



Health and Safety Policy

Version 2

Reviewed by governing body on 6th September 2019. Next review in one year or sooner if required.

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1. STATEMENT OF INTENT

Olive Tree Primary School (OTPS) believes in ensuring the health and safety of all personnel (students, staff, visitors, contractors and all other persons) is essential to our success.

For us health and safety management is an integral part of good management in general, rather than as a stand-alone system. It allows us to achieve a balance between the systems and behavioural aspects of management. Our approach is PLAN, DO, CHECK and ACT.

We are committed to:

1. Taking reasonable steps to provide a safe, secure and healthy environment for all.
2. Preventing accidents and ill health by assessing, controlling and reviewing risks to an acceptable and tolerable level.
3. Being compliant with statutory requirements.
4. Create a positive health and safety culture through leadership, support and continuous improvement.
5. Ensure personnel have access to clear and up to date information, procedures / instruction, training, equipment and resources to act responsibly.
6. Create an environment where everyone plays a role in health and safety.

A Health and Safety Policy (H&SP) as well as a Fire Safety Management System Policy (FSMSP) will be created to ensure the above commitments can be met.

The H&SP as well as a FSMSP applies to all personnel (students, staff, visitors, contractors and all other persons) occupying OTPS.

Signed: _____
Headteacher

Date: _____

Signed: _____
Health & Safety Governor

Date: _____

2. INTRODUCTION

This policy outlines the steps that will be taken to ensure compliance with the Health and Safety at work act 1974.

OTPS recognises the importance of Health and Safety across its school. Its consequences include the threat to personnel, damage to or loss of property and severe interruption to normal business activities or opportunities.

We recognise that managing the risks associated with health and safety requires having adequate precautions based on the type of risks, the severity of the risk and the legal obligations as the employer.

The Health and Safety at work act 1974 makes it the legal duty of the headteacher and all its employees to take reasonable care for the health and safety and welfare of themselves, other employees and all other persons who may be affected by their acts or omissions.

To achieve our 'statement of intent' we will embed appropriate Health and Safety practices. This document is available for all members of staff, who should familiarise themselves with its contents.

NB: This H&SP does not apply in non OTPS premises. In this respect, OTPS personnel will comply with the site specific health and safety arrangements and policy.

3. MANAGEMENT STRUCTURE

OTPS health and safety officer is Abdul Wadud Ahmed.

The H&SP requires competent persons to undertake particular tasks and hold certain responsibilities. Personnel across the organisation have been identified to support these tasks. See table 1.

Governors and Headteacher will make itself familiar with the relevant legislation especially the Health and Safety at Work Act 1974 and other codes of practise.

On a day to day basis, the headteacher is ultimately responsible for the application of the H&SP on all personnel who are either using the school premises, attending or taking part in s school sponsored event. (i.e. safe working conditions).

Task	H&S Governor	Governors	Headteacher	Administrator	Teachers	Students	Parents
Ensure the H&SP and other related policies/codes of practice are in place.	A, R	C	R	C	C	N/A	I
Ensure the H&SP and other related policies/codes of practice are adequately implemented with the right organisation, delegated responsibilities, objectives, monitoring regime and reviews.	A	I	R	C	C	N/A	N/A
Undertake and review annual and activity specific risk assessments, technical surveys etc.	A, R	I	R	C	C	N/A	N/A
Embed an inspection and maintenance programme	A, R	I	R	C	I	N/A	N/A
Management of any remedial work following risk assessments, technical surveys, inspection and maintenance.	R	I	A	R	I	N/A	N/A
Ensure that staff are appropriately trained in health and safety procedures / practices.	C	I	A	R	I	N/A	N/A
Information on health and safety arrangements are communicated and available to all personnel to ensure safe methods of work	I	I	A	R	I	I	I

Key
Responsible (R) - Who is doing the task / Who is assigned to do the task
Accountable (A) -Who is ultimately responsible
Consulted (C) – Who can support this task

Informed (I) – Anyone who needs to be kept informed about the task
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Table 1 – RACI Chart

4. PARTICULAR HEALTH & SAFETY CONSIDERATIONS

OTPS recognises it needs to take action in respect of certain items listed in table 2 below. In managing these matters emphasis is placed on recognising hazards and potential risks and then taking steps to minimise their effects on employees and others.

Task	H&S Governor	Governors	Headteacher	Administrators	Teachers
Arrange and maintain appropriate Employers' Liability Insurance cover	I	I	A	R	N/A
Ensure that health and safety implications are considered when acquiring new equipment	N/A	N/A	A	R	N/A
Ensure that contractors (when used) are competent and monitored during work	N/A	N/A	A	R	N/A
Ensure that adequate procedures are in place to identify and address occupational health risks.	C	I	A	R	I
Ensure that the measures required to reduce and control employees' exposure to occupational health risks are in place and used	I	I	A	R	I
Implement measures to reduce stress within the workplace	C	N/A	A	R	I
Complete accident and incident investigations, identify causes and measures for prevention	C	I	A	R	I
One to One H&S consultation	N/A	N/A	A, R	C	N/A
Ensure that applicable injuries, diseases and dangerous occurrences are reported to the Enforcing Authority	I	I	A	R	I
Actioning enforcing authority reports	A	I	R	C	I
Provide an environment for personnel which has adequate welfare facilities (toilets, heating etc) and staff amenities.	A	I	R	C	I
Ensure housekeeping, cleaning, pest control and building services are all adequate	N/A	N/A	A	R	N/A
Equality and Disability discrimination compliance	A	I	R	C	N/A
Provide suitable and sufficient maintenance of the facilities provided within the workplace	N/A	N/A	A, C	R	I
All equipment provided by the organisation is suitable and properly used.	N/A	N/A	A, C	R	I
All work equipment is adequately maintained and safe	A	N/A	R, C	A	N/A
Any Personal Protective Equipment (PPE) provided gives suitable protection, is used and that employees are given information, instruction and training on its use	I	N/A	A, R	C	N/A
All substances are used safely stored away	N/A	N/A	A	R	N/A
Ensuring that office equipment is fit for use	N/A	N/A	A	R	N/A
Ensuring that adequate arrangements are in place for special events.	N/A	N/A	A	R	N/A
Ensuring that adequate arrangements (risk assessment) are in place for manual handling	N/A	N/A	A	R	N/A
Display screen equipment and DSE user eye tests and spectacles	N/A	N/A	A	R	N/A
Contractor safety evaluation	N/A	N/A	A	R	N/A

