St Agatha's Catholic Primary School

Policy	**Health and Safety Policy**
Date	**Summer 2026**
Date of Review	**Summer 2027**

General Statement

It is the policy of the Local Board of Governors of St Agatha's Catholic Primary School to ensure it maintains high health and safety standards in order to protect pupils, members of staff, visitors or others who may be affected by the school's activities. The Governors believe that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.

In particular, it is the school's policy to ensure so far as is reasonably practicable that:

- There is a safe and healthy environment throughout the school;
- Working practices, which ensure health and safety, are established for staff, pupils and others (e.g. contractors and volunteers) who visit or work on the premises and during off-site activities;
- Appropriate health and safety information, instruction and training are provided for staff, pupils, volunteers, and visitors to ensure the health and safety of all who may be affected by their activities;
- Health and Safety standards and practices are regularly monitored and reviewed and deficiencies are promptly rectified.

The persons with specific responsibilities for Health and Safety are identified in Section A of this policy and the arrangements implemented to meet the above requirements are as detailed in Section B of this policy.

SECTION A

ROLES AND RESPONSIBILITIES

Responsibilities of the Governors

The Governors are responsible for ensuring health and safety standards at the school. The Governors, in conjunction with the Headteacher, will:

- Make themselves familiar with the basic requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practices which are relevant to the work of the school, in particular the Management of Health and Safety at Work Regulations 1999;
- Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school, periodically assess the effectiveness of the policy and ensure that any necessary changes are made;
- Ensure the appropriate assessments of risk to staff, visitors or others who may be affected by the school's activities both on the premises and during off-site activities;
- Ensure there is a suitable and robust management structure in place to ensure health and safety is properly managed;
- Ensure that staff are aware of and implement all the relevant requirements of the policy;
- Carry out a safety audit each term.

In particular, the Governors undertake to ensure that:

- Sufficient resources are allocated to enable the Health and Safety Policy to be complied with, along with any legal requirements relating to health and safety;
- Health and safety standards in the school are regularly monitored and performance is reviewed via regular reports from the Headteacher;
- The school premises, including all entrances and exits, and related equipment are adequately maintained and inspected to ensure the health and safety of staff, pupils, visitors and contractors who may visit, use or work on the premises.
- Sufficient training and information, including any required by statute, is provided to staff, pupils and helpers as required to ensure they can perform their school related activities in a safe manner;
- Personal protective equipment is provided where necessary, along with guidance in its use;
- Where contractors are engaged to undertake work on school premises, an adequate assessment of the prospective contractors involved is undertaken in order to ensure that they have adequate resources and competence to undertake the work safely;
- Where volunteers are used to give assistance to the school activities, or undertake work in school premises, such work is adequately planned, organised and supervised, and volunteers have sufficient competence so as to ensure the health and safety of those undertaking the work and anyone who may be affected by it.

General Note

The Governors draw the attention of all users of the school premises (including hirers and contractors) to section 8 of the Health and Safety at Work etc. Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance with any of the relevant statutory provisions.

Responsibilities of the Headteacher

As well as the duties which all members of staff have, the Head, or in the Head's absence the Assistant Head or appointed person, has overall responsibility for the day-to-day maintenance and development of safe working practices and conditions for all staff, pupils and visitors while participating in school-sponsored activities, and any other person using the premises and will take all reasonably practicable steps to achieve this end through senior members of staff, teachers and others as appropriate.

The Head will be aware of the basic requirements of the Health and Safety at Work etc. Act 1974 and other legislation and codes of practices relevant to the work of the school, in particular the Management of Health and Safety at Work Regulations 1999. The Head is required to take necessary and appropriate action to ensure that the requirements of relevant legislation, codes of practice and guidelines are met at the school.

In particular, the Headteacher has responsibility for:

- Ensuring at all times, the health, safety and welfare of staff, pupils and others using the school premises and facilities;
- Ensuring safe working practices and procedures throughout the school including those relating to the provision and use of machinery and other apparatus;
- Ensure that defects in the premises, its plant and equipment which relate to or may affect the health and safety of staff, pupils and others are made safe without delay;
- Ensuring that standards of health and safety are regularly monitored by Health and Safety link Governor, and that a report is presented to the Governing Body termly.
- Ensuring school specific risk assessments are carried out to allow the prompt identification of potential hazards and thereafter carrying out periodic audits on the risk assessments and any actions arising;
- Ensuring staff and pupils are adequately consulted on health and safety matters via staff meetings and the School Council;
- Identifying the training needs of staff and pupils and ensure that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction on health and safety matters;
- Collating accident and incident information and, when necessary, carrying out accident and incident investigations;
- Attending health and safety training provided by the school or the Local Authority;

