



## Health and Safety Policy

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Cathedral Schools Trust

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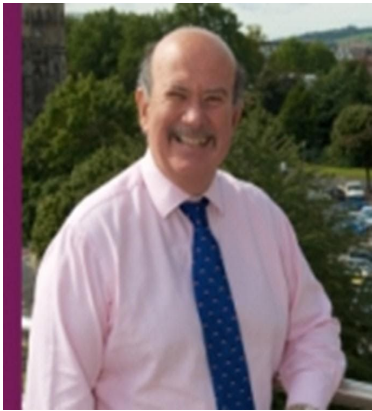
# Version Control Sheet

<b>Version</b>	<b>Section/ Para</b>	<b>Description of Amendments</b>	<b>Date</b>	<b>Author</b>

## **Contents**

1. Introduction	4
2. Health and safety – Statement of Intent	5
3. Organisational Chart for Health and Safety	6
4. Scope of this Policy	7
5. Purpose of this Policy	8
6. Definitions	9
7. Organisational Responsibilities	10
8. Management Arrangements	14
9. General Arrangements	18
10. Check list	22

## 1. Introduction



Mr Stephen Parsons, MBE DL,  
Chair of Trustees



Mr Neil Blundell MA,  
Executive Principal  
Cathedral Schools Trust

### **An Introduction by the Chair of Trustees and the Executive Principal**

We are delighted to launch our revised management system covering the health, safety and well-being of all the people within the Cathedral Schools Trust. Anyone who is working, studying or visiting our academies can be confident we have done our best to prevent harm to them.



Good practice based on knowledge and experience means that we can do challenging activities safely. We can therefore encourage innovation, experiment and well considered risk-taking.

## 2. Health and Safety – Statement of Intent

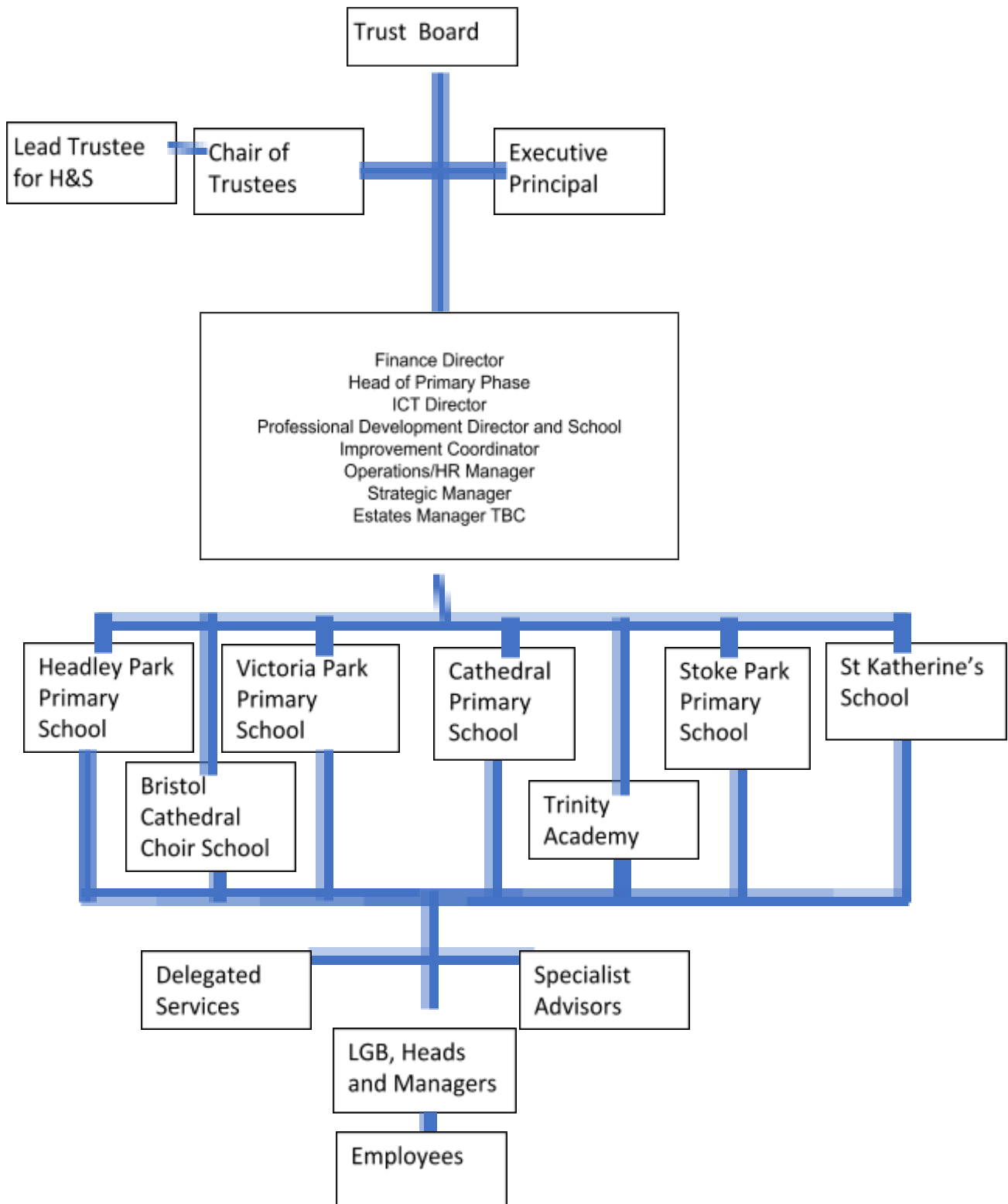
The Health and Safety of all our staff, pupils, contractors, visitors are of paramount importance to the Cathedral Schools Trust. The Trust aims to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees whilst at work, the pupils and of others who may be affected by our undertakings. This policy statement provides a commitment and intent to comply with the Health and Safety at Work Act 1974.