Table 2 – Particular health and safety consideration

5. TRAINING

It's imperative that personnel receive the relevant instruction and training to ensure that they understand the fire precautions in the building and the actions to take in the event of an evacuation.

All training records are filed and kept in the staff training folder. Depending on the role and competency a staff member holds, appropriate refresher training shall be provided.

Staff training needs have been identified in table 3 followed by named staff responsibilities in table 4.

Who	Training Needs	How it will be provided
Staff	First Aid – Paediatric and first aid at work	In person by external provider
Staff	H&SP briefing	In house briefing, employees guide
Staff	Activity specific risk assessments	In house briefing

Table 3 – Training needs

OTPS have identified enough persons to be present at all times OTPS is occupied, with responsibility for administrating first aid.

Staff must ensure that they are familiar with the H&SP and co-operate by participating in activities to support the H&SP i.e. training, be aware of their individual and collective responsibilities in an emergency, undertake activities that do not put themselves or others at risk and comply with the buildings no smoking policy.

Name	Responsibility(s)
Abdul Wadud Ahmed	First Aid – Paediatric and first aid at work
Taskeen Mateen	First Aid – Paediatric and first aid at work
Abdul Kadir	First Aid – Paediatric and first aid at work
Roni Ibrahim Ahmed	First Aid – Paediatric and first aid at work

Table 4 - Staff responsibilities

6. COMMUNICATION

The H&SP requires a significant amount of information to be shared. OTPS will provide comprehensive and relevant information to personnel. Table 5 outlines our communication plan and how we intend to ensure that personnel are aware of their individual and collective responsibilities.

Information	How	Who
H&SP	In reception and emailed to all staff	Staff
H&S Instruction i.e. risk assessments	Staff induction, team meetings, training, reports, staff notice board, access to H&SP folder	Staff
Training	Information shared via email and meetings	Staff

Table 5 – Communication plan

CONSULTATION

To promote staff involvement in the H&SP we provide various formal opportunities for employee consultation (i.e. staff meetings). Between those opportunities you should raise any general concerns about the H&SP with the health and safety officer.

Every effort will be made to provide consultation and communication on important health and safety issues such as:

- risk assessments and subsequent safe systems of work;

- workplace hazards;
- emergency procedures;
- new working practices and new work equipment; and workplace welfare issues

HAZARD REPORTING

If you have concerns about health or safety hazards at OTPS you should raise them with reception or the health and safety officer so that they do not go unnoticed and remedial action can be taken.

Recognising that some people can feel uncomfortable about raising hazard issues we also have a system which allows you to report your concerns in writing and (should you choose) anonymously. Complete the Hazard Log form (FOSC form) which can be obtained from reception, put it in an envelope and place it in the mail box.

We encourage your participation in reporting hazards, so that defects or hazards can be quickly identified and remedied before they can cause injury or ill-health to you or your colleagues.

NB: Any document revisions (information) will be circulated as appropriate across the school.

7. MONITOING

To ensure that our H&SP's passive and active preventative and protective measures are robust and effective, we have put in place an inspection and maintenance regime. This will allow us to determine the probability of a risk occurring in our premises or from a work activity, identifying the precautions necessary to eliminate, reduce or manage the risk and identify areas for improvement. Table 5 outlines our inspection and maintenance programme.

The findings from the inspection and maintenance programme are collected, reviewed, action plans drawn up with findings made known to the personnel as appropriate.

Any remedial works which necessitates the system being inoperative for any period are carried out at a time when the building is unoccupied, unless suitable temporary arrangements are instigated.

When certain systems inter alia heating and electricity are out of order, we would send all personnel home and shut the school.

The H&S maintenance programme follows the guidelines suggested in Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and other associated legislation.

Additional activities may be carried out in addition to those listed in table 6 as recommended by the manufacturer, supplier or installer of product or system. We may also facilitate joint consultation between professional representatives, and management on health and safety, reviewing procedures where appropriate.