- Ensuring there are adequate arrangements for first aid, both on school premises and on school outings, or activities;
- Ensuring that where new staff are recruited, the selection process takes adequate account of the training and competence of the prospective staff member to undertake the work safely, having regard to the degree of supervision they will receive;
- Monitoring signs of staff stress, including the levels, frequency, and duration of sickness, reported incidents of actual or potential violence, class size and composition and reports from staff of stressful feelings or situations;
- Ensuring that out of school activities organised by, or on behalf of, the school, have adequate arrangements made for the supervision of the pupils involved and the safety of the staff and pupils;
- Ensuring that volunteers, who work in the school, are appropriately cleared by the Disclosure and Barring Service;
- Ensuring that volunteers and visitors are briefed on relevant health and safety issues before they circulate unescorted;
- Ensuring where contractors are engaged to undertake work on school premises or buildings, an adequate assessment of the prospective contractors involved is undertaken in order to ensure that they have the required resources and competencies to undertake the work safely and without putting school staff, pupils or visitors at risk;
- Ensuring where volunteers are used to give assistance to the school activities, or undertake work in school premises, such work is adequately planned, organised and supervised, and the volunteers used have sufficient competence so as to ensure the health and safety of both of those undertaking the work and anyone who may be affected by it.
- Ensuring that where school visits or holidays involving adventure activities are planned, written confirmation and evidence is obtained from the centre involved that a current licence, issued under the Adventure Activities Licensing Regulations, is held for the activities involved.

The Responsibilities of the Site Manager

The Site Manager (in the absence of the Site Manager, the Headteacher) is responsible for:

- Acting as the school representative in any dealings with contractors who are to work at the school;
- Assisting the school to assess the competence of any contractors intended to be used for undertaking work at the school, and monitoring the standards of health and safety whilst the work is undertaken;
- Ensuring that the day-to-day maintenance of the school premises is undertaken and that serious deficiencies, in particular those which cannot be quickly corrected, are notified to the Headteacher;
- Ensuring that statutory inspections of school plant, equipment (including playground equipment) and systems are undertaken using competent staff or contractors and that any corrective action identified as necessary is promptly implemented and the required records are kept;
- Ensuring that inspections of portable electrical equipment, the fixed electrical installation, ladders, stepladders, playground equipment and gas equipment are undertaken in accordance with relevant guidelines and records are kept;

- Ensuring that any necessary statutory inspections of lifting tackle, pressure vessels and exhaust ventilation equipment are undertaken and records kept;
- Arranging any necessary corrective action identified by health and safety inspections detailed above;
- Maintaining a COSHH register of dangerous and hazardous substances used or stored at the school and ensuring that this register contains copies of up to date material safety data sheets;
- Maintaining a list of staff trained to undertake risk assessments required for manual handling, display screen equipment, the use and storage of hazardous substances.
- Ensuring that relevant work is undertaken and controls maintained in accordance with the appropriate COSHH assessments;
- Taking appropriate steps to ensure the control of legionella in school water systems;
- Ensuring that regular walk through inspections of the standards of housekeeping in the school premises are undertaken and those deficiencies, which cannot be promptly corrected, are reported to the Headteacher;
- Ensuring they only undertake work which is within their training or competence and, in particular, that they do not undertake work on roofs, scaffolding, or in confined spaces such as tanks, unless trained and authorised to do so;
- Ensuring that a record of practice fire evacuation drills is kept, showing the date of the fire evacuation and the time taken to evacuate the premises. The record should also include any problems identified and actions taken to resolve them.

Responsibilities of all Members of Staff

All staff should familiarise themselves with the contents of the Health and Safety Policy and all safety regulations as laid down by the Governors.

Staff have responsibility for the health and safety of themselves, pupils and that of any other persons who may be affected by their acts or omissions at work.

Staff are expected to avoid conduct which may put themselves or any others at risk.

In particular staff are responsible for:

- Undertaking lessons and school activities in accordance with all guidelines relevant to the health and safety of the staff and pupils;
- Ensuring that they are familiar with the school fire procedure and their role in it;
- Maintaining good standards of housekeeping and cleanliness within the school and within the activities under their control;
- Ensuring that where pupils need to wear any protective clothing or equipment for particular lessons or activities, that the use of such clothing or equipment is rigorously enforced;
- Ensuring that any equipment or machinery for which they use or have particular responsibility for is:
  - suitable for the intended purpose;
  - adequately guarded where appropriate;

- maintained in a safe condition; and
- used appropriately and in accordance with instructions.

