Streetsbrook Infant & Early Years Academy

Health & Safety Policy
July 2022

STREETSBROOK INFANT & EARLY YEARS ACADEMY

At Streetsbrook, we strive to provide an equal chance for all to become caring responsible citizens who lead happy and fulfilled lives, and are equipped with the knowledge, skills and abilities to shape the world they live in.

'Learning for Life'

Our values are:

Desire to Learn

To enjoy the lifelong process and challenge of learning; alone and with others

Love and Respect

To have respect for ourselves, others and the environment, recognising and celebrating individual lifestyles, cultures and faiths

Happiness

Developing successful relationships where individuals can build and follow their dreams

Confidence

Having the self-belief to embrace and follow your own choices.

Being a Good Citizen

Making a positive contribution to communities on a local and global scale

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- Site Manager
- Swimming Pool
- Stress
- Winter Maintenance
- Administration
- Playground Equipment
- New and Expectant Mothers
- Display Screen Equipment
- COVID-19

NB:-

The contents of this policy have been adapted from a Model Policy produced by The School Bus and guidance from Solihull MBC

This policy is reviewed annually.

Statement of Intent

At Streetsbrook Infant & Early Years Academy, we are committed to the health and safety of our employees, children and visitors. Ensuring the safety of our community is of paramount importance and this policy reflects our dedication and legal obligation to creating a safe learning environment.

We are committed to:

- providing a productive and safe learning environment
- preventing accidents and any work-related illnesses
- compliance with all statutory requirements
- minimising risks via assessment and policy
- providing safe working equipment and ensuring safe working methods
- including all staff and representatives in health and safety decisions
- monitoring and reviewing our policies to ensure effectiveness
- setting high targets and objectives to develop the school's culture of continuous improvement
- ensuring adequate welfare facilities are available throughout our school
- ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable

Legal Framework

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015
- The Personal Protective Equipment at Work Regulations 1992
- The Education (School Premises) Regulations 1999

This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2018) 'Health and safety: responsibilities and duties for schools'
- DfE (2015) 'Health and safety for school children'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2014) 'Sensible health and safety management in schools'

This policy operates in conjunction with the following school policies:

- COSHH Policy
- Asbestos Policy
- First Aid Policy
- Supporting Pupils with Medical Conditions Policy
- Infection Control Policy
- Risk Assessment Policy
- Educational Trips and Visits Policy
- Working Alone Policy
- Disaster Recover Policy
- EASEE
- Fire Risk Assessment
- Personal Emergency Evacuation Plan (PEEPS)
- Fire Evacuation Plan
- Visitor Guidelines
- Using Contractors Policy
- Mental Health & Well-Being Policy

- Managing Stress Policy
- Staff Guidelines
- Lettings Policy

Roles and Responsibilities

The Trustees and Local Governing Body, in consultation with the Headteacher, will:

- ensure familiarity with the requirements of the appropriate legislation and codes of practice
- create and monitor a management structure responsible for health and safety in the school
- ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all
- annually assess the effectiveness of the policy and ensure any necessary changes are made
- identify risks relating to possible accidents and injuries, and make reasonable adjustments to prevent them occurring

The Trustees and Local Governing Body will provide:

- a safe place for all users of the site including staff, children and visitors
- safe means of entry and exit for all site users
- equipment, grounds and systems of work which are safe
- safe arrangements for the handling, storage and transportation of any articles and substances
- safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance
- supervision, training and instruction so that all staff can perform their duties in a healthy and safe manner
- where necessary, protective equipment and clothing, along with any necessary guidance and instruction

The Headteacher will:

- have overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, children and visitors
- set the direction for effective health and safety management
- introduce management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately
- review this policy and its effectiveness annually
- take all reasonably practicable steps to ensure this policy is implemented by the appropriate members of staff
- will be responsible for ensuring the school meets its health and safety duties and undertake the role of Health & Safety Officer; she will be supported in this role by the Business Manager and the Office Manager
- be responsible for investigating accidents and incidents, to understand causes and amend risk assessments as required
- be the designated contact with the LA and the HSE where necessary
- support staff with any queries or concerns regarding health and safety
- identify hazards by conducting risk assessments

All members of staff will:

- take reasonable care of their own health and safety, and that of others who may be affected by what they do at work
- cooperate with their employers on health and safety matters
- carry out their work in accordance with training and instructions

- inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken
- familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety
- avoid any conduct which puts themselves or others at risk
- be familiar with all requirements laid down by the Trustees and Local Governing Body
- ensure that all staff, children and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place
- ensure all machinery and equipment is in good working order and safe to use, including adequate guards; they will also not allow improper use of such equipment
- use the correct equipment and tools for the job and any protective clothing supplied
- ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate
- report any defects in equipment or facilities to the Site Manager
- take an interest in health and safety matters, and suggest any changes that they feel are appropriate
- make suggestions as to how the school can reduce the risk of injuries, illnesses and accidents
- exercise good standards of housekeeping and cleanliness
- adhere to their common law duty to act as a prudent parent would when in charge of children

Children will:
- exercise age-appropriate personal responsibility for the health and safety of themselves and others
- dress in a manner that is consistent with safety and hygiene standards
- respond to instructions given by staff in an emergency
- observe the health and safety rules of the school

Arrangements for Effectively Managing Health and Safety at Streetsbrook

The following arrangements have been adopted to ensure Streetsbrook Academy fulfils its responsibilities to provide the foundation for securing the health, safety, welfare and wellbeing of all employees and users of the site

Construction and Maintenance of the Premises

When undertaking construction or maintenance work, the school will do so in accordance with The Construction (Design and Management) (CDM) Regulations 2015.

Construction work means the carrying out of any building, civil engineering or engineering construction work and includes:

- The construction, alteration, conversion, fitting out, commission, renovation, repair, upkeep, redecoration or other maintenance, decommissioning, demolition or dismantling of a structure;
- The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion;
- The installation, commission, maintenance, repair or removal or mechanical, electrical, gas, compressed, air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure;
- The assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure;
- The removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure.

The Headteacher, in partnership with the Business Manager will ensure that all construction and maintenance projects have a formally appointed principal designer and principal contractor. They will liaise with the principal contractor to identify if the scope of the project means that it should be notified to the HSE.
The Headteacher will ensure that:

- the principal designer and principal contractor are provided with a 'client brief/CDM pre-construction information' at the earliest opportunity, to contain relevant information which should, as a minimum, include the following:
    - What the school wants built or maintained
    - The site and existing structures
    - Information about hazards, such as asbestos
    - Timescales and budget for the build
    - How the school expects the project to be managed
    - CDM appointments of principal contractor/principal designer
    - Welfare arrangements
    - Details of the nearest A&E department
- the principal contractor draws up a Construction Phase Plan that explains how health and safety risks will be managed – permission will not be given for construction or maintenance work to begin until this is in place
- the principal designer prepares a health and safety file containing information that will help the school manage risks associated with any future maintenance, repair, construction or demolition work
- the roles, functions and responsibilities of the project team are clearly defined in writing, e.g. in the project plan
- sufficient time and resources are allocated, and effective mechanisms are in place to ensure good communication, cooperation and coordination between all members of the project team
- the principal contractor has made arrangements for adequate welfare facilities for their workers before the construction or maintenance work starts.
- following completion of the project, the health and safety file is handed over to the Headteacher, kept up-to-date, and is made available to anyone who needs to alter or maintain the building.