To ensure the principles of Health and Safety are clearly understood throughout the Trust, we will be committed to:

- Complying with relevant health and safety legislation and guidance and reflect excellent education sector working practices;
- Preventing work related injuries, incidents, ill health and disease;
- Effective communication of and consultation on health and safety matters throughout the academies within the Cathedral Schools Trust;
- Assessing the risks to health, safety and welfare of our employees, pupils and others who may be affected by our activities and implementing controls to minimise those risks;
- Providing adequate and sufficient welfare facilities;
- Providing and maintaining a safe working environment with safe access and egress.
- Providing and maintaining safe plant and equipment and implementing safe systems of work and the safe use, storage, transport and handling of substances and articles;
- Recognising the importance of involving staff in the management processes and undertaking both to involve them in issues that affect their Health and Safety and providing adequate and sufficient information, instruction and supervision with regard to their responsibilities under current Health and Safety legislation and guidance. In this way, each and every individual has a vital and specific role in maintaining the Trusts safety standards;
- Providing necessary resources in the form of personnel, equipment, finance and time to ensure health and safety of our pupils, employees and others and seeking expert competent help where the necessary skills are not available within the Trust

Signature: 	Signature: 
Name: Mr Stephen Parsons	Name: Mr Neil Blundell
Position: CST Chair of Trustees	Position: CST Executive Principal
Date: 18/10/2020	Date: 18/10/2020

### 3. Organisational Chart for Health and Safety



#### 4. Scope of this Policy

This is a Trust wide Policy and is relevant to all academies within the Trust and their employees, pupils, visitors and contractors.