Item	Frequency	How	Risk Management**	Reference	Info location
Electrical Safety	Daily	Visual checks on electrical equipment.	Risks assessed using risk matrix and appropriate action taken	Appendix A – Daily building check	Reception, daily building check folder
Access, Egress, Stairs, floors, windows and glazing,	Daily	Visual checks	Risks assessed using risk matrix and appropriate action taken	Appendix A – Daily building check	Reception, daily building check folder
Slips, trips and falls	Daily	Visual checks	Risks assessed using risk matrix and appropriate action taken	Appendix A – Daily building check	Reception, daily building check folder
Furniture	Daily	Visual checks	Risks assessed using risk matrix and appropriate action taken	Appendix A – Daily building check	Reception, daily building check folder

Safety signs and notices	Daily	Check that all signs and notices are in their appropriate position	Risks assessed using risk matrix and appropriate action taken	Appendix A – Daily building check	Reception, daily building check folder
Reporting faults or concerns on H&SP	Daily	Personnel to notify reception	Risks assessed using risk matrix and appropriate action taken	Appendix H – FOSC form	Reception, kept in FOSC folder
PE Equipment	Weekly	Check for nay defects	Risks assessed using risk matrix and appropriate action taken	Appendix B– weekly building check	Reception, daily building check folder
Water flushing	Weekly	Check for nay defects	Risks assessed using risk matrix and appropriate action taken	Appendix B– weekly building check	Reception, water logbook
Water Temperature	Monthly	Check for nay defects	Risks assessed using risk matrix and appropriate action taken	Appendix C – Monthly building check	Reception, water logbook
Electrical equipment	Monthly	Check all defective electrical equipment has been removed from service for repair or disposal	Risks assessed using risk matrix and appropriate action taken with faults raised with manufacturer, supplier or installer of the system	Appendix C – Monthly building check	Reception, daily building check folder
Ladder Inspection	Monthly	Check all defective parts	Risks assessed using risk matrix and appropriate action taken	Appendix C – Monthly building check	Reception, daily building check folder
H&S Risk Assessment	Monthly	Physically checking and taking appropriate action.	Risks assessed using risk matrix and appropriate action taken with faults raised with manufacturer, supplier or installer of the system	Appendix C – Monthly building check	Reception, daily building check folder
Legionella control	Quarterly, 6 monthly and Annual	Carried out by a competent external provider	Risks assessed using risk matrix and appropriate action taken with faults raised with manufacturer, supplier or installer of the system. Items removed/ replaced.	N/A	Reception, Certificate / survey kept in H&SP folder
Portable electrical appliances (PAT)	Annual	Carried out by a competent external provider	Risks assessed using risk matrix and appropriate action taken with faults raised with manufacturer, supplier or installer	N/A	Reception, Certificate kept in H&SP folder

			of the system. Items removed/replaced.		
Electrical installation testing	Annual	Carried out by a competent external provider	Risks assessed using risk matrix and appropriate action taken with faults raised with manufacturer, supplier or installer of the system. Items removed/replaced.	N/A	Reception, Certificate kept in H&SP folder
H&SP	Annual	Assess the effectiveness of this policy and ensure that any necessary changes are made throughout the premises	Risks assessed using risk matrix and appropriate action taken	N/A	Reception. H&SP folder
Risk Assessments	Annual	Assess the effectiveness of the risk assessments.	Risks assessed using risk matrix and appropriate action taken	N/A	Reception. H&SP folder
Asbestos Survey	When there is any significant building alteration to the area(s) affected	Carried out by a competent external provider	Risks assessed using risk matrix and appropriate action taken with faults raised with manufacturer, supplier or installer of the system. Items removed/replaced.	N/A	Reception, kept in H&SP

Table 6 - maintenance and inspection program

The following Key Performance Indicators will be used to monitor the effectiveness of the FSMS:

- a) Achieving set schedules and time frames identified in table 6
- b) Register of issues raised and rectified. See appendix G
- c) Number of fires recorded, number of fire related incidents and number of Fire Service call outs against cause.
- d) Number and nature of enforcement, alterations or prohibition notices from statutory authorities.

This information will be collated and reviewed by the Health & Safety Governor

** See Appendix D – Rating a risk guideline

CONTRACTOR ENGAGEMENT

All works to be undertaken are considered by a suitably competent person. The level of competence required will depend on the complexity of the situation and the particular help required.

The contractor is required information on areas such as insurance, safety practices and competency. See Appendix I, contractor safety evaluation

8. RISK ASSESSMENTS

To minimise risk and ensure activities have been well thought through, OTPS carries out risk assessments to reduce any potential hazards.

Most activities could theoretically entail the possibility of harm but it would not be in the interests of the balanced development of pupils to be over protective and restrict them because of this. Staff must always be vigilant and risk assessments will be carried out.

Risk assessments are undertaken systematically so as to ensure that all significant hazards and risks are identified and, where appropriate, controls are put in place to either eliminate the risk or reduce it "as far as reasonably practicable".

Risk assessment are reviewed if there is any significant change to the activity or if there is any other reason to suspect it is no longer valid. Risk assessments should be reviewed after accidents/incidents involving the activity assessed.

OTPS uses a 5x5 rating a risk assessment guideline, see appendix d

A number of OTPS activity risk assessments can be found H&SP folder located in the reception

All risk assessments are accessible to staff and accessible in the school reception.

9. SAFETY RULES

This section outlines some of the general health and safety rules that apply while you are working for OTPS.

NB: All visitors must adhere to our health and safety conduct as outlined in Appendix F.

There may be other more specific procedures where particular working practices apply and for which training and instruction will be provided.

ACCIDENT PROCEDURES

- You must report all injuries suffered at work (however minor) to reception and enter details in the Accident Book.
- You must report all accidents, incidents, near misses and dangerous occurrences to reception immediately.
- You must report all instances of damage to any property or articles to reception immediately.