The Headteacher will hold weekly progress meetings with the project team to ensure that all members are carrying out their roles as required. Where the project is for a new workplace or alterations to an existing workplace, it must also meet the standards set out in The Workplace (Health, Safety and Welfare) Regulations 1992.

Training

The school will ensure that staff members are provided with the health and safety training they need for their job. This may not mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety in the school.

The Headteacher will ensure that:

- relevant procedures and training programmes and records are set up and maintained for all staff and volunteers; this includes providing all new starters with a departmental health and safety induction
- staff and volunteers understand and accept their responsibilities regarding health and safety and are adequately trained to carry these out; this includes ensuring that all staff (including supply, part-time, temporary and volunteers) receive, as a basic minimum, induction training on their first day
- at least two staff members are suitably trained in the handling of hazardous chemicals and materials in relation to the swimming pool
- there are an appropriate number of first-aid trained staff members working within in each classroom

- staff members are provided with regular training opportunities and have access to support where needed in order to further contribute to the running and success of the school
- staff are trained on how to assess risks specific to their role
- ensure staff know how to meet their duties outlined in this policy

Where relevant to their role, staff will also receive specific training in:

- managing asbestos
- having responsibility for the storage and accountability for potentially hazardous materials

Contacting the Emergency Services

The Headteacher will certify that procedures for ensuring safety precautions are properly managed are discussed, formulated and effectively disseminated to all staff.

- office staff will contact the emergency services in an emergency
- staff will alert their colleagues to the incident, if it is safe and appropriate to do so
- where an ambulance is called for a child, office staff will contact the child's parents
- where necessary, all pupils will be evacuated from the building and taken to the designated emergency assembly point – currently, this is on the front playground
- staff will be aware of any children who have specific evacuation needs (PEEPS)
- staff will be responsible for the safety of children and responding to any questions from the emergency services, as best they can

Fire Safety

All staff members fully understand and effectively implement the Fire Evacuation Plan. The Headteacher is responsible for certifying that procedures for ensuring that safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff. Specific Guidance from the CFOE on learning environment displays can be found here.

Staff will receive fire safety training to ensure they understand the procedure for fire drills and the use of fire extinguishers; the latter is completed online every three years.

The school will test evacuation procedures on a half-termly basis. The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.

Firefighting equipment is checked on an annual basis by an approved contractor.

Fire alarms are tested at 8.30am every Tuesday from different 'break glass' fire points around the school, and records will be maintained and held in the school office.

Emergency lighting is tested on a six-monthly basis, and records are maintained and held in the Site Manager's Office.

A Fire Risk Assessment was carried out by Solihull Protect in May 2020. As a result of this, the school made a successful CIF bid and works were carried out to ensure all identified actions were completed.

Accident Reporting

All accidents and incidents, including near-misses or dangerous occurrences, will be reported as soon as possible to the nominated lead for First Aid, currently Mrs Tracey Elliott using the standard Accident Report Form.

The leader for First Aid will be responsible for informing the Headteacher if the accident is fatal or a "major injury", as outlined by the HSE. More in-depth information concerning reporting accidents and near-misses can be found in the following sections of this policy.

Significant accidents
Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest opportunity. The 'specified injuries' to workers which must be reported include the following:

- accidents to employees causing either death or major injury
- accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven-day period does not include the day of the accident)
- fractures, other than to fingers, thumbs and toes
- amputation of an arm, hand, finger, thumb, leg, foot or toe
- any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
- any crush injury to the head or torso, causing damage to the brain or internal organs
- any burn injury (including scalding) which covers more than 10 percent of the whole body's surface area or causes significant damage to the eyes, respiratory system or other vital organs
- any degree of scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or that requires resuscitation or admittance to hospital for more than 24 hours

Non-fatal accidents to non-workers (e.g. members of the public)

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

An accident should be reported to HSE where it is the result of a work related activity, in terms of children, in HSE's view an accident must be reported if it relates to:
- any school activity, both on or off the premises
- the way a school activity has been organised and managed (e.g. the supervision of a field trip)
- equipment, machinery or substances
- the design or condition of the premises

There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

The HSE has a specific information sheet for incident reporting in schools which can be found here.

Additional reportable occurrences include the following:
- the collapse, overturning or failure of any load-bearing part of any lifting equipment
- the explosion, collapse or bursting of any closed vessel or pipe work
- electrical short circuit or overload resulting in a fire or explosion
- unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, or injury caused by an explosion
- any accidental release of a biological agent likely to cause severe human illness
- any collapse or partial collapse of scaffolding over five metres in height
- when a dangerous substance being conveyed by road is involved in a fire or is released
- the unintended collapse of any building or structure under construction, alteration or demolition, including walls or floors
- any explosion or fire resulting in the suspension of normal work for over 24 hours
- any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas, or 500kg or more of these substances if the release is in the open air
- accidental release of any substances which may damage health
- serious gas incidents

- poisonings
- skin diseases including, but not limited to: occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne
- lung diseases including, but not limited to: occupational asthma, farmer's lung, asbestosis, mesothelioma
- infections including, but not limited to: leptospirosis, hepatitis, anthrax, legionellosis, tetanus
- other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome

Reporting Procedures

Should an incident require reporting to the Incident Control Centre (ICC) (part of the HSE), the Headteacher, or a person appointed on their behalf, will file a report as soon as is reasonably possible. The person will complete the relevant report on the HSE website:
http://www.hse.gov.uk/riddor/report.htm.

The HSE no longer accepts written accident reports, except for in exceptional circumstances. The school will report all accidents and injuries online where possible (using the above link/web address). Fatal and specified injuries may only be reported using the telephone service on 0845 300 9923 (open Monday to Friday 8.30am to 5pm).

Reporting hazards

Staff, children, contractors and visitors have a legal duty to report any condition or practice they deem to be a hazard. In the main, reporting should be conducted verbally to the Site Manager as soon as possible, who will then inform the Business Manager as appropriate.

Serious hazards will be reported using the appropriate form available in the school office.

Accident Investigation

All accidents, however small, will be investigated by the Headteacher and the outcomes recorded. The length of time dedicated to each investigation will vary on the seriousness of the accident.