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*For clarification: where specified in this policy, the role of the CST Estates Manager is currently covered by the CST Finance Director and CST SLT along with Delegated Services and specialist advisors.*

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## 5. Purpose of this Policy

The purpose of this policy is to demonstrate the Trust's commitment to comply with the general requirements of the Health and Safety at Work etc. Act 1974, other statutory provisions. To manage workplace hazards and provide an approved systematic approach and guidance to enable staff to effectively manage risk. More specific policy details include:-

- The Statement of intent – made by the Chair of Trustees and Executive Principal commits to striving for high standards of Health and Safety in the Trust.
- Organisation and responsibilities (people and their duties). This part outlines the management structure and health and safety responsibilities of managers and employees.
- Arrangements (systems and procedures) include the significant findings of risk assessments in working instructions and practices (arrangements for ensuring that people work safely).



## **6. Definitions**

Hazard – A hazard can be defined as anything with the potential to cause harm, loss or suffering and can relate to all kinds of situations including clinical treatments and the financial position as well as the traditional health and safety issues.

Risk – A risk is the likelihood that a hazard will cause a specified harm to someone or something.

Risk Register – A risk register is part of the process of recording how we will manage the risks within individual departments and the organisation.

Risk Management – Risk Management is the recognition and effective management of all threats and challenges to the Trust's objectives and values.

## 7. Organisational Responsibilities

7.1 The organisational responsibility of the Trust is to achieve health, safety and wellbeing across the Trust.

The Board of Trustees will follow the published guidance from the Health and Safety Executive and related organisations such as the Food Standards Agency, Department for Education, Education and Skills Funding Agency and other regulators or advisors such as CLEAPSS.

Whenever appropriate health, safety and wellbeing will be organised in cooperation with child protection and safeguarding arrangements, security, personal health issues such as mental health and any other relevant matters. Employees with duties will be recruited and trained to have the skill, knowledge and experience to carry out their work effectively.

The organisation of the Trust and its member academies will provide the means to manage and supervise staff, report defects and arrange repairs, inform and brief employees, involve staff and consult with them and provide a means of whistle-blowing should the need arise.

The right of employees will be formally displayed using the Health and Safety Executive poster which will be put on a notice-board at all premises. (*Health and Safety Information for Employees Regulations*)

7.2 The arrangements within the Trust to achieve health, safety and wellbeing

The Trust will follow the industry best practice using published documents available from regulators such as the Health and Safety Executive. Industry includes education and all other relevant areas of work such as building maintenance, electrical equipment and catering.

It will use the advice of recognised organisations at national level such as CLEAPSS (for science design and technology), DATA (for design and technology) and AfPE (for sport and other activities), the outdoor advisors panel (for off- site activities) and national governing bodies.

The Trust will have employees trained in health, safety and wellbeing at varying levels for general awareness to specialist knowledge in certain fields.

The Trust will call on external help when needed whether as a contractor such as a qualified electrician or gas technician or as an advisor.

The Trust supports the member academies with the development of practice and procedure, risk assessment and guidance and the availability of internal and external advisors. Member academies are encouraged to develop their own specific practice and procedure providing it is consistent with the trust objectives of achieving a high standard of health, safety and wellbeing.

- 7.3 Trade union and staff representatives and a health, safety and wellbeing staff consultative committee.

The Trust will work with trade union representatives where they are in post and with staff representatives where they are present. The Trust supports both roles as part of employee involvement and consultation. (*Safety Representatives and Safety Committees Regulations and Health and Safety (Consultation with Employees) Regulations*).

In most cases the representatives will be based at the academies and will act for that setting alone. Where there are trust wide issues that are raised these will be shared between the academies so that good practice is promoted in all locations and activities.

Each academy will decide if they wish to have a staff health, safety and wellbeing consultative committee. The Trust supports the principle of having a committee. Where they are present the Lead Trustee for Estates, Health and Safety may attend a proportion of the meeting to listen to feedback which can be used by the Board of Trustees to monitor and improve health, safety and wellbeing performance.

- 7.4 Monitoring and auditing health, safety and wellbeing by the Board of Trustees.

The Board of Trustees will ask the Executive Principal to provide an annual report on all health, safety and wellbeing matters.

The report will provide a strategic review and an action plan based on the information supplied by each academy through the course of the year.

