

Maplewell Hall School



Health & Safety Policy

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Governing Body Committee	Personal Development, Behaviour and Welfare Committee
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safe supportive calm



Maplewell Hall
More than a school

Health and Safety Policy

Amended and updated by Matthew Whitsey, April 2018
Updated by Matthew Whitsey October 2018

2018-19

Table of Contents

SECTION	TITLE	PAGE
	Foreword	3
1.0	Part One – Statement of Policy	4
2.0	Part Two – Organisation	6
3.0	Part Three – Arrangements for Implementation	15
Appendix 1	Competent Persons and Relevant Locations	30
Appendix 2	Risk Assessment template	32
Appendix 3	COSHH Assessment template	35
Appendix 4	General teaching area HSE Risk assessment template	39
Appendix 5	LA Electrical Safety	44

Foreword

The Governing Body recognises that making appropriate provisions for the health and safety of all persons using the school facilities and those participating in off-site educational activities is fundamental to the well-being of the school.

This Health and Safety Policy, its supporting documentation and arrangements for implementation will meet our legal obligations and contribute to our objectives relating to continuous improvement on health and safety performance.

We are committed to high standards of health and safety and expect all staff to be familiar with the contents of this policy.

Signed

Chair of the Governing Body

Date:

Signed

Head Teacher

Date:

1.0 Statement of Policy

1.1 Scope

- 1.1.1 The health, safety and wellbeing of all employees and customers of Maplewell Hall School is fundamental to the success of the school and Leicestershire County Council (LCC).
- 1.1.2 This Policy Statement outlines the framework developed by LCC to manage health, safety and wellbeing and has been made site specific for Maplewell Hall School. It is a declaration of the School's commitment to provide, so far as is reasonably practicable, safe and healthy conditions for employees and persons, who use, visit or may be affected by its activities. It is supported by policies of other relevant organizations such as LCC's, Health, Safety and Wellbeing Service and the School's own policies.
- 1.1.3 The Health and Safety system will be integrated with the daily management of the school and will be continuously developed, maintained and implemented via a comprehensive series of documents which will include:-
- i. The Statement of Policy
 - ii. Organisation
 - iii. Arrangements for Implementation
 - iv. Working Policy Documents
 - v. Subject specific Guidance periodically issued by the LA, Health, Safety and Wellbeing Service and HSE.
- 1.1.4 The policy recognizes the legal duties and responsibilities owed to all users of the site and seek to develop standards, which are significantly higher than those required by law as a means of contributing to the overall performance of the school by reducing accidents, injuries and ill health. This Health, Safety and Wellbeing Policy as well as outlining LCC's commitment to comply with legislation and prevent accidents, incidents and cases of work related ill health, sets a framework for which continual improvement objectives can be established. These will be documented in the corporate Health, Safety and Wellbeing Strategy, Departmental action plans and Service Level action plans located on the Leicestershire Traded Services website.
- 1.2 Our ultimate aim is to protect all employees and customers from accidents and work related ill health. This will be achieved by;
- Complying with all applicable health and safety legislation.
 - Committing to the prevention of ill health and injury across the School.
 - Ensuring that adequate resources are provided for health and safety.
 - Encouraging the implementation of a management system within departments, to identify and control risk throughout the School.

- Providing appropriate health and safety training in order that staff can fulfil their responsibilities effectively.
- Ensuring that appropriate monitoring and reviewing processes are in place, so that the School continually improves the way safety is managed.
- Continually setting targets to meet the objectives of this policy and continual improvement of the safety management system.

This Policy Statement is intended to provide a practical framework for the implementation of the Health and Safety at Work etc. Act 1974 and all relevant legislation, which will be the minimum standard acceptable.

1.1.5 Schools within Leicestershire County Council manage health and safety in a manner which is compliant with the internationally recognized standard OHSAS 18001. Guidance documents to assist compliance to the standard can be found on the EIS website.

1.2 **Aim**

1.2.1 To provide the highest possible standard of Health and Safety, commensurate with the operation of a learning environment.

1.2.2 **Objectives**

1.2.3 It is the responsibility of the Governing Body via the Head Teacher and Senior Leadership Team (SLT) to ensure that systems are in place which will deliver a safe place of work for employees, pupils and visitors. Equally it is the duty of all employees to co-operate with management on health and safety matters. The Governing Body expects each employee to take reasonable care of their own safety and that of others either under their supervision or who may be affected by their actions. The main objectives of this policy will apply as far as reasonably practicable and are as follows:-

- i. To establish and maintain a safe and healthy environment throughout the school.
- ii. To establish and maintain safe working procedures among staff and pupils.
- iii. To make arrangements for ensuring safety and avoiding risks to health in connection with the use, handling, storage and transporting of equipment, articles and substances.
- iv. To ensure the provision of sufficient information, instruction and supervision to enable everyone to avoid hazards and contribute positively to their own health and safety at work.
- v. To maintain safe access and egress and separate movement of vehicles and people on site as far as is practicable.