After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

The Headteacher will undertake monthly evaluations of all reported incidents. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident/illness.

Our active monitoring system

It is good practice to actively monitor systems prior to accidents, ill health or incidents taking place; this involves regularly checking compliance procedures and the achievement of objectives. Our procedure for actively monitoring our system includes:

- audits, including fire risk assessments and health and safety audits
- half-termly inspection of premises, plants and equipment
- half-termly reports and updates from the Site Manager to the Headteacher
- external measures, such as surveys by contractors and service providers, along with visits from Environmental Health and Ofsted

Visitors to the School

The procedures outlined in the Visitor Guidelines and Using Contractors Policy will be implemented by relevant staff when receiving visitors to the school. All visitors and contractors will sign in using the electronic signing in system. Once signed in, visitors and contractors will be collected from reception by the member of staff they are visiting, or escorted to the area of the school concerned.

No contractor will carry out work on the school site without the express permission of the Headteacher, other than in an emergency or to make the site safe following theft or vandalism.

Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, children or visitors to the school.

Anyone hiring the premises will be made aware of their health and safety obligations when making the booking.

Visitors and contractors will wear a visitor's badge at all times while on school grounds. Cleaning contractors will wear an easily identifiable uniform or badge at all times.

Temporary teaching staff and assistants will inform reception of their presence by reporting to reception on arrival and signing in on the electronic signing in system.

Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to reception or off site. Staff members who encounter uncooperative visitors threatening violence, refusing to leave the site, or carrying out physical or verbal abuse will seek immediate help by calling 999.

Personal Protective Equipment (PPE)

PPE means all equipment worn, or held, by staff or children which is designed to protect them from specified hazards. The school will provide employees and children who are exposed to a hazard at the school, which cannot be controlled by other means, with PPE.

Visitors will be supplied with PPE when appropriate.

The PPE will fit the wearer properly. Where more than one item of PPE must be worn, they should be compatible and remain effective.

PPE will not be worn if the hazard is caused by wearing it that is greater than the hazard it is intended to protect the wearer from.

PPE includes laboratory and workshop equipment, such as tool box tools, protective clothing, safety footwear and face masks. Clothing that is not specifically designed to preserve the health and safety of the wearer does not constitute as PPE, e.g. school uniform.

When not in use, PPE will be properly stored, kept clean, and in good repair.

Equipment manuals are readily available and warning signs are clearly displayed in areas, and on equipment, where PPE is mandatory. Thorough risk assessments are carried out by the Site Manager to determine the suitable PPE to be used for each hazard and these are reviewed on an annual basis.

Maintaining Equipment

Inspectors or a trained health and safety technician from a third party contractor, will inspect the following equipment for health and safety issues annually:

- All electrical appliances
- All fixed gymnasium equipment
- Outdoor play equipment
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It is the responsibility of the Site Manager to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements. A health and safety technician should be consulted as necessary.

Control of Substances Hazardous to Health

The school will act in accordance with the school's COSHH Policy at all times. No chemicals or other hazardous materials will be used without the permission of the Headteacher.

The school will only purchase hazardous materials from a reputable source, making sure that the relevant material safety data sheet (MSDS) is provided by the retailer on delivery. The school will only order supplies of hazardous materials when existing stocks are no longer adequate, and in quantities that are no larger than necessary.

The Site Manager and Class Teachers, where hazardous products are used in lessons, are responsible for ensuring all products that may be hazardous to health are risk assessed before being used, taking into account the advice on the relevant MSDS or Hazcard – the latter is provided from CLEAPPS, recognised by Ofsted and HSE as a definitive basis for undertaking practical work safely.

The Site Manager in liaison with the Headteacher will ensure that the relevant control measures and appropriate guidelines are put in place to manage the risks identified in risk assessments. Control measures will be checked and reviewed by the Site Manager on an annual basis to ensure continued effectiveness, even when they are known to be reliable.

All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations. Hazardous substances will be labelled with the correct hazard sign and contents label. Storage life will be considered by the Site Manager and all COSHH regulations will be adhered to.

Low-toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area. No staff member or child should ever be put at risk through exposure to any hazardous substance used in our practical curriculum. No potentially hazardous materials will be used in lessons without the approval of the Headteacher.

Where a substance has a workplace exposure limit, control measures will ensure that exposure is below the limit.

The Site Manager will keep an up-to-date inventory of all the hazardous chemicals and materials held at the school. A termly audit of hazardous materials will be undertaken by the Site Manager with routine surveillance to ensure that they remain safe to store. Unwanted or surplus chemicals and materials, including those that have become unsafe, will be disposed of by a registered waste carrier, in accordance with school procedures.

Asbestos Management

In accordance with HSE guidance, an asbestos management survey is usually undertaken at least on an annual basis. An additional survey may be undertaken following any changes of use to a location or prior to any significant building work.

As a result of the asbestos management survey, risks are identified and dealt with on a priority basis. Further details concerning the management of asbestos can be found in the Asbestos Policy.

The school has an Asbestos Register which contains all relevant documentation including the asbestos survey and floor plan, asbestos risk assessment, management and communications plan and emergency procedures in the event of the disturbance of an asbestos containing material.

All workers/contractors are required to clearly enter their name, company details, reason for their site visit and sign the signature sheet held within the Asbestos Risk Register to ensure that the information contained within it is known and understood by the workers who are doing the work before they are allowed to commence.

The Asbestos Register has been communicated to all staff (including supply, part-time, temporary and volunteers). The Asbestos Register is kept in the main office so that it is easily accessible at all times.

Asbestos Awareness Training is available via e-learning to all staff as appropriate to their role.

First Aid, Medication and Supporting Pupils at School with Medical Conditions

The school has a First Aid Needs Assessment that identifies adequate and appropriate equipment, facilities and first aid trained personnel to ensure employees and non-employees receive immediate attention if they are injured or taken ill at work.

The school's Supporting Pupils with Medical Conditions Policy will be read, understood and adhered to at all times. The school will obtain notification from parents regarding any medication that children are required to take.

Only trained staff will administer medication. Staff will receive annual training in supporting children with medical conditions.

Smoking

The school operates a non-smoking premises and no smoking will be permitted on the grounds. This is understood and adhered to by all staff and visitors to the site.

Housekeeping and Cleanliness

Contract cleaners will be monitored by the Site Manager. The standard required will be clear in the service level agreement held with the contracted cleaners. Special consideration will be given to hygiene areas. As a result of the COVID-19 Pandemic, additional measures continue to be put into place to ensure high standards of cleanliness are maintained.

Waste collection services will be monitored by the Site Manager.