The report will include:

- (1) Statutory information the academies have provided to regulatory bodies such as accident reports under the *Reporting of Injuries, Diseases and Dangerous Occurrence Regulations*, food hygiene inspections by local Environmental Health departments and fleet vehicle MOTs;
- (2) Confirmation that all emergency plans such as fire risk assessments and fire action procedures are in place and up to date.
- (3) Confirmation that the risk register for each academy is up to date;
- (4) The status of all risk assessments and that they meet industry standards;
- (5) The status of all policies and that they meet regulatory and industry standards;
- (6) Describe any educational attainment problems caused by health, safety and wellbeing issues and also educational successes thanks to informed use of health, safety and wellbeing principles.
- (7) The outcomes of in-house site inspections, off-site trip provider inspections, self-assessed audit and external independent audits and similar monitoring;
- (8) Reports of staff consultations, stress risk assessments, employee wellbeing and related matters.

(9) Any other matters the board wishes to examine and any matter the Executive Principal wishes to bring to the board's attention.

(10) A section of the report will be provided so that trade union or staff reps, where in place, can make a direct feedback to the board. They will provide the text themselves. The Board of Trustees will ask for an external independent audit of each academy on a rolling programme at a frequency they shall decide.

#### 7.5 References:

DfE: Multi-Academy Trusts (MAT) : Good practice guidance and expectations for growth:-

#### ***"Risk management"***

*Academy trusts are accountable for educational outcomes, financial management, safeguarding (including health and safety) and estate management in their trusts.*

*The boards of trustees are responsible for risk management –particularly setting the parameters of the process and reviewing and considering the result. Effective risk management underpins effective planning elsewhere like strategic finance. While they may choose to delegate the day-to-day management of some risk to staff or professional advisers, the trust's involvement should be such that within the trustees' annual report they can make the required risk management statement with confidence.*

The following is an extract from the full document produced by the DfE and available from their website:-

#### **10 ways effective MATS manage risk**

*MATs are organisations responsible for running multiple academies. As such it is imperative that they give due concern to managing risk at both academy and organisation level. When asked, MATs described the following elements at key:-*

- 1. Risks – and the impact if they materialise – are identified in a central register. They are monitored and mitigated effectively at both academy and trust level, often by an audit committee.*
- 2. The MAT learns the effective risk management processes from the other sectors.*
- 3. It is clear which risks should be managed locally, and which are escalated to, or held by, the central MAT.*
- 4. Each risk is owned by a named person, so that no risk or issue 'falls between a gap'. Those accountable have the ability to act decisively to manage risks when needed.*
- 5. The trust is clear how risk management will need to develop and evolve as the trust grows in size.*
- 6. Effective due diligence takes place before the MAT agrees to a school joining the trust. This means the trust fully understands all the risk, assets, and liabilities they would take on, and either put appropriate plans in place, or decide that it is not appropriate for the school to join the trust at that time.*
- 7. Any due diligence is carried out by a person or persons with sufficient skills and experience. Specialists can be employed or contracted if those skills do not already exist within the trust.*
- 8. A Specific board member is responsible for managing their estates. In smaller trusts this could be the Chief Executive or Chief Operating Officer in small trust, while larger MATs may set aside a dedicated board position, such as a Lead Trustee for Estates and Health and Safety.*

9. *Legal requirements relating to the estate, including requirements relating to health and safety, and specific potential threats such as legionella, asbestos and fire are well understood. (See DfE guidance for those responsible for the operation and maintenance of academy buildings.)*
10. *Comprehensive knowledge of buildings and their condition enables the MAT to plan and prioritise maintenance and construction work. For MATs with at least five academies and 3000 pupils, they will receive a school condition allocation whereas smaller trusts will need to bid for funding through the Condition Improvement Fund.*

## **8. Management Arrangements**

### **Roles within the Trust and the academies.**

8.1 The following paragraphs outline the roles and responsibilities of key post-holders within the Trust and within each academy. The Cathedral Schools Trust expects the post-holders to work within the context of the legislation and in particular the enabling approach used in the Health and Safety at Work etc Act 1974. This does not define every tiny task that must be done. Instead it sets a culture in which more general duties, intelligently and wisely carried out, achieve a high standard. Some of the regulations from the Act are more specific in their requirements.

