Date	