- Ensuring that any toxic, hazardous or highly flammable substances are correctly used, stored and labelled, with COSHH sheets available;
- Ensuring that, where there are health and safety considerations in relation to a particular lesson or activity, the lesson plan addresses these issues and is adhered to;
- Ensuring that any off-site outing or activity for which they are responsible, only takes place following written authorisation by the Headteacher and in accordance with a plan which specifies an adequate level of supervision and health and safety arrangements to ensure that pupils or others are not put at risk;
- Attending/completing any required health and safety training provided by the school;
- Undertaking, as required by the Headteacher, any formal health and safety monitoring or inspections, in order to assist the school in maintaining adequate health and safety standards;
- Reporting, promptly, any deficiencies in health and safety standards they are not immediately able to correct, either to the Headteacher, or the Site Manager as appropriate.

Responsibilities of the Administrative Team

The Administrative Team are responsible for:

- Ensuring that a list of first aiders is kept, together with dates for refresher training;
- Arranging necessary refresher training for first aiders (liaise with deputy headteacher);
- Reporting to the Headteacher the need to train further first aiders in order to meet the minimum required for the school;
- Ensuring that notices displaying the name and location of first aiders are up to date;
- Maintaining the contents of first aid boxes;
- Maintaining records of health and safety training undertaken by school staff;
- Maintaining pupils' health medical records, updating and informing staff of relevant information regarding allergies etc;
- Maintaining the school accident online reporting system (AMS) and arranging for statutory accident reports to be completed in accordance with the procedure in the Health and Safety Handbook for Schools;
- Ensuring that there is a member of the Administrative team with a school phone responsible for calling the fire brigade in the event of fire;
- Ensuring that eye and eye sight tests are offered to school staff who are regular users of display screen equipment;
- Ensuring that records are kept of pupils undertaking school trips and outings, together with the names and responsibilities of supervising staff accompanying the pupils;

Responsibilities of School Pupils

All pupils at the school are required, having regard to their age and maturity, to act in accordance with any school health and safety instructions, rules and procedures and not to behave in a way which would put themselves or others in danger. Pupils are also required not to interfere with, or misuse, any safety or fire equipment.

Hirers, Contractors and Others

When the premises are used for purposes not under the direction of the Head then the principal person in charge of the activities will have responsibility for safe practices.

The Head will seek to ensure that hirers, contractors and others using the school premises conduct themselves and operate in such a manner that statutory and advisory safety requirements are met.

When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.

When the school premises or facilities are used by persons outside the employ of the Governors, it will be a condition for all hirers, contractors and other users that they are familiar with this policy, that they comply with all safety directives of the Governors and that they will not without the prior consent of the Governors;

- introduce equipment for use on the school premises;
- alter fixed installations;
- remove fire and safety notices or equipment;
- take any action that may create hazards for persons using the premises or the staff or pupils of the school.

All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work etc. Act 1974 and must pay due regard to the safety of all persons using the premises.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to act to make them safe the Head will take such actions as are necessary to prevent persons in their care from risk of injury.

SECTION B

ARRANGEMENTS

1) STANDARDS AND GUIDANCE

Mandatory common standards and guidance are contained in the Health and Safety Handbook for Schools, which gives information on a number of health and safety issues of relevance to the school. Where internal guidance does not cover a specific issue, the school will adopt the practices or standards recommended in Health and Safety Executive, Department for Education publications, or relevant British or European Standards.

2) COMPETENT PROFESSIONAL HEALTH AND SAFETY SUPPORT AND ASSISTANCE

Competent advice on health and safety issues is available to the school through the Health and Safety and Welfare Unit of the Council.

3) HEALTH AND SAFETY INSPECTION, MONITORING AND AUDITING

In order to ensure that health and safety standards are maintained and potential risks and deficiencies are identified, a system of regular monitoring and inspections operate at the school. See Appendix 1.

Inspections are undertaken once a term and will cover each area of the school. A team normally consisting of the Head, the Site Manager and a Governor will undertake the inspections. This inspection will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The results of all such surveys will be reported to the Governors.

The governors meeting will also receive from the Headteacher a health and safety report including details of at least the matters specified for such reports in the Health and Safety Handbook for Schools.