WORKING PRACTICES

- You must not operate any equipment or use hazardous substances unless you have been trained and authorised to do so.
- You must use all work equipment in accordance with your training and instructions.
- Before any item of electrical equipment is used the user should give each item a visual check to ensure there are no obvious defects.
- You must report any fault, damage, defect or malfunction in any equipment to management immediately or, if this is not possible, as soon as reasonably practicable.
- You must not make repairs to any work equipment unless you have been trained and authorised to do so.
- When cleaning work equipment you must use the correct procedure as instructed.
- Work equipment must not be left switched on without someone in control of it.
- You must use all hazardous substances in accordance with written assessments and instructions.
- All hazardous, flammable or explosive substances that are not in use must be stored correctly in their designated safe storage areas.
- You must carry out manual handling tasks as instructed.
- You must comply with all safe working procedures as detailed by the organisation.
- You must wear suitable foot wear at all times at your workplace.

WORKING CONDITIONS AND WORKING ENVIRONMENT

- You must use the correct tools provided at work.
- You must clear up any spillage within the work area as soon as possible and report any hazardous conditions that exist.
- Waste hazardous substances must be disposed of in a safe and approved manner.
- Do not allow hazardous substances to enter drains or sewers.
- You must keep all areas clean and tidy.
- You must dispose of all rubbish and waste materials as instructed.
- You must report any hazardous conditions to management.

FIRE PRECAUTIONS

- You must report any use of firefighting equipment to management.
- Do not attempt to fight fires unless you have been trained how to do so.
- You must comply with all established emergency procedures.
- You must not obstruct any fire escape route, fire equipment or fire doors at any time. Locked or obstructed fire escape routes must be reported immediately to management.
- You must not interfere with or misuse any fire equipment provided.
- Fire doors should be kept closed at all times, unless fitted with an automatic release device.
- Refer to the FSMSP for further information

HYGIENE

- You must maintain high standards of personal hygiene at all times when at work.
- You must protect all open wounds with a suitable dressing, whilst at work.
- You must not consume food or drinks in a place where it may become contaminated.

HEALTH

- You must report to management any medical condition or use of medication which could affect your safety or the safety of others.
- You must cooperate with the organisation's health surveillance provisions.
- You must inform management, as soon as possible, if you are pregnant.
- You must inform management of any infections or illness immediately. Decisions to keep you away from work, due to illness, will only be taken after careful consideration.

HAZARD WARNING SIGNS, SIGNALS AND NOTICES

- You must comply with all workplace warning signs, signals and notices displayed.

PROTECTIVE CLOTHING AND EQUIPMENT

- You are required to use all personal protective equipment as instructed.
- You must not damage or misuse personal protective equipment.
- Personal protective equipment must be stored correctly.
- You must inform management of any personal protective equipment defects or loss.

SUPERVISION OF PUPILS

- Pupils should not arrive at school before registration time (unless otherwise agreed). They cannot be adequately supervised before this time and should therefore not be on the premises.
- Pupils are supervised at break times in accordance with the duty rota, which covers all areas of the school.
- Pupils should move around the building in an orderly fashion, keeping to the left in corridors.

VIOLENT OR THREATENING BEHAVIOUR TO STAFF

Any threatening or violent behaviour to staff by other employees, pupils, parents or visitors will not be tolerated and action will be taken to remove such person and they will be reported to the appropriate authority which may include the police.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

All substances which are regarded as hazardous are identified and a COSHH assessment of the risk posed by such hazards is carried out. Where there is doubt as to whether a substance is hazardous, advice is obtained can be obtained from manufacturers' data sheet, product labels and the classification, packaging and labelling regulations, advice from the DFE Science Adviser or advice from the DFE Health and Safety Officer. Such products are secured in a locked COSHH cupboard.

Where hazards are identified, we try to eliminate it as far as possible. Where this is not possible or impractical, an assessment of the risk posed by such hazards is carried. This assessment is located within the COSHH cupboard.

When such a risk assessment has been undertaken, measures must be taken to eliminate, or reduce and control such risks. Procedures for controlling the substance may include: Personal protective equipment, prohibition of eating, drinking and smoking near such products, provision of means of safe storage and disposal of hazardous substances, reduction in the time in which persons are exposed to the hazard, Sufficient ventilation

OCCUPATIONAL HEALTH

Hazards that have the potential to harm your health, or anyone connected with our business, are identified in our risk assessments.

It is our policy that we only use substances hazardous to health where there is no alternative safe substance that could be used. Where we have to use hazardous substances we always try to use those that present the lowest level of risk to people who use them.

Where risk assessment identifies the presence of Occupational Health hazards and risks we will always implement suitable control measures. Where occupational health surveillance is recognised as being able to recognise and protect against ill-health appropriate systems will be implemented. You will be informed of any requirement for your involvement in this health monitoring.

We anticipate that you will cooperate and take part in health monitoring which will be for your benefit. The specific results of any monitoring carried out by medical qualified assessors will always be confidential.

GROSS MISCONDUCT

You will be liable to summary dismissal if you are found to have acted in either of the following ways:

- Serious breaches of the preceding around the FSMSP, which endanger the lives of or may cause serious injury to employees or any other person.
- Interference with or misuse of any equipment for use at work, such that it may cause harm.