The Headteacher is responsible for ensuring that the school is at a safe temperature for staff and pupils to work in. The school will adhere to the provisions as outlined in The Education (School Premises) Regulations 1999, which state:

Areas	Temperature
Where there is a below-normal level of physical activity due to ill health or a physical disability, e.g. isolation rooms; however, this does not include sleeping accommodation	21°C
Where there is a normal level of physical activity associated with teaching, private study or examinations	18°C
Where there is a high level of physical activity, e.g. PE sports halls, washrooms, sleeping accommodation and circulation spaces	15°C

Infection Control

The school actively prevents the spread of infection through the following measures:

- Routine immunisation
- Maintaining high standards of personal hygiene and practice
- Maintaining a clean environment

The school employs good hygiene practices in the following ways:

- displaying posters throughout the school, encouraging all children, staff members and visitors to wash their hands after using the toilet, before eating or handling food, after touching animals, and following any other actions that increase the risk of the spread of infection, such as coughing or sneezing
- ensuring there is sufficient liquid soap, warm water and paper towels available for everyone to wash their hands regularly throughout the school
- employing cleaners to carry out thorough and frequent cleaning that follows national guidance
- providing PPE where necessary
- immediately cleaning any spillages of bodily fluids with a combination of detergent and disinfectant, and always wearing PPE. Mops will not be used to clean up body fluid spillages; instead, paper towels will be used and discarded properly, following the procedures for clinical waste
- washing all laundry in a separate dedicated facility and washing any soiled linens separately
- hygienically bagging any pupils' soiled clothing to go home and never rinsing it by hand
- storing all clinical waste in clinical waste bags and in a secure, dedicated area, before it is removed by a registered waste contractor, currently Veolia
- providing a secure sharps bin, out of reach of children, for the disposal of sharps
- discouraging children, staff members and visitors from touching any stray animals that may come onto the school premises

Staff and pupils displaying signs of infection, such as rashes, vomiting, diarrhoea, etc., will be sent home and recommended to see a doctor.

All staff are subject to a full occupational health check before starting employment at the school.

The school keeps up-to-date with national and local immunisation scheduling and advice. All children's immunisation status is checked at school entry and at the time of any vaccination. The school encourages parents to have their children immunised.

The school will ensure that arrangements are in place to minimise any child health risks, e.g. flu, by ensuring hygiene standards are maintained and children and staff are not permitted in school if they are unwell

Wall-mounted soap dispensers are available in all toilets, in the First Aid Room and around the school.

Further information concerning our policies and procedures addressing infection control can be found in our Infection Control Policy.

Risk Assessment

The Headteacher has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas in the school.

Annual risk assessments will be conducted for all areas of the school and will consider the needs of staff, children, visitors and contractors. Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures. Streetsbrook has the following risk assessments in place:

- Teaching & Learning
- Site Manager
- Swimming Pool
- Stress
- Winter Maintenance
- Administration
- Playground Equipment
- New and Expectant Mothers

- Display Screen Equipment

Risk assessments will be reviewed on an annual basis as a minimum or before if there are any significant changes to work processes, new machinery or substances are introduced, or following an accident or incident that results in injury.

The Trustees and Local Governing Body will be informed of risk assessments, allowing issues to be prioritised and actions to be authorised, along with funds and resources.

The school will record any significant findings of any risk assessments, including the following:

- The identified hazards
- How people might be harmed by them
- What the school has implemented to control the risk

The Deputy Headteacher, who has responsibility for Educational Trips and Visits, will ensure risk assessments are completed by staff leading day trips or residential stays.

Slips and Trips

In line with HSE guidance, control measures are in place to effectively control slip and trip risks. The school utilises the following procedure:

- identify the hazards – risk factors considered include:
  - environmental (floor, steps, slopes, etc.)
  - contamination (water, food, litter, etc.)
  - organisational (task, safety, culture, etc.)
  - individual factors (rain, supervision, pedestrian behaviour, etc.)
- decide who might be harmed and how
- consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced
- record the findings
- review the assessment regularly and revise if necessary

Security and Theft

Policy and procedures to reduce security risks are addressed in the Disaster Recovery Policy and Data Protection Policy. CCTV systems are used to monitor events and identify incidents taking place; it may also be used as evidence when investigating reports of incidents.

Cash from uniform sales is held in a safe. Due to the small amounts, it is banked on a two-month basis.

Staff and children are responsible for their personal belongings and the school accepts no responsibility for loss or damage.

Any thefts may be reported to the police and staff members are expected to assist police with their investigation. All members of staff are expected to take reasonable measures to ensure the security of school equipment being used. Missing or believed stolen equipment will be reported immediately to a senior staff member.

The school will install access control and security measures to ensure the safety of the school, e.g. security glazing on windows.

The school will ban individuals from the premises if they pose a risk to any member of the school community.

The school will consider any risks that are posed by their local context, e.g. recent arson attacks.

Severe Weather

The Headteacher makes a decision on school closure in consultation with colleagues across the Synergy Collaborative on the grounds of health and safety. If a closure takes place, the Trustees and Local Governing Body will be promptly informed.

School Trips and Visits

Health and safety policy and procedures concerning school trips and visits are contained in the school's Educational Trips and Visits Policy.

Workplace Health and Safety

Stress Management

Staff at Streetsbrook are aware of the symptoms of stress, including sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating. Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible.

All staff wellbeing matters are managed in line with the Mental Health & Well-Being Policy, Staff Guidelines and Managing Stress at Work Policy. At the time of writing, the Headteacher is developing an annual well-being programme which includes stress management.

Display Equipment

Display screen assessments will be carried out by the Headteacher for teaching staff and administrative staff who regularly use laptops or desktops computers.

Electricity

Hardwiring checks are carried out every 5 years. The school's previous check was carried out in 2021 Portable appliances are PAT Tested on an annual basis; this is the responsibility of the Site Manager.

All staff carry out visual checks on the electrical items in their classrooms; any defects are reported to the Site Manager immediately.

Further information on electrical safety can be found here.

Glass and Glazing Including Window Restrictors

At the time of writing, the school is in the process of sourcing a glazing survey. Once this has been carried out, any areas for improvement that are identified will be acted upon.

As the school is a single storey building, window restrictors are not required.

Manual Handling – Loads and People

Moving and handling of people fall under the general requirements of the Manual Handling Operations Regulations. The definition of manual handling operations is broadly defined as:

"Any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force."

It is important to conduct Manual Handling risk assessments with all staff who have potential or identified Manual Handling needs, complete and implement the Manual Handling plan, and review at an agreed timeframe. Poor practice can lead to:

- Back pain and musculoskeletal disorders, which can lead to inability to work;

- Moving and handling accidents – which can injure both the person being moved and the handler;
- Discomfort and a lack of dignity for the person being moved;
- Litigation.

Manual Handling is one of the most common causes of injury at work and causes over a third of all workplace injuries which include work related musculoskeletal disorders (MSDs) such as upper and lower limb pain/disorders, joint and repetitive strain injuries. (Health & Safety Executive)

All staff complete Manual Handling training every three years.