4) RISK ASSESSMENTS

The Head will ensure that risk assessments are carried out for the school's activities, including for all out of school activities to ensure risks and hazards are identified and appropriate control measures in place.

Copies of Risk Assessments will be maintained electronically, and reviewed annually (or more frequently where necessary).

http://www.hse.gov.uk/pubns/indg163.pdf

5) STAFF CONSULTATIVE ARRANGEMENTS

The Board of Governors, through the Head, will make arrangements for a staff safety representative who will be kept informed of all health and safety related matters. The representative will receive non-contact time agreed with the Board of Governors to carry out the duties.

6) FIRE SAFETY AND FIRE PROCEDURE

The fire procedure is displayed on the notice boards and next to fire alarm call points. New members of staff will be instructed in the fire procedure and their responsibilities by the Assistant Headteacher, or another member of staff as nominated, on their first day of employment.

Fire evacuation drills will be held at least once a term. Fire extinguishers and the fire alarm system are subject to regular inspection and maintenance, which is organised by the Site Manager.

The Site Manager holds a copy of the fire safety risk assessment for the school. Included with the fire safety risk assessment is the overall fire safety plan for the school, which designates responsibilities to individual members of staff.

7) EMERGENCY PLANNING

The Head will ensure that an emergency plan is prepared to cover all reasonably foreseeable major incidents which could put at risk the occupants or users of the school. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to: save life; prevent injury; minimise loss. This sequence will determine the priorities of the emergency plan.

The plan will be agreed by the Governors and be regularly rehearsed by staff and pupils. The result of all such rehearsals will form part of the regular risk assessment survey and be reported to the Governors.

8) ACCIDENTS AND FIRST AID

The school has a team of first aiders and their names and locations are posted throughout the school. The school will ensure that number of certified first aiders complies with statutory regulations. Copies of first aid certificates are filed centrally with other Health and Safety documents.

First aid supplies will be held at various locations throughout the school, as determined by the Head in consultation with a recognised first aider. They will be prominently marked and all staff advised of their location. Supplies will be checked regularly and replenished without delay.

The Administrative Team maintains the contents of first aid boxes.

9) ACCIDENT REPORTING

All accidents and injuries (whether or not requiring first aid) must be entered into the accident book (whether they occur on site, or offsite during a school related activity).

The Administrative Team are responsible for reporting accidents, ill health conditions and dangerous occurrences that fall within statutory reporting requirements, in accordance with statutory procedures.

10) HEALTH AND SAFETY TRAINING

Minimum standards of health and safety training are specified in the Health and Safety Handbook for Schools and this training shall be provided for all relevant staff.

11) SCHOOL TRIPS AND VISITS

Off-site visits and activities will only be undertaken where a written plan for the trip, the health and safety arrangements and the level of supervision, including staff / pupil ratios, has been produced and approved by the Headteacher. Adventure holidays organised by the school will only be undertaken at centres holding a current licence under the Adventure Activities Licensing Regulations. Further requirements for off site visits are contained in the Health and Safety Handbook for Schools and in the DfE Guidance. As part of risk assessments for journeys / visits involving children being carried by car or minibus it must be established whether booster seats are needed to comply with new travel regulations. Where they are required they must be fitted / used before the visit / journey may proceed.

12) SMOKING

St Agatha's School is a no smoking site.

13) ALCOHOL

Alcohol may be consumed on school premises only on specific special occasions with the permission of the Headteacher.

14) MEDICAL SUITABILITY FOR WORK AND MEDICAL ARRANGEMENTS

Pre-employment medical surveillance is undertaken for all new staff, usually by means of a confidential questionnaire, by the Occupational Health Medical Adviser. Confidential medical details are held in the strictest confidence and will only be disclosed to the school with the prior consent of the staff member. However, information such as restrictions on particular types of work, or special precautions necessary for health and safety reasons, will be provided to the school to avoid putting the employee or others at risk. Where a staff member becomes pregnant or suffers from an ill health condition or stress that is likely to affect their work, they should notify the school as soon as possible to enable any special precautions needed to be implemented.

15) EVENING EVENTS AND USE OF SCHOOL PREMISES BY EXTERNAL BODIES

Where events are planned to take place out of normal school hours within school premises, this must be authorised by the Headteacher and a health and safety plan submitted to the Headteacher prior to the event. The health and safety plan will particularly address fire safety issues, the safety of equipment brought on to the premises, first aid arrangements and any arrangements for serving food. Where a number of events of the same type are held, one plan covering all the events may be used. Where external bodies are responsible for the event, or activity, then the relevant requirements of the health and safety plan will be agreed, in writing, with the body concerned as a condition of using or hiring the premises.