10. Appendices

Appendix A – Daily building check
Appendix B – Weekly building check
Appendix C – Monthly building check
Appendix D – Rating a risk guideline
Appendix E – Visitor Health and Safety conduct
Appendix F – Register of issues raised and rectified
Appendix G - FOSC form
Appendix H - Contractor evaluation checklist



Appendix A

DAILY BUILDING CHECK | RISK ASSESSMENT

Date of Assessment		Number & Type of People at Risk	40-50 people in total Management, teaching staff, pupils & support staff, contractors, visitors
Address	Olive Tree Primary School 116 Bury Park Rd, Luton, LU1 1HE	Name of Assessor	

Area covered:	Acceptable	Unacceptable	Can remedial work be undertaken if unacceptable?	If remedial work cannot be undertaken, what is the risk rating?	Please describe any defects or hazards/What was done to rectify/What remedial work is required?
Front entrance (outside), Ground floor entrance, Medical room, Stairwells to 1st 2nd floor (Reception Area)					
Front entrance porch – clear, floor tiles intact, no litter or hazards that may cause slips, trips or falls, roller shutters, light and canopy working.					
Main entrance door, Medical room door(s), Door leading to the Masjid are intact – locks & handles secure and operate normally, no breakages or vandalism					
Walls are intact – noticeboards secure, signs and notices displayed correctly					
Ceiling is intact – Lights are secure and work properly, emergency lighting on standby					
Floor is intact – No trip or slip hazards, no obstructions or loose material, no blockages to fire escapes routes					
Fire safety equipment is intact – fire alarm points, fire extinguishers and emergency notices all in place and no damage					
Radiators and pipe work all secure and intact with no damage or leaks Water fountain working and in good condition					

Overall Risk Rating	Unacceptable	Tolerable	Low
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Appendix A

DAILY BUILDING CHECK | RISK ASSESSMENT

Area covered: Reception office + Stairwell 3rd	Acceptable	Unacceptable	Can remedial work be undertaken if unacceptable ?	If remedial work cannot be undertaken, what is the risk rating?	Please describe any defects or hazards/What was done to rectify/What remedial work is required?
Doors are intact – locks & handles secure and operate normally, no breakages or vandalism					
Office furniture –computers, laptops, shelves, notice boards, power sockets					
Walls are intact – noticeboards secure, signs and notices displayed correctly					
Ceiling is intact – Lights are secure and work properly, emergency lighting on standby					
Floor (carpet) is intact – No trip or slip hazards, no obstructions or loose material/wires, no blockages to fire escapes routes					
Fire safety equipment, fire alarm points (on either side of Reception) are intact, fire extinguishers and emergency notices all in place and not damaged					

Overall Risk Rating	Unacceptable	Tolerable	Low
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Appendix A

DAILY BUILDING CHECK | RISK ASSESSMENT

Area covered: Boys toilets (Right – Left)	Acceptable	Unacceptable	Can remedial work be undertaken if unacceptable ?	If remedial work cannot be undertaken, what is the risk rating?	Please describe any defects or hazards/What was done to rectify/What remedial work is required?
Toilets are working, clean and flush properly with adequate provision of toilet paper and hand soap					
Doors are intact – locks & handles secure and operate normally, no breakages or vandalism					
Walls are intact – signs and notices displayed correctly					
Ceiling is intact – Lights are secure and work properly, emergency lighting on standby No toilet paper on ceiling					
Floor is intact – No trip or slip hazards, no obstructions or loose material, no blockages to fire escapes routes					
Water taps are secure – provision of both hot and cold water, hot water is not a scolding risk, hand dryer also checked and works (girls toilet)					

Overall Risk Rating	Unacceptable	Tolerable	Low
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Area covered: Staff Room	Acceptable	Unacceptable	Can remedial work be undertaken if unacceptable ?	If remedial work cannot be undertaken, what is the risk rating?	Please describe any defects or hazards/What was done to rectify/What remedial work is required?
Doors are intact – locks & handles secure and operate normally, no breakages or vandalism					
Walls are intact – noticeboards secure, signs and notices displayed correctly Stationary shelves secure and intact					
Ceiling is intact – Lights are secure and work properly, emergency lighting on standby Sink is intact no leakages operates normally Fridge is intact and operating normally Printer intact and operating normally					
Floor is intact(carpet) – No trip or slip hazards, no obstructions or loose material Sockets covered, and Wires intact/well placed					
Fire safety equipment is intact – fire alarm points, fire extinguishers and emergency notices all in place and no damage					
Radiators and pipework all secure and intact with no damage or leaks, air conditioning units working properly					
COSSH equipment secure, inventory check					

Area covered: Head Office - Classrooms (green & blue) + Main Corridor	Acceptable	Unacceptable	Can remedial work be undertaken if unacceptable ?	If remedial work cannot be undertaken, what is the risk rating?	Please describe any defects or hazards/What was done to rectify/What remedial work is required?
Classroom / Office furniture – whiteboards, desks, tables, chairs, computers, laptops, shelves, notice boards, coat pegs, power sockets					
Doors are intact – locks & handles secure and operate normally, no breakages or vandalism					
Walls are intact – noticeboards secure, signs and notices displayed correctly					
Ceiling is intact – Lights are secure and work properly, emergency lighting on standby Electrical Wires properly place Sockets sealed					
Floor is intact – No trip or slip hazards (carpet), no obstructions or loose material (Class Rooms & main Corridor), no blockages to fire escapes routes					
Fire safety equipment is intact – fire alarm points, fire extinguishers and emergency notices all in place and no damage					
Radiators and pipework all secure and intact with no damage or leaks, air conditioning units working properly					