More information about Manual Handling can be found here in the LA's Guidance for Moving and Handling.

Outdoor Play Equipment
Streetsbrook is very fortunate in having a range of outdoor equipment for the children to play on. The school takes it responsibility for ensuring this is safe to use very seriously. We ensure that equipment complies with current standards adopted by the play industry; EN:1176 (play equipment) and EN:1177 (safety surfacing). The following inspections take place:

- Routine - basic pre use visual check by the Site Manager
- Termly – as part of termly Health & Safety Walks
- Annually – inspection carried out by ROSPA

Physical Education
The most comprehensive guide on managing safe practice when delivering PE is provided by Association of Physical Education (afPE). The school has adopted the standards for all physical education and school sport activities. A copy of the afPE manual is available to the PE Lead and Senior Leaders.

Large PE equipment is inspected on an annual basis; any defects identified in between times are reported immediately to the Site Manager and the Leader for PE.

Premises
The school building is in generally good repair. The Headteacher, Business Manager, Site Manager and members of the Governing Body carry out a termly Workplace Inspection. Outcomes from the inspection support the identification of any defects or areas of poor repair and these are then prioritised by the Business Manager and Site Manager.

Staff are also responsible for identifying and informing the Site Manager of any defects in their classrooms.

A Maintenance Programme for Internal Painting has also been developed; this is monitored by the Business Manager.

More information can be found here in the DfE's Guidance for Maintaining your Estate.

Swimming Pool
The swimming pool is maintained by the Site Manager. Checks of Chlorinate levels are carried out three times a week. A backwash is carried out three times a week and the pool is vacuumed twice a week. H2O, an external company check Pseudomonas, Aerobic Colony and E.coli levels monthly.

Useful links:
Association for Physical Education
HSE Swimming pool management
PWTAG Code of Practice | Pool Water Treatment Advisory Group

Trees
We undertake external tree surveys as and when appropriate. Once this has been carried out, any areas for improvement that are identified will be acted upon.

The Site Manager inspects the condition of the trees on site as part of his daily risk assessment. Any damage or deterioration as a result of extreme weather conditions is dealt with immediately.

Monitoring and Review

The effectiveness of this policy will be monitored continually by the Headteacher, the Trustees and the Local Governing Body. The policy will be reviewed at least biannually, however, any necessary amendments may be made immediately.

The Trustees and Governing Body will provide sufficient information and training in health and safety matters to all employees in respect to the risk of their health and safety.

The Trustees and Governing Body requires the support of all staff to enable the maintenance of high standards for health and safety in all the school's activities.

This statement includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

This policy was ratified at the Full Governing Body Meeting on 14 July 2022.

Headteacher .... LCMinter ....

Chair of Governors: ....

Appendix (i)

HEALTH AND SAFETY WORKPLACE INSPECTION

The health and safety workplace inspection is the formal process used in SMBC for visually identifying and evaluating physical and environmental health and safety hazards in the workplace, which may cause potential injury or ill health, as well as some checks on records. It does not include areas otherwise covered separately by the health and safety audit process, e.g. checking the adequacy of health and safety procedures, arrangements and documentation, employee training records, activity based risk assessments etc. The inspection identifies health and safety hazards at the time of carrying out the inspection and is limited to the areas visited and identified in the content of this form with the exception of building related records as they relates specifically to the safe usage of that building/site/workplace.

Persons carrying out the inspection cannot guarantee to identify all possible unsafe conditions or breaches of legislation and therefore the absence of any comments on issues should not be taken to imply full compliance with health and safety legislation. For more information and advice on the process for carrying out SMBC health and safety inspections, please refer to the SMBC Corporate Health and Safety Policy or contact the Health and Safety Support Team at healthandsafetysupport@solihull.gov.uk

For further specific support and guidance in understanding and answering the workplace health, safety and welfare questions, please refer to:

- HSE short guide for managers on Workplace health, safety and welfare;
- For schools – in addition to the HSE guide, refer also School Premise Regulations and the Standards for School Premises Guidance

Workplace/ Building(s) name:		**Unique Property Reference No. (UPRN):**	
SMBC Group:		**Teams/Services:** (if relevant)	
Address:		**Date(s) of Inspection:**	
Person(s) carrying out Inspection:	**Name(s):**	**Job Title:**	**Signature:**

Comments / Progress/ Outstanding recommendations   ***Managers are responsible for implementing the actions and recommendations within the health and safety workplace inspection report and for monitoring their progress.***

1. Pre-Inspection Stage

Prior to the walk around inspection, the following documents relating to the premise/building/site must be collated and reviewed prior or during inspection:

- ✓ Asbestos Management Plan (confirmation of accessibility and last survey)
- ✓ First Aid Needs Assessment
- ✓ Fire Risk Assessment
- ✓ Glazing assessment (where relevant)
- ✓ Window restrictor assessment (where relevant)
- ✓ Legionella/ Water Hygiene logbook
- ✓ Gas appliance checks
- ✓ Electrical testing – portable appliance test records (PAT) and fixed installation testing record.
- ✓ Lifting Operations & Lifting Equipment tests/examinations
- ✓ Reference material: a) HSE short guide for managers on Workplace health, safety and welfare (INDG244); and for schools – in addition to the HSE guide, refer also to School Premise Regulations and the Standards for School Premises Guidance

For Facilities Management centralised properties, Facilities Support Managers will liaise with the Manager/Premise Representative to locate these documents where necessary. For non-centralised properties, the Manager/Premise Representative will need to review asbestos and water hygiene information, and the Construction Services Group for electrical and glazing records (any queries, contact Property Risk Management). Schools will need to obtain this information from their own records.

Date of last inspection: **Note any outstanding actions from the last inspection which have not been carried out:**

2. Hazard Identification & Evaluation

Ref No	Inspection element	Yes	No	N/A	Action required/comments
1.0	**Health and Safety Poster**				
1.1	Is there an up to date health and safety law poster located in a prominent position?				
1.2	Does it contain the relevant information – as identified on the poster?				
2.0	**Work Environment/Housekeeping**				
2.1	Is there adequate space for staff to work safely?				
2.2	Are floors, walkways and stairs in good condition, free from obstructions and non-slip?				
2.3	Are trailing leads kept to a minimum and where they are necessary, are they routed safely, secured / covered?				
2.4	Are materials stored safely *(consider manual handling implications and general stacking of materials)*?				
2.5	Where PPE is in provided, is it stored appropriately?				
2.6	Are structures stable, secure, braced and not overloaded *(shelves, bookcases, filing cabinets etc)*?				
2.7	Has appropriate safety glazing / film been fitted to windows *(if identified as being required through the assessment process)*?				
2.8	Have window restrictors been fitted *(if identified as being required through the assessment process)*?				
2.9	Can windows, doors and gates be opened safely and prevent trapping hazards?				
2.10	Is there suitable heating and ventilation?				
2.11	Is the lighting suitable for the work activity?				
2.12	Are employees / visitors protected from noise levels that may be harmful?				
2.13	Do all staircases have a securely fixed handrail?				
2.14	Is the building / site appropriately accessible for all users? e.g. persons with a disability				