#### **8.2 The Cathedral Schools Trust [CST]**

The Trust as the Employer is the legal entity responsible for following the legislation.

#### **8.3 The Cathedral Schools Trust Board**

The Board is responsible for running the Trust and the Non - Exec Trustees and Executive Principal have appropriate responsibilities in that regard. The funding agreement for the Trust sets out the requirements the Trust must meet. This includes the safety of children.

#### **8.4 Trustees and CST SLT**

Individuals are expected to conduct themselves in such a way that they meet the statutory duties imposed to them through the funding agreement, company and charities legislation and health, safety and wellbeing legislation.

Trustees and CST SLT will not consent or connive in any way that prevents the meeting of statutory duties. They will not neglect any matters relevant to meeting statutory duties. They understand that if they do so they may as individuals be prosecuted.

#### **8.5 Lead Trustee for Estates and Health and Safety**

A Trustee will be appointed to lead on estates, health, safety and wellbeing matters. The Board recognises that this does not remove the overall responsibility from the Trustees and CST SLT collectively nor from each person.

#### **8.6 Executive Principal**

The post-holder will lead the board on ensuring the following key issues within the overall statutory framework:

- (1) Meeting compliance with statutory requirements;
- (2) Ensuring the safeguarding of children;

- (3) Providing suitable arrangements for critical incidents, business continuity and support to the community in a crisis. This includes fire, flood, threats and other hazards. It also covers serious incidents on academy organised trips and events or at the academies.
- (4) Providing guidance on how academies deal with disruption to activities for example due to bad weather.
- (5) Appointing people to cover health, safety and wellbeing (and relating issues) duties.
- (6) Ensuring arrangements are in place to carry out health, safety and wellbeing duties.

The Lead Trustee and Executive Principal will normally be the point of contact on behalf of the trust for serious and significant matters.

#### **8.7 Finance Director**

The Finance Director will advise the board on the resources needed to fulfil the statutory obligation in regard to health, safety and wellbeing plus the support for developing the curriculum where “risk aware not risk averse” approaches are applicable.

The maintenance of the estate under the control of the Trust will be overseen by the Finance Director as part of the Trust’s assets. Compliance reports will be sent to the Finance Director.

The Strategic Manager will hold the Trust risk register effectively being owned by the Finance, Risk and Audit committee.

#### **8.8 CST Estates Manager**

*(where specified in this policy, the role of the CST Estates Manager is currently covered by the CST Finance Director and CST SLT along with Delegated Services and specialist advisors)*

This post-holder will carry overall day to day responsibility for the Trust estate. They will provide support to the academies.

The Trust Chair, Lead Trustee for Estates, Health & Safety and Executive Principal may delegate to them the authority to manage the items:

- (1) Meeting compliance with statutory requirements;
- (2) Providing suitable arrangements for critical incidents, business continuity and support to the community in a crisis. This includes fire, flood, threats and other hazards. It also covers serious incidents on academy organised trips and events or at the academies.
- (3) Providing guidance on how academies deal with disruption to activities for example due to bad weather.
- (4) Appointing people to cover health, safety and wellbeing (and related issues) duties.
- (5) Ensuring arrangements are in place to carry out health, safety and wellbeing duties.

The Trust Estates Manager will be the first point of contact for the Trust in day to day matters.

#### **8.9 Academies Headteachers and Business Managers and Estates Managers**

The Trust Chair and Executive Principal will delegate to these leaders the running of their own academies. They will put in place local policies, organisation and arrangements for dealing with health, safety and wellbeing.

The local arrangement will be supported by the Trust Estates Manager to ensure consistency of standards of health, safety and wellbeing across the Trust.