Appendix A

DAILY BUILDING CHECK | RISK ASSESSMENT

Area covered: Girls toilets	Acceptable	Unacceptable	Can remedial work be undertaken if unacceptable?	If remedial work cannot be undertaken, what is the risk rating?	Please describe any defects or hazards/What was done to rectify/What remedial work is required?
Toilets are working, clean and flush properly with adequate provision of toilet paper and hand soap					
Doors are intact – locks & handles secure and operate normally, no breakages or vandalism					
Walls are intact – signs and notices displayed correctly					
Ceiling is intact – Lights are secure and work properly, emergency lighting on standby No toilet paper on ceiling					
Floor is intact – No trip or slip hazards, no obstructions or loose material, no blockages to fire escapes routes					
Water taps are secure – No leakages – provision of both hot and cold water, hot water is not a scolding risk, hand dryer also checked and works (girls toilet)					
Radiators and pipework all secure and intact with no damage or leaks, air conditioning units working properly					
*External Fire Escape – door unlocked, opened and checked escape route is clear with no obstructions or hazards					

Overall Risk Rating	Unacceptable	Tolerable	Low
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Area covered: White Classroom + 4th Stairwell	Acceptable	Unacceptable	Can remedial work be undertaken if unacceptable ?	If remedial work cannot be undertaken, what is the risk rating?	Please describe any defects or hazards/What was done to rectify/What remedial work is required?
Classroom – whiteboards, desks, tables, chairs, computers, laptops, shelves, notice boards, coat pegs, power sockets					
Doors are intact – locks & handles secure and operate normally, no breakages or vandalism					
Walls are intact – noticeboards secure, signs and notices displayed correctly					
Ceiling is intact – Lights are secure and work properly, emergency lighting on standby Electrical Wires properly place Sockets sealed					
Floor is intact – No trip or slip hazards (carpet), no obstructions or loose material (Class Rooms & Corridor) , no blockages to fire escapes routes					
Fire safety equipment is intact – fire alarm points, fire extinguishers and emergency notices all in place and no damage					
Radiators and pipework all secure and intact with no damage or leaks, air conditioning units working properly					

Area covered: Wudhu Area	Acceptable	Unacceptable	Can remedial work be undertaken if unacceptable?	If remedial work cannot be undertaken, what is the risk rating?	Please describe any defects or hazards/What was done to rectify/What remedial work is required?
Toilets are working, clean and flush properly with adequate provision of toilet paper and hand soap					
Doors are intact – locks & handles secure and operate normally, no breakages or vandalism					
Walls are intact – signs and notices displayed correctly					
Ceiling is intact – Lights are secure and work properly, emergency lighting on standby No toilet paper on ceiling					
Floor is intact – No trip or slip hazards, no obstructions or loose material, no blockages to fire escapes routes					
Water taps are secure – provision of both hot and cold water, hot water is not a scolding risk, hand dryer also checked and works (girls toilet)					
Secure/close toilets which have waste hole on the floor Secure/close cubicles which hold supplies Secure the left section at the bottom of the stairs, ensure no access through					



Steps to Completed Building Risk Assessment

1. When completing your daily building check, tick-off the relevant box on whether the area checked is **Acceptable** or **Unacceptable**
2. If it is **Unacceptable** and remedial work can be done **straight away**, take action.
3. If it is **Unacceptable** and remedial work **cannot** take place, rate the risk by using the risk matrix to determine the next course of action
4. Circle the **Overall Risk Rating** for that entire area at the at the bottom of the sheet
5. Unacceptable risks **must** be brought to the attention of Senior Staff members immediately

Additional notes

1. The boiler needs to be turned on IF REQUIRED
2. The fire escape (located next to the girl's toilet) needs to be unlocked WITHOUT DELAY
3. The daily building check must be completed between **7:45am and 8:15am (no later)**
4. Refer to Rating a Risk Guidelines to establish the risk rating.
5. The daily building check must be executed by authorised personnel only
6. When the daily building check is completed the form must be kept in the Building Check folder

Example

You have identified that in the blue classroom the carpet floor is beginning to pull away at the entrance of the door and you are not able to deal with the hazard yourself (i.e. undertake immediate remedial work). Using the risk Matrix decide the likelihood of someone tripping over the loose carpet, then decide the severity of injury. From there establish the next cause of action i.e. stop students from entering the classroom until the problem is resolved.

Overall Risk Rating	Unacceptable	Tolerable	Low
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Appendix B

WEEKLY BUILDING CHECK | RISK ASSESSMENT

Date of Assessment		Number & Type of People at Risk	40-50 people in total Management, teaching staff, pupils & support staff, contractors, visitors
Address	Olive Tree Primary School 116 Bury Park Rd, Luton, LU1 1HE	Name of Assessor	

Item	Acceptable	Unacceptable	Can remedial work be undertaken if unacceptable?	If remedial work cannot be undertaken, what is the risk rating?	Please describe any defects or hazards/What was done to rectify/What remedial work is required?
Fire Warning Alarm System – 6 points					
Emergency Door Release					
Water flushing					
COSHH Inventory –check that all items are present					

Steps to Completed Building Risk Assessment

1. When completing your weekly building check, tick-off the relevant box on whether the area checked is **Acceptable** or **Unacceptable**
2. If it is **Unacceptable** and remedial work can be done **straight away**, take action.
3. If it is **Unacceptable** and remedial work **cannot** take place, rate the risk by using the risk matrix to determine the next course of action
4. Circle the **Overall Risk Rating** for that entire area at the at the bottom of the sheet
5. Unacceptable risks **must** be brought to the attention of Senior Staff members immediately