Ref No	Inspection element	Yes	No	N/A	Action required/comments
3.0	**Health, Hygiene & General Wellbeing**				
3.1	Are there suitable arrangements for employees to prepare meals, boil water and make a hot drink? *(It is not a legal requirement to provide a kitchen or rest room, work areas can be counted as rest areas and as eating facilities, provided they are adequately clean and there is a suitable surface)*				
3.2	Is drinking water available?				
3.3	Are there sufficient toilet, hand washing and drying facilities for employees and others who use the workplace?				
3.4	Are there arrangements in place for the regular removal of refuse and salvage?				
3.5	Is relevant 'No Smoking' signage displayed in appropriate areas?				
3.6	Are appropriate water hygiene checks carried out *(in accordance with the building water hygiene / legionella risk assessment)*?				
3.7	Are those checks recorded in the water hygiene log book and dated?				
3.8	Is there an appropriate cleaning regime in place? (Window rebates etc)				
4.0	**Control of Substances Hazardous to Health (COSHH)**				
4.1	Is there suitable storage provided for all hazardous substances and is it used efficiently?				
4.2	Is there a complete and current COSHH folder on site, including material safety data sheets (MSDS) for all substances and risk assessments for hazardous substances?				
4.3	Are all chemical products stored in suitable containers, labelled and used appropriately *(e.g. corrosive, irritant, flammable etc)*?				
4.4	Is there a procedure for the disposal of hazardous waste *(including fluorescent light tubes)?*				
5.0	**Asbestos**				
5.1	Has an up-to-date asbestos survey been carried out for the workplace/building/site and seen?				
5.2	Are relevant employees and other persons such as contractors being made aware of areas containing asbestos containing materials?				
5.3	Are relevant employees and other persons aware of the building asbestos management plan and register?				
6.0	**First Aid**				

Ref No	Inspection element	Yes	No	N/A	Action required/comments
6.1	Has a First Aid Needs Assessment been completed for the whole building/site to ascertain what level of first aid cover is required *(considering location, type of activities, number of employees, cover for absenteeism etc)?*				
6.2	As per the first aid needs assessment is the identified provision in place as required *(e.g. adequate numbers of trained first aiders, sufficient first aid kits)*?				
7.0	**Accident, Incident and Defect Reporting**				
7.1	Is there a process in place for staff to report accidents, incidents, near misses and dangerous occurrences in accordance with SMBC policy?				
7.2	Is it being used?				
7.3	Are actions being taken to prevent a recurrence?				
7.4	Is there a process in place for staff to report defects and for action to be taken as necessary?				
8.0	**Fire Precautions**				
8.1	Has a Fire Risk Assessment (FRA) been carried out; is it recorded, accessible and up-to-date?				
8.2	Have the FRA identified actions been undertaken?				
8.3	As per the FRA, are all controls in place *(e.g. number of fire wardens identified who are trained etc, is the identified 'Responsible Person' aware of their responsibilities)*?				
8.4	Does the premise have a Building Emergency Evacuation Plan which covers action to be taken in the event of a fire/ finding a fire?				
8.5	Have building users been informed of the Emergency Evacuation Plan?				
8.6	Is fire signage adequately located around the building/site to inform building users of evacuation arrangements *(signage includes, fire notice actions, direction of travel and assembly point information)*?				
8.7	Is the site free from fire hazards *(consider sources of ignition e.g. heaters, unsafe/over loading of electrical items, smoking and sources of fuel e.g. wood, paper, plastic, or foam, loose packaging materials, waste rubbish and furniture)*?				
8.8	Does the Fire Safety Logbook contain records of weekly fire alarm & smoke detector testing?				

Ref No	Inspection element	Yes	No	N/A	Action required/comments
8.9	Does the Fire Safety Logbook contain records of monthly emergency lighting tests?				
8.10	Does the Fire Safety Logbook contain records of Records of 6 monthly evacuation drills *(minimum of 2 per year)*?				
8.11	Does the Fire Safety Logbook contain records of annual service/tests/checks of complete fire alarm system *(which includes firefighting equipment, fire alarms, emergency lighting, etc)*?				
8.12	Are fire extinguishers, hose-reels and fire blankets checked annually & labelled?				
8.13	Are fire extinguishers easily accessible with signs displayed next to them to show types and use?				
8.14	Are fire doors labelled, maintained and kept closed or have suitable closing mechanisms in place?				
8.15	Do self-closing fire doors work properly?				
8.16	Do fire exit doors open freely?				
8.17	Are stairways, corridors and fire escapes free from obstruction?				
8.18	Are there evacuation arrangements in place for those employees and visitors who require assisted evacuation, are Personal emergency Evacuation Plans (PEEPs) in place where required?				
8.19	Where additional equipment has been provided to assist in the evacuation plan, such as evacuation chairs, are there records of them being maintained and records that have staff been trained/instructed in their safe use?				
9.0	**Machinery and Work Equipment**				
9.1	Are lifts, hoists and other items of lifting equipment regularly inspected under LOLER every 6 months *(for people and lifting accessories)* and 12 months for others? Have these been recorded? *(check records, Crimson)*				
9.2	Is local exhaust ventilation (LEV) equipment inspected, examined and tested every 14 months and regularly maintained *(including fume cupboards)*? *(check records, Crimson)*				
9.3	Are pressure vessels appropriately stored, inspected, examined and tested? *(check records)*				

Ref No	Inspection element	Yes	No	N/A	Action required/comments
9.4	Is there a record that any other work equipment has been formally tested and inspected under the appropriate regulations (LOLER, PUWER, PSSR etc)?				
9.5	Where work equipment is inspected , are Managers able to ensure that any defects identified are being actioned?				
9.6	Is a procedure in place for undertaking visual / pre use inspections and reporting and recording defects?				
9.7	Is work equipment in good condition, stable and suitable for the task?				
9.8	Are appropriate checks carried out on powered / manual gates, barriers & doors?				
9.9	Is there evidence of appropriate warning signage *(e.g. PPE required)*?				
9.10	Are there mechanisms to stop/isolate the machinery in the event of an emergency and are they accessible?				
9.11	Is machinery and equipment adequately guarded *(access to dangerous parts of machinery must be prevented where practicable)?*				
9.12	Are gas appliances safely installed and adequately maintained?				
10.0	**Electricity**				
10.1	Has portable electrical equipment been formally tested & labelled in accordance with HSE requirements *e.g. PAT tested*?				
10.2	Is a record available locally? *(check records)*				
10.3	Are cables maintained in a safe condition *(e.g. no cuts, frayed wires showing)*?				
10.4	Are sufficient electrical sockets provided to prevent overloading?				
10.5	Are all extension cables fused *(if possible surge protected)*?				
10.6	If drum cable extensions are used, are they fully unwound?				
10.7	Has the property undergone a fixed electrical test in the last 5 years? *(Note that evidence of this may need to be obtained via Dodds Contractors via Facilities Management)*				
10.8	Has the emergency lighting been inspected within the required guidelines?				
11.0	**Security**				