The academy Headteachers and Business/Estates Managers will be authorised to obtain advice and support from the Trust contractors and advisors directly. When necessary the Trust Estates Manager will issue guidance to them on financial or time limits to the use of contractors and advisors.

In a critical incident (such as a fire or serious accident including on an off-site visit) the Headteachers and academy Business/ Estates Managers will first seek the help of the emergency services if required. They are then authorised to seek advice and support as necessary in the circumstances usually following the Trust and their own academies preparations and policies.

The Headteachers and Business/ Estate Managers will hold the risk register for their own academy.

#### **8.10 Academies policies and procedures**

Each Academy will have its own policies and procedures. These will be written by them with the support of the Trust.

Academies are encouraged by the Trust to be able to operate independently though in cooperation where this benefits teaching and learning, the management of the Trust estate and effectiveness of the organisation.

#### **8.11 Operations and Human Resources Manager**

This post-holder will carry overall day to day responsibility for the Trust Operations and HR. They will provide support to the academies and in particular safeguarding of children.

This post will have an important input in to the management of wellbeing (such as dealing with pressure and stress), control of lost-time due to illness and injury from work related issues (such as accidents, occupational health) and employee training and development.



**8.12 ICT Director**

This role will support the use of information technology across the Trust and maximise its use for teaching and learning. It will also be used in the management of the Trust's assets and estate (for example CCTV, access control and security) and supporting the safeguarding duties.

**8.13 Employees**

Whilst the Trust as employer is the main legal entity responsible for complying with statutory duties the Trustees/Executive Principal and Employees all have duties.

Employees are required to follow such health, safety and wellbeing instructions as are issued by the Employer. They must report any defect or problem that could be a hazard. Health and safety equipment should not be mis-used. Staff in all jobs are expected to have the level of knowledge, skills and experience appropriate to the job and to do their work with care and diligence.

The Employer when selecting an employee through recruitment, volunteering or request should check they possess such health, safety and wellbeing competence needed for their job. They may achieve this by offering training and other professional development if necessary.

**8.14 Training Matrix**

<b>Role</b>	<b>Training</b>	<b>Frequency</b>
Chair of Trustees	H&S for Directors	Once then 2 yearly
Executive Principal	H&S for Directors	Once then 2 yearly
Trustees	H&S for Directors	Once Then 2 yearly
Finance Director and CST SLT	H&S for Directors	Once then 2 yearly
Trust Estates Manager (when appointed)	H&S for Directors Legionella Fire Asbestos Awareness	Once then refresher annually
Headteachers	Legionella Fire Asbestos COSHH Stress	Once then refresher annually
Academy Business/ Estate Managers	Legionella Fire Asbestos COSHH Manual Handling LOLER	Once then refresher annually

	Working at Height Food Safety and Hygiene Stress	
Caretakers	Legionella Fire Asbestos COSHH Manual Handling Power tools Working at Height	Once then refresher annually
Employees	Appropriate training as deemed necessary in risk assessments eg. Fire wardens, DSE, first aiders etc.	As in accordance with risk assessments.

**This matrix is a guide only – other training may be required.**

## 9. General Arrangements

### 9.1 Accidents and reporting

There is a requirement to report incidents that occur at work under the *Reporting of Injuries, Disease, Dangerous Occurrences Regulations*. Only the more serious events have to be reported by the Employer which is the Trust. Where a reportable incident occurs during academies activities (or at the Trust offices) the Trust Estates Manager and or their Advisors will be notified as soon as possible. They will then make further investigations and take action including reporting to the Health and Safety Executive.

### 9.2 Asbestos

academies will follow their local procedures to prevent any harm from asbestos to their premises. This includes briefing all regular visitors and contractors on the presence and location of asbestos and the importance of not damaging it. An asbestos register will be available at the academy based on a Management Survey. The register will be checked before any work is carried out and where necessary a more intrusive Refurbishment or Demolition Survey will be carried out.