16) ELECTRICAL SAFETY

The safety and maintenance of the school electrical installation is of great importance in order to ensure the health and safety of pupils and staff. The fixed electrical installation will be subject to an electrical inspection and test by a NICEIC contractor at least every five years and this will be organised by the Site Manager who will keep records of the inspection.

Any deficiencies identified by the inspection will be promptly corrected, or, where this is not possible, the relevant part of the installation will be electrically isolated.

All portable electrical equipment and equipment connected to the electrical installation by means of a plug and socket, will be subject to a combined electrical inspection and test and a formal visual inspection. The frequency of such inspections will be those specified in the Health and Safety Handbook for Schools appropriate to the type of equipment concerned.

Such equipment will be labelled with the date of inspection and a date of the next inspection due. The Site Manager will be responsible for organising these tests, using an NICEIC electrical contractor. Mains powered electrical equipment belonging to staff or pupils must not be used on school premises unless it has been electrically inspected and tested.

Work on the electrical installation, or minor repairs such as fitting or changing plugs, or changing bulbs or tubes in lighting units, will be organised or undertaken by the Site Manager. Such work will only be undertaken when the relevant part of the installation has been isolated. Volunteers will not be permitted to undertake work on the electrical installation or repairs to portable electrical equipment unless they are an NICEIC approved contractor and can provide a Certificate of Completion when the work is finished. Pupils and staff will not be permitted to undertake work on the fixed electrical installation of the building.

Where portable mains electrical equipment is to be used outside the school buildings, this will only be permitted if the equipment has been approved by the Site Manager as suitable for the intended use and it is adequately protected from mechanical damage, the weather, contact or splashing with water and is in any case protected by a 30mA RCD.

17) WORK AT HEIGHTS

Work at heights, necessitating the use of ladders, step ladders exceeding 3 metres in height or in areas where there is a risk from falling, will only be undertaken by, or when approved by, the Site Manager. Pupils must not be permitted to undertake work at height; they must always work within their own body height.

18) WORK ON MAINTENANCE OR IMPROVEMENT OF SCHOOL PREMISES OR FACILITIES BY VOLUNTEERS

The school occasionally appreciates assistance from parents and other volunteers in support of school activities. Where work on school buildings or facilities is proposed to be undertaken by volunteers, a health and safety plan will be developed in conjunction with the Site Manager, to ensure the work can be undertaken safely. The health and safety plan must show how the work is to be supervised, the competence and experience (if relevant) of those involved and any necessary health and safety arrangements for the work.

19) REVIEW

The Governors will review this policy statement and arrangements every year and update or amend, as they consider necessary, to ensure the health, safety and welfare of staff, pupils and visitors.

APPENDIX 1

Premises Inspection and Maintenance Planner

Daily		
Task	**Complete?**	**Comments/actions**
Briefly check rooms, corridors, toilets and kitchen for general cleanliness, repair and safety		
Check firefighting equipment visually and report any damage		
Check buildings for slip, trip or fall hazards and obstructions		
Ensure disabled access routes and fire exits, escape routes and assembly points are clear of obstructions and relevant doors are unlocked		
Check no flammable materials have been placed or stored underneath stairways		
Ensure that access to the school for emergency services is clear and unobstructed		
In icy weather, ensure paths and walkways are treated with salt and grit		
Inspect for damage any folding table and chair units used by pupils at mealtimes		
Check that external waste bins and storage are covered, secured and located a safe distance away from buildings		
Ensure cleaning products have been stored safely and securely, out of the reach of pupils		

Weekly		
Tasks	**Complete?**	**Comments/actions**
Check intruder alarm and report faults, as and when required		
Check internal lighting and report faults		
Check external lighting and report faults		
Check for damage any adventure playground equipment or other outside facilities vulnerable to vandalism		
Run any infrequently used taps and showers to reduce legionella risk		
Test full fire alarm system before or after school		
Test fire alarm call points (a different call point to be tested each week on a rotational basis)		
Check any highly combustible materials are correctly stored and secured		
Conduct a maintenance check of grounds, fences, boundary walls and gates		
Check condition and operation of fire doors		