Ref No	Inspection element	Yes	No	N/A	Action required/comments
11.1	Are waste/refuse bins etc. located away from buildings/site to prevent arson?				
11.2	Has the risk of unauthorised access to external areas of the building/site been managed?				
11.3	Are external areas adequately lit?				
11.4	Is equipment provided for security reasons, in good working order *(e.g. CCTV, security lighting)*?				
11.5	If CCTV is in place, has a PIA (Privacy Impact Assessment) been completed?				
11.6	Are panic alarms (personal & fixed) routinely checked to ensure they are in good working order?				
11.7	Are emergency pull chords in disabled toilets accessible and routinely checked to be in good working order?				
12.0	**External Environment**				
12.1	Are risks from fragile roofs adequately managed/signs displayed?				
12.2	Is fall protection on roofs in place and 2m from the edge of the roof?				
12.3	Are car parks and roadways in good repair and free from potholes?				
12.4	Are passageways and traffic routes free from obstruction and other hazards, ensuring the safe movement of people and vehicles?				
12.5	Are external areas maintained *(e.g. green areas, trees, shrubs)*?				
12.6	Are external areas free from slip and trip hazards *(e.g. pot holes / raised slabs, gritting)?*				
12.7	Is there safe access and egress to the building for employees and other site users where relevant?				

Areas not accessed during inspection:

Additional issues not covered by the checklist:

3. Remedial Action Plan

Ref No	Inspection Element	Remedial action/s required	Action Priority (See key below 1,2,3,4)	Responsible Person for implementing the action	Date completed DD/MM/YY	Verified / Followed up by (record name)

Action Priority Key
(1) Immediate action, **(2)** Within one month, **(3)** Within three months **(4)** To be planned for action when appropriate – further discussion with senior managers (e.g. cost, time, trouble etc)

Endorsement of action plan by Premise Representative/ local manager:	Name: Signature: Date:
Workplace/ Building(s) name:	

Appendix (ii)

STREETSBROOK INFANT & EARLY YEARS ACADEMY

MONTHLY SITE - CHECKLIST

Date of Inspection:				Action (s) Required	Completion Date
Internal Building					
Are floors clean and in good condition? *(e.g. are carpet tiles missing or are areas full of litter?)*	Yes	No			
Are changes in level clearly marked? *(e.g. are edges to steps defined from other flooring?)*	Yes	No			
Are floors non slips? *(e.g. is the floor particularly slippery?)*	Yes	No			
Are walkways and corridors clear from obstruction? *(e.g. is there a minimum door width along the length of a corridor, or no trailing cables in walkways?)*	Yes	No			
Is the ceiling secure and in good condition? *(e.g. ceiling tiles not missing or loose?)*	Yes	No			
Are the any signs of damp in the building?	Yes	No			
Is all shelving and racking secure	Yes	No			
Do displays obstruct walkways exits, signs, switches, or fire alarm call points?	Yes	No			
Is furniture in good condition, stable and secure? *(e.g. is there a chair seat loose from the frame, or a screw sticking out of a table)*	Yes	No			
Are all work surfaces kept clean and disinfected when an area is multi purposed? *(e.g. food tech areas)*	Yes	No	N/A		
Are all storage areas & cloak rooms kept tidy and items stored away from light fittings etc.?	Yes	No			
Are all items stored at an appropriate level? *(e.g. heavy items stored at waist height)*	Yes	No			
Are windows secured and in good condition? *(e.g. frames not rotten or the glass cracked?)*	Yes	No			
Are doors in good condition & open easily? *(e.g. frames not rotten or the door warped to prevent opening?)*	Yes	No			
Are vision panels in doors kept clear? *(e.g. are notices or paper obstructing vision panels)*	Yes	No			
Are all areas reasonably neat and tidy? *(e.g. have large amounts of recycling been allowed to build up?)*	Yes	No			
General					
Do electrical sockets and switches show any sign of damage or deterioration?	Yes	No			
Do electrical lights have appropriate protection from impact or are fitted with covers? *(e.g. are lights fitted with diffusers or fittings fitted with guards in gyms?)*	Yes	No			
Are radiators and heaters at an appropriate temperature? *(e.g. not overly hot to touch)*	Yes	No			
Is all equipment stored safely? *(e.g. laptop, tabler and IPad charging trolleys stored appropriately)*	Yes	No			
Is staff kitchen equipment regularly cleaned? *(e.g. fridges, microwaves & toasters cleaned from debris and spills)*	Yes	No			

Is appropriate warning signage available when cleaning is in progress?	Yes	No			
Is all access equipment regularly tested & maintained as per guidance? *(e.g. lifts & stairlifts)*	Yes	No	N/A		
Are cleaner's cupboards and site manager's office kept locked?	Yes	No			
Are all hazardous substances and cleaning substances kept securely out of reach of children?	Yes	No			
External Building/Areas					
Are pipes & guttering in good visual condition & secure?	Yes	No			
Are school buildings deteriorating? *(e.g. are cracks appearing in the brickwork or damp patches from water leaks?)*	Yes	No			
Are drains covered and do not present a trip hazard? *(e.g. is there a lip around drain covers or grills)*	Yes	No			
Are internal paths and roads in good condition? *(e.g. paths not cracking , weeds growing through concrete, pot holes appearing?)*	Yes	No			
Are car parks well lit and lined out? *(e.g. are parking bays clearly defined?)*	Yes	No			
Are their adequate controls of cars on site? *(e.g. restricted access or one way systems)*	Yes	No			
Are playgrounds and fields in good condition? *(e.g. free from debris, playground cracked or broken , fields free from holes)*	Yes	No			
Are the school grounds kept tidy and well kept? *(e.g. is there litter around the site & foliage kept trimmed back)*	Yes	No	N/A		
Are higher risk areas fenced off, and access restricted? *(e.g. nature area, or pond)*	Yes	No	N/A		

				Action (s) required	Completion date
Additional Issues					
	Yes	No	N/A		
	Yes	No	N/A		
	Yes	No	N/A		
	Yes	No	N/A		
	Yes	No	N/A		
	Yes	No	N/A		
	Yes	No	N/A		
	Yes	No	N/A		
	Yes	No	N/A		

Signature: Print Name:

This form only needs to be kept for 12 months and can be disposed of using recycling methods.