Additional notes

1. Complete H&S logbook with relevant information
2. Alternate between each fire alarm point
3. Any additional COSHH items must be removed or be accompanied with a Data Sheet and Risk Assessment
4. Refer to Rating a Risk Guidelines to establish the risk rating.
5. The daily building check must be executed by authorised personnel only
6. When the building check is completed the form must be kept in the Building Check folder

Overall Risk Rating	Unacceptable	Tolerable	Low
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Appendix C

MONTHLY BUILDING CHECK | RISK ASSESSMENT

Date of Assessment		Number & Type of People at Risk	40-50 people in total Management, teaching staff, pupils & support staff, contractors, visitors
Address	Olive Tree Primary School 116 Bury Park Rd, Luton, LU1 1HE	Name of Assessor	

Item	Acceptable	Unacceptable	Can remedial work be undertaken if unacceptable ?	If remedial work cannot be undertaken, what is the risk rating?	Please describe any defects or hazards/What was done to rectify/What remedial work is required?
Emergency Lighting					
Fire Risk Assessment – Are there any unknown flammable or combustible objects in the building					
Fire Risk Assessment - Are gas fittings on site secure					
Fire Risk Assessment - Are all portable heater stored away? if in use are they guarded from obstructions					
Fire Risk Assessment - Storage of paper/textiles and stationary (stored away from any sort of ignition)					
Fire Risk Assessment - electrical sockets are not overloaded					
Water temperatures					

Steps to Completed Building Risk Assessment

1. When completing your monthly building check, tick-off the relevant box on whether the area checked is **Acceptable** or **Unacceptable**
2. If it is **Unacceptable** and remedial work can be done **straight away**, take action.
3. If it is **Unacceptable** and remedial work **cannot** take place, rate the risk by using the risk matrix to determine the next course of action
4. Circle the **Overall Risk Rating** for that entire area at the at the bottom of the sheet
5. Unacceptable risks **must** be brought to the attention of Senior Staff members immediately

Additional notes

1. Complete H&S logbook with relevant information
2. Refer to Rating a Risk Guidelines to establish the risk rating.
3. The building check must be executed by authorised personnel only
4. When the daily building check is completed the form must be kept in the Building Check folder

Overall Risk Rating	Unacceptable	Tolerable	Low
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Appendix D

Rating a Risk Guide lines

Once you have identified the hazard, you need to rate the risk. The rating will determine whether it is safe enough to continue with normal operations or whether you need to adopt additional control measures to reduce or eliminate the risk.

The risk rating depends upon the **likelihood** of an event occurring and the **severity** of potential the injuries that might arise if the hazard materializes.

To calculate a Risk Rating

1. Begin by identifying the hazard
2. Determine the severity of the hazard using the table below
3. Determine the likelihood of the hazard occurring using the table below
4. Items 2 and 3 (above) added to together will determine the risk rating.

NB: Unacceptable risks must be brought to the attention of Senior Staff members immediately

Risk Calculation Matrix						
Severity (S)						
Designation		Description				
5		Multiple Fatality accident				
4		Single fatality or multiple major injury accident				
3		Single major injury accident				
2		Time lost accident				
1		Minor injury accident				
Likelihood (L)						
Designation		Description				
5		Certain to occur				
4		Highly likely to occur				
3		Likely to occur				
2		Unlikely to occur				
1		Highly unlikely to occur				
Risk Classification (R)						
Likelihood	5	6	7	8	9	10
	4	5	6	7	8	9
	3	4	5	6	7	8
	2	3	4	5	6	7
	1	2	3	4	5	6
	Note: Risk = Likelihood + Severity	1	2	3	4	5
Risk Classification and Action						
Designation	Classification	Action				
7 to 10	Unacceptable Region	This situation is not tolerable. Work shall not be started or continued until the risk has been reduced. If it is not possible to reduce the risk even with unlimited resources the work has to remain prohibited.				
4 to 6	Tolerable Region	Work may only start if the risk has been reduced to ALARP. Where work is already underway effort must be expended within a defined time period to make further improvements to reduce risk to ALARP.				
2 to 3	Low	Work may be started or continued. Effort should still be made to ensure that risk is maintained at a level that is ALARP.				

Appendix E



WELCOME TO OLIVE TREE PRIMARY SCHOOL

We hope that your time with us will be rewarding and enjoyable! Your safety and well-being is of concern to us and you are reminded of your legal obligation to care for your own Health & Safety and that of others, where appropriate.