### 9.3 Buildings and Premises

The day to day management lies with the academies. If a serious problem is expected or happens then they can contact the Trust Estates Manager and when needed the contractors or advisors to assist them. Where there are statutory requirements for inspections such as using Gas, Lifting Equipment or fume cabinets

then the academy Business/ Estates Manager is responsible for ensuring that these are complied with.

#### 9.4 Contractors

The Trust will approve the contractors to be used so that the most cost-effective support is available. When the academies have satisfactory contractors these may be added to the list depending on costs and competence.

In a critical incident the person in charge (usually Academy Headteacher or Business/Estate Manager or Trust Estates Manager) may judge it appropriate to use contractors not previously approved due to the urgency or nature of the situation.

#### 9.5 Defect reports

Day to day the academies are expected to maintain their own premises, plant and equipment.

Serious problems should be reported to the Trust. If needed advice and help can be given or the Trust may intervene if necessary.

A problem that may be likely to cause multiple problems across the Trust (for example a piece of electrical equipment is found to be defective) must be reported immediately to the Trust through the Trust Estates Manager.

#### 9.6 Emergency procedures

Each academy will have its own Emergency procedures for matters such as fire, flood and utility failure. The Trust will provide support in terms of advice, authorisation for expenditure and the use of contractors or advisors above an agreed limit delegated to the academies Headteacher and Business/ Estates Managers.

Weather problems will be dealt with in a similar way in that local decisions will be made about remaining open in bad weather. The assessment process will be based on a Trust guidance policy agreed with academy leaders. The Trust may however opt for a decision overall where weather forecasting indicates this is prudent.

Threats due to people will be managed with local security and lockdown procedures.

#### 9.7 Fire precautions

The Trust as Employer has the lead for fire safety and the academies are supported by the Trust Estates Manager in developing their fire risk assessment and fire precautions.

#### 9.8 Inspections

The board and senior officers will accompany Headteachers and Business/ Estates Managers on inspections to set an example and demonstrate commitment to health, safety and wellbeing (as well as safeguarding and security). The arrangements for doing this occasionally will be made by the Trust Estates Manager.

Other inspections, audit and surveys will be run by the academy with guidance and support from the Trust Estates Manager.

The board will be aware of their duties described in Section 9.4.2 which are based on Section 37 of the Health and Safety at Work etc Act 1974 and the Sentencing Guidelines for offences under the Act.

#### 9.9 Risk Management and risk assessment

Risk assessment to control the hazards and the risk of harm through academy activities will be managed by the academies with support from the Trust.

The Trust Estates Manager will ensure that risk assessments are consistent in reducing risk and similar activities in the academies are all managed in an effective way. Local variation may be appropriate when justified against best practice guidance.

Risk assessment is about being risk aware rather than risk averse. Foreseeable risks must be controlled and the relevant best (or good practice) procedures followed. Challenging and interesting lessons and trips for example are most certainly not banned but must be carefully risk assessed and then if acceptable can be carried out.

#### 9.10 Water hygiene including controlling the risk of Legionellosis

The Trust Estates Manager will be the overall duty-holder and the academies Business/ Estates Managers will be duty holders for their academies. All academies must have a water system survey and Legionella Management Plan in place and regularly review.

#### 9.11 Wellbeing (including the management of pressure and stress)

The Trust will monitor and manage the workforce and provide support and guidance to the academies.

Occupational Health, counselling and other HR and health resources will be organised by the Trust and provided to the academies.

The academies themselves are encouraged to address the issues at the local level as well where this is appropriate.

#### 9.12 Food safety and food hygiene

All Trust academies will be registered as food businesses.

All academies or their contractors are expected to achieve a maximum score (5 stars) on formal Environmental Health food safety and hygiene inspections. The trust will support any academy that has a problem doing this.

#### 9.13 Other issues

There are a wide range of support organisations providing help and advice and the Trust will make full use of these. Each academy will be encouraged to use them well.