Monthly		
Task	**Complete?**	**Comments/actions**
Inspect boiler pipes, valves, insulation and general surfaces in boiler house		
Check flow and return water temperature for hot water calorifiers (flow temperature should be at least 60^{o}C; return temperature should be at least 50^{o}C)		
Check water temperature at hot water sentinel outlets (and a selection of other points on a rotational basis) to ensure a temperature of at least 50^{o}C within one minute		
Check water temperatures at point of use (POU) and combined water heaters are between 50-60^{o}C		
Check all windows, including window locks and glazing, for damage		
Record meter readings for electricity, water, and gas		
Inspect and repair waste disposal system		
Ensure safety and hazard signs are visible		
Test emergency lighting		

Termly		
Tasks	**Complete?**	**Comments/actions**
Health and safety inspection to be conducted by governor with responsibility for health and safety, site manager, business manager, and, if customary, a union representative responsible for health and safety; report to be made to relevant governing body committee		
Check names and contact details of keyholders are up to date		
Check for and record any outstanding maintenance issues		
Conduct and record whole-school fire drill; check that issues identified are resolved		
Check that regular tests of fire alarms and emergency lighting have been conducted and recorded		
File any personal emergency evacuation plans (PEEPs) that are sent by Assistant Head		
Clean and de-scale taps, shower heads and hoses		
Flush through and purge expansion tanks		
Inspect ladders and review ladder register and checklist		
Conduct detailed inspection of floors, stairs and corridors		
Inspect and repair roof coverings		

Every 6 months		
Task	**Complete?**	**Comments/actions**
Inspect and repair gutters, roof outlets, rain pipes etc.		
Contractor to check and service security system		
Safety-check hot water blending valves		
Check waste pipes and above ground drainage for blockages		
Clear debris and silt from traps below drain covers; this to be done more frequently if puddles are forming around the covers or if heavy rain is expected		
Conduct a visual inspection of frequently-used portable electrical appliances		
Safety-check electronic powered gates and doors		
Competent person to service electronic powered gates and doors		

Annually		
Task	**Complete?**	**Comments/actions**
Review log of maintenance issues and check whether issues have been resolved		
Contractor to inspect and repair outdoor play equipment		
Contractor to inspect fixed sports and gym equipment		
Inspect and repair all internal and external finishes, including tiling, masonry and paintwork		
Competent person to test any items of frequently used or high-risk portable electrical equipment (PAT testing)		
Contractor to inspect and safety test all gas appliances, including gas boilers		
Clean and service boiler flues and chimneys		
Contractor to pressure-test gas pipework		
Contractor to test gas appliances and gas soundness for gas safety certificate		
Check pipework is adequately insulated to prevent freezing		
Inspect and service hot water blending valves and inspect hot water calorifiers internally for damage		

Check waste pipes, surface water drainage and above-ground drainage systems for damage and blockages		
Review water risk assessment and ensure previous actions have been carried out		
Carry out fire risk assessment or assessment review and check that actions have been carried out		
Contractor to service firefighting equipment		
Contractor to service fire alarm system		
Check school evacuation plan is up to date		
Conduct accessibility audit and update access management plan		
Audit risk assessments to ensure they are fit for purpose; create, update or replace as necessary		
Ensure that first aiders' training is up to date and ensure refresher courses have been completed by those that require them		
Service oil- and gas-powered heaters		
Service powered ventilation		
Contractor to service air conditioning		
Service catering equipment and check safety valves		
Asbestos surveyor to re-inspect school site		

Ensure asbestos management plan is up to date		
Inspect and repair outbuildings		
Check all relevant commissioning, testing and inspection certificates are stored safely and are up to date		
Review tree safety survey report for outstanding actions		
Review all storage arrangements, including those of gas bottles and highly flammable materials		
Conduct general health and safety audit and ensure actions from previous year's audit and governors' termly health and safety check have been completed		
Contractor to inspect firefighting equipment including fire extinguishers		
Check that fire risk assessment and procedures are up to date		
Check that any removal or treatment of asbestos has been reported to asbestos managers and recorded on the asbestos management plan; removal and treatment of asbestos should only be carried out by a licensed contractor		
Specialist contractor to inspect trees surrounding school for disease, weakness etc. and to ensure they do not present a danger		
Contractor to test and service emergency lighting		
Contractor to service oil boilers, including pumps, pipes, etc.		

Review health and safety policy (to be signed by Headteacher and Chair of Governors)		

Every 2 years		
Task	**Complete?**	**Comments/actions**
Review lettings policy		

Every 3 years		
Task	**Complete?**	**Comments/actions**
Asbestos authorised officers to attend refresher training courses		

Every 5 years		
Task	**Complete?**	**Comments/actions**
Contractor to inspect fixed electrical installations and wiring		