- It is essential that all visitors sign in/out at reception and be issued with an ID badge
- Some Visitors will be asked to remain under the supervision of a designated member of staff
- Visitors must ensure mobile phones are not used in school unless in a emergency and under no circumstances pictures/videos be taken
- If a visitor is leading an assembly, lesson or pupil discussion, then a member of staff will remain present and may stop the session if they feel it is detrimental to the pupils' general well-being and or personal emotional care
- Exercise personal responsibility for the safety of themselves and their peers
- Observe the appropriate standards of dress
- Observe all safety rules of the school and in particular the instructions of staff given in an emergency situation.
- Not wilfully misuse, neglect or interfere with things provided for their safety
- All accidents, incidents, hazards and near misses must be reported to reception as soon as possible after the incident.
- Obey all rules, signs and instructions.
- If you have not been trained to carry out a work activity do not attempt the work.
- Ensure that all equipment used is in a safe condition.
- Wear Personal Protective Equipment as specified.
- Do not enter any areas for which you are unauthorised.
- The fire alarm is a loud repeating horn sound. If you hear this and you are not teaching please leave the building by the nearest exit and go to the assembly point.
- If the fire alarm sounds when you are responsible for a class you must escort them to the assembly.
- If you discover a fire please operate the nearest alarm then exit as described above
- You must maintain high standards of personal hygiene at all times when at work.
- Basic first aid treatment is available for children who sustain injury. Please ask any permanent member of staff to explain the arrangements.
- Copies of the School's Health & Safety policy are available in the School office.
- Attend for health and safety training or induction as instructed.
- Smoking, including e-cigarettes, is not permitted in the workplace. There should be no consumption of alcohol or use of drugs by any contractors whilst they are on the site. This includes consumption during lunch or other breaks. Any person who is found to smell of alcohol may be asked to leave the site and not to return.
- Maintain good housekeeping at all times.
- Each individual must understand that they may be subject to random searches of bags or other items carried around the school or when they are leaving school
- If any contractor is asked to supply his or her name whilst on Olive Tree Primary School site either by security staff or other School person, he or she must give their name without argument
- Pedestrian and vehicle traffic routes must be kept clear at all times.
- If any internal doors to offices need to be opened by contractors during the course of their work then the responsibility for the safety of the contents of the office once it has been opened remains with the person who opened the door. Office must not be abandoned with the door left open whilst individuals go off to lunch or for any other break. The person opening the office door must ensure that it is closed and secured at the earliest opportunity. Particular care must be taken to ensure that all such internal doors are closed and secured at the end of each day when the work stops and contractors leave the site.

- Our school is particularly sensitive to sexist, gender and race issues. There must be no sexist remarks, leering or whistling. Offensive printed material including newspapers with photographs of scantily clad people are not to be left lying in offices or in any place where contractors may work.
- Contractors are solely responsible for the security of their own equipment, work materials etc. We accept no responsibility for contractor's kit even if a lockable room and key has been provided.
- No action by any contractor working on our premises must be such as to bring discredit upon our school.
- If you are doing **HOT WORK** or making a lot of **DUST** this will set the smoke alarm off **CAUSING THE FIRE BRIGADE TO BE CALLED**- Please speak to the site supervisor **BEFORE** doing this type of work
- All contractors must adhere to our minimum dressing code which is a short sleeve t-shirt and trousers. Modest clothing which is neck high and not tight fitting.



Appendix G

Fire or Safety Concern(FOSC) Form

This form is to be completed by a member of staff who believes there is a hazard in the workplace that could cause an injury or an accident.

The Incident/Concern:		
Reported by:	Position:	
Date of occurrence:	Time:	Exact location:
Nature of Incident/Concern (please tick ✓)		
Accident <input type="checkbox"/>	Safety Related <input type="checkbox"/>	Fire <input type="checkbox"/> evacuation related <input type="checkbox"/>
Violence <input type="checkbox"/>	Safety Concern <input type="checkbox"/>	Ill Health <input type="checkbox"/>
(Part A) What happened? / What is your concern? Report any details that may have contributed to the incident (eg. poor lighting, wet floor) or concern. Use additional paper as necessary and attach it to this form		
(Part B) Describe the outcome of what occurred: Harm/Health/Effects/Damage (if applicable) For Concerns please complete Part C		
(Part C) Describe corrective measures taken to address immediate hazards/concerns related to the incident (if any)		
Signature:		

Appendix H

			
	CONTRACTOR EVALUATION CHECKLIST (For use in assessing suitability of a contractor prior to engagement)		
Staff Member: Enter name of person conducting evaluation	Position: Enter Position Title		
1. CONTRACTOR DETAILS			
Contract Company/Business Name: Enter company name.			
Representative/Contact Person: Enter name.		Contact No: Enter contact no.	
Brief Description of Contract work to be undertaken: Enter contract description and location.		Email: Enter email address	
2. INSURANCE			
2.1 Insurance Requirements			
a) Professional Indemnity insurance sighted and current.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
b) Public Liability insurance sighted and current.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
3. CONTRACTOR SAFETY MANAGEMENT SYSTEM– ASSESSMENT CRITERIA			
3.1 Policy			
a) Contractor Work Health & Safety (WHS) Policy or Plan sighted and current.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
b) WHS Responsibilities evident in the Policy or Plan.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
3.2 Hazard Management – Check there is a procedure evident for the following:			
a) Hazard identification, risk assessment and control.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
b) Site safety management planning and safe work methods (for construction project work).	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
c) Safe work/operating procedures.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
d) Provision of current Safety Data Sheets (SDSs) for any hazardous chemicals to be used.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
e) Hazard/incident reporting & investigation.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
f) Use of personal protective equipment.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
g) Use of warning signage, barriers etc.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
3.3 Contractor Licencing, Competence & Training – Check there is a procedure evident for:			
a) Site induction of contractor’s employees (including sub-contractors).	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
b) Contractor licences or accreditation required by WHS legislation held and current (including for any sub-contractors)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
c) Any task specific training needs.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
d) Contractor criteria used for the selection of sub-contractors based on WHS performance.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
4. EVALUATION SUMMARY			
Contractor meets criteria?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If no, Contractor advised of further information required to meet criteria?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Comments: Click here to enter any comments.		
Contractor has met criteria following provision of outstanding criteria notified?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Evaluation completed by: Name: Click here to enter name.	Date: Click here to enter date.	

A copy of this completed document must be retained within the appropriate contract records for this service contract.