The Health and Safety Executive website provides free downloads of most of its publications and these set best practice for occupational health and safety. Other relevant organisations such as CLEAPSS and DATA which are membership based will be joined by the Trust.

Where feasible in-house staff will gain skills, knowledge and experience to carry out most health, safety and wellbeing functions. If necessary external contractors and advisors will be used.

9.14 This policy will be reviewed and updated each year as necessary.

## 10. Check List

<b>No.</b>	<b>Item</b>	<b>Trust Responsible</b>	<b>Academy Responsible</b>
1	Accident and Incident reporting	Yes	Yes
2	Administration of medicines	No	Yes
3	Annual report on health, safety and wellbeing	Yes	Yes
4	Asbestos	Yes	Yes
5	Audit	Yes	No
6	Buildings and premises	Yes	Yes
7	Business Continuity and Critical Incidents ( snow, fire, flood, pestilence etc)	Yes	Yes
8	Caretaking and premises management	No	Yes
9	Communication with employee about health, safety and wellbeing	Yes	Yes
10	Contractors	Yes	Yes
11	Control of substances hazardous to health(COSH) such as chemicals, dust and microbes	Yes	Yes
12	Coronavirus	Yes	Yes
13	Defect reports	No	Yes
14	Display screen equipment	No	Yes
15	Electricity	Yes	Yes
16	Excessive temperatures	Yes	Yes

17	Extended activities outside core hours/ lone working	No	Yes
18	Fire precautions	Yes	Yes
19	First aid provision and medical support	No	Yes
20	Food Safety and Hygiene ( this is not covered under the Health and Safety at Work etc Act 1974	No	Yes
21	Higher risk curriculum areas	Yes	Yes
22	Housekeeping (clear corridors, storage, trip hazards etc)	No	Yes
23	Site defects of significance	No	Yes
24	Inspections	Yes	Yes
25	Lettings	No	Yes
26	Local exhaust ventilation/Air extraction	No	Yes
27	Machinery and plant	No	Yes
28	Manual handling-loads	Yes	Yes
29	Manual handling-carrying children and people	Yes	Yes
30	Manual handling-physical intervention/positive handling /restraint	Yes	Yes
31	Monitoring and auditing	Yes	Yes
32	Noise and vibration	Yes	Yes
33	Off-site trips, educational visits, sports events	Yes	Yes
34	Outdoor structures, play equipment etc	Yes	Yes
35	Plant, machinery and equipment	No	Yes
36	Playing fields, pavilions and other open space, sports equipment, sports centres or similar	No	Yes
37	Playground equipment	No	Yes

38	Portable equipment testing (often electrical but could be air or hydraulic or manual)	No	Yes
39	Pregnancy/ maternity	Yes	Yes
40	Radiation (ionising and non-ionising)	Yes	Yes
41	RIDDOR –Reporting of injuries, diseases and dangerous occurrences	Yes	Yes
42	Risk Assessment	Yes	Yes
43	Safety reps, staff reps, involving staff; consultation on health safety and wellbeing.	Yes	Yes
44	Safety reps, staff reps, involving staff; consultation on health, safety and well-being safety committee	No	Yes
45	Security	Yes	Yes
46	Security/ Bomb threat	No	Yes
47	Site defects of significance	No	Yes
48	Stress in the workplace	Yes	Yes
49	Training	Yes	yes
50	Transport –fleet vehicles, hire vehicles, public and private transport	Yes	Yes
51	Unacceptable behaviour-pupils and staff	Yes	Yes
52	Unacceptable behaviour – parents and public	Yes	Yes
53	Utility services (eg water)	No	Yes
54	Waste disposal	Yes	Yes
55	Water hygiene and Legionella, Lead in water	Yes	Yes
56	Wellbeing including pressure and stress	Yes	Yes
57	Working at Height	No	Yes
58	Work experience/student placements, new teachers and other new joiners	No	Yes

This check list is a guide only, other items may need to be considered.