Appendix (iii)

Streetsbrook Infant & Early Years Academy
Fixed Outdoor Play Equipment Check List

Date:

Inspection Criteria	Satisfactory Condition?			Action (s) Required /Completion Date
	Yes	**No**	**N/A**	
GENERAL CONSIDERATIONS				
Is the play area clean and well maintained?				
Is perimeter fencing provided around the play area?				
Are fencing and gate in good condition?				
Are informational signs displayed concerning the use of the play area and the equipment?*				
Are information signs presented in both written and pictogram formats?				
Is the play area surface provided with proper drainage to prevent water from forming puddles?				
Are the play areas free tripping hazards? (*Unless this is part of the play area design, i.e. Trim trail)*				
Are there any trees near the play equipment?				
Has any tree sap/ other detritus fallen onto the play equipment or safety surfaces?				
Are there any indications of damage caused by vandalism?				
Are areas where play equipment is used separated from areas where running games are played?				

Inspection Criteria	Satisfactory Condition?			Action (s) Required /Completion Date
	Yes	No	N/A	
Are items of play equipment suitably laid out to prevent users on adjacent items colliding?				
Are walkways located away from the equipment in active use?				
Are walkways free from loose surface materials, irregularities and slippery substances that could cause slips?				
SUPERVISION				
Are play areas given a visual inspection for any hazards before pupils are allowed to use the equipment?				
Is the play area actively supervised?				
Is the supervisor trained to perform the required duties?				
Are records kept of play area and equipment repairs?				
MAINTENANCE				
Is the area under and around play equipment equipped with shock absorbent material?				
Is play equipment stable when in use?				
Are metal components of the equipment and hardware free of major corrosion?				
Are wooden structural components free of rot, major cracks, and splinters?				
Is equipment free of protrusions and projections that may entangle children's clothing?				

Inspection Criteria	Satisfactory Condition?			Action (s) Required /Completion Date
	Yes	**No**	**N/A**	
Is equipment free of pinch, crush, and shearing points that could injure children?				
Is equipment fabricated to eliminate areas that may entrap children's heads?				
Are the bases of equipment free of tripping hazards?				
Are the areas above and around equipment free of suspended hazards?				
SLIDES				
Are slides equipped with platforms to facilitate access to the sitting position?				
Are the platforms equipped with guardrails or equivalent protective equipment?				
Is the average incline of the slides less than 30 degrees?				
Are the landing surfaces for slides level and free from hazards?				
SWINGS				
Are swing hardware and supporting chains in satisfactory condition? *(replace worn shackles when wear is half the original thickness)*				
Are swings located away from other playground equipment and protected by barriers?				

Inspection Criteria	Satisfactory Condition?			Action (s) Required /Completion Date
	Yes	**No**	**N/A**	
Are the edges of seats smooth and free from obstructions?				
Are multiple-axis swings mounted on frames that do not contain single axis swings?				
CLIMBING EQUIPMENT (including Multi-Play Units)				
Is the interior of the climbing equipment free of structural components upon which a child could fall?				
Are the tops of the equipment provided with an auxiliary means for reaching the ground?				
OTHER EQUIPMENT				
Fireman's Poles				
Clatter-bridges				
EMERGENCY PRECAUTIONS EQUIPMENT				
Is there access to a phone or radio to allow for communication in the event of an emergency?				
TRIM TRAIL				
Are wooden structures free of rot, major cracks?				
STAGE				
Is the decking clear from debris?				
OUTDOOR CLASSROOMS (FRONT & BACK)				
Is the roof secure?				
Are the floors slip free?				
HILL				
Is flooring securely fastened so there are no trip hazards?				

Inspection Criteria	Satisfactory Condition?			Action (s) Required /Completion Date
	Yes	**No**	**N/A**	
TEEPEES				
Is the wood free of rot, major cracks				
DRUMS				
Are the drums securely fastened to the floor?				

SIGNED:______________________

This form only needs to be kept for 12 months and can be disposed of using recycling methods.

Appendix (iv)

Streetsbrook Infant & Early Years Academy

Ladder Check List

Ladder ID			**Action (s) required / completion date**
Inspection Date:			
Ladder/Stepladder			
Is the ladder classification EN131 Trade/Industrial, Class 1 or EN131 Professional? (Class 3 ladders and EN131 non-professional are not acceptable as they intended for domestic use)	**Yes**	No	
Are the rungs clean & free of damage? (e.g. do the rungs move, are the treads free of damage?)	**Yes**	No	
Are the stiles (uprights) free of damage & excess wear? (particularly at the head or foot of the ladder)	**Yes**	No	
Are all rungs and fittings in place? (e.g. slip resistant feet)	**Yes**	No	
Are all rungs & stiles (uprights) tightly fitted and secure?	**Yes**	No	
Are all tie rods & locking devices in place and working properly?	**Yes**	No	
Is the ladder free from distortion or warping that could affect its stability? (e.g. is the ladder bent?)	**Yes**	No	
Is the ladder free from damage? (e.g. cracks, corrosion, dents)	**Yes**	No	
Are fittings free from wear or damage? (this includes ropes, hinges, locking devices)	**Yes**	No	

SIGNED:______________________________

Appendix (v)

Streetsbrook Infant & Early Years Academy
Fire Safety Check List

Date of Inspection:				**Action (s) Required**	**Completion Date**
Escape routes & Exits					
Are all escape routes free from obstruction? (including external pathways leading from final exit doors)	Yes	No			
Are all internal doors on fire escape routes unobstructed and not wedged open?	Yes	No			
Are Fire Doors in a good state of repair? (I.e. seals not broken/missing, gaps between doors and frame not exceeding 3mm, self closer working etc.)	Yes	No			
Are external escape stairs in good condition? (I.e. no damage, no obstructions & stair treads are not slippery)	Yes	No	N/A		
Do Final exit doors open easily and in the direction of travel?	Yes	No			
Extinguishers					
Are all fire extinguishers present in their correct location and on their stand/bracket?	Yes	No			
Are all fire extinguishers unobstructed and freely visible?	Yes	No			
Do all fire extinguishers have their tamper tags in place?	Yes	No			
Do all fire extinguisher pressure gauges show correct pressure? (I.e. within the green area on the gauge)	Yes	No			
General					
Are all escape signs clearly visible & legible?	Yes	No			
Is the electrical distribution switchgear room free of combustible materials	Yes	No			
Is the access for emergency vehicles clear?	Yes	No			
Is there any evidence of any smoking on site?	Yes	No			

This form only needs to be kept for 12 months and can be disposed of using recycling methods.

Appendix (vi)

Streetsbrook Infant & Early Years Academy
Legionella Control Weekly Flushing Record

Date	Outlet Location & Type	Flushed for 5 Minutes	Signature