- vi. To ensure, as far as reasonably practicable, that educational visits are undertaken as safely as possible.
- vii. To formulate procedures for use in case of fire and other emergencies including plans for the safe and effective evacuation of the school premises;
- viii. To lay down procedures to be followed in case of accident;
- ix. To provide and maintain suitable and sufficient welfare facilities.
- x. To develop a training plan to ensure that employees are trained to the appropriate level to fulfil their health and safety responsibilities.
- xi. To monitor and review the effectiveness of health and safety systems with a view to continuous improvement.
- xii. To ensure that staff are aware of the importance attached to Health and Safety and that management may invoke the School behaviour Policy in the event of non-compliance with the requirements of this Policy.
- xiii. To ensure the commitment to the prevention of injury and ill health is fulfilled
- xiv. To ensure compliance to legal, and other requirements who which the school subscribes
- xv. To ensure commitment to continual improvement.

2 Organisation

Local Management of Schools (LMS) requires the school staff, Governing Body and the Local Authority (LA) Health, Safety and Wellbeing Service, to work together to ensure health, safety and welfare objectives are achieved.

2.1 The Governing Body

2.1.1 The Education and Inspection Act 2006 gives governing bodies' important powers and duties in controlling school premises and managing schools including health, safety and welfare responsibilities towards employees, pupils and visitors.

2.1.2 In particular the Governing Body is responsible for -

- i) ensuring that the Health and Safety Policy is implemented and monitored within the school;
- ii) ensuring that the school has considered its health and safety obligations and has made provision for meeting these obligations, the LA recommend that this is best achieved by making health and safety an integral part of the schools development plan;

- iii) receiving health and safety guidance and information distributed by the Health, Safety and Wellbeing Service and ensuring that proper arrangements are made within the school for complying with the guidance;
- iv) ensuring that regular reports of accidents and dangerous occurrences are provided by the Head Teacher and that any necessary alterations to working practices and procedures decided upon are implemented;
- v) ensuring that appropriate facilities and opportunities are provided for accredited safety representatives to perform their duties;
- vi) Ensuring that health and safety issues concerning the school are identified, decisions are taken and that effective action is carried through.
- vii) ensuring that all reasonable inspection facilities and information are provided on request to officers of the Health, Safety and Wellbeing Service, Inspectors of the Health and Safety Executive (HSE) and any other official Health and Safety Officials;
- viii) ensuring that conformity to safety standards for goods purchased and equipment installed form part of the school's purchasing policy;
- ix) ensuring that procedures exist for checking that any items offered for use by the school are safe;
- x) ensuring that school journeys are arranged and properly supervised in accordance with LA and DFE Guidance;
- xi) ensuring that suitable health and safety provision is made for pupils with special needs and the staff involved;

2.1.3 The Governing Body is also responsible for planning and setting standards which include:

- i) Ensuring hazards are identified, risk assessments are undertaken and standards are set to achieve health and safety objectives.
- ii) Ensure clear plans for coping with sudden emergencies are developed and maintained.
- iii) Developing a positive health and safety culture.
- iv) Ensuring that a training plan is developed which:-
 - a) enables appropriate training to be provided to employees so that they can fulfil their health and safety responsibilities.
 - b) Provides induction training for new employees including temporary, part time and supply staff.

2.2 Head Teacher's Responsibilities

2.2.1 The overall responsibility for all school health, safety and welfare organisation and activity rests with the Head Teacher, who will:

- i. Work in conjunction with the governing body to revise and update on a continuing basis the Health and Safety Policy.
- ii. Co-ordinate the implementation of the LA and governors' health and safety and welfare procedures in the school.
- iii. Make clear any duties in respect of health and safety, which are delegated, to members of staff (this should be in writing).
- iv. Ensure that problems in implementing health and safety policy are reported to the LA Health, Safety and Wellbeing Service.
- v. The conducting of risk assessments.
- vi. Arrange annual review of the working documents and systems, which support the policy, such as:-
 - Emergency procedures
 - Provision of first-aid in the school
 - The risk assessments
 - Off-site visitsand make appropriate recommendations to the Governing Body.
- vii. Put in place procedures to monitor the health and safety performance of the school.
- viii. Ensure that all major hazards are reported immediately to the Health, safety and wellbeing service and stop any practices or the use of any plant, tools, equipment etc. considered to be unsafe, until satisfied as to their safety.
- ix. Make recommendations to the Governing Body for additions or improvements to plant, tools, equipment, machinery, etc. which presents hazards.
- x. Review regularly the dissemination of health and safety information in the school paying particular attention to newly appointed and temporary staff, volunteer helpers and other users of the premises.
- xi. Develop a health and safety training plan for all employees.
- xii. Maintain and keep up to date the master copy of the health and safety policy together with all accompanying documentation.
- xiii. Report to the Governing Body the Health and Safety performance of the school annually through health and safety annual review meeting and secure funding for any identified Health & Safety costs.

- xiv. Developing action plans,
- xv. Providing appropriate protective equipment,
- xvi. Monitoring staff performance and taking corrective actions where necessary,
- xvii. Reporting and investigating accidents and incidents in association with the Health, Safety and Wellbeing Service,
- xviii. Partaking in Health, Safety and Wellbeing audits,

Head Teachers may delegate various health and safety responsibilities through their respective hierarchies. However, where responsibility is delegated, sufficient resources should be allocated to ensure that these responsibilities can be effectively implemented.

2.3 Responsibilities of the Deputy Headteacher/Business Manager

- i) Be responsible for ensuring the day to day operational requirements of the health and safety policy are implemented.
- ii) Will maintain an up to date copy of the health and safety policy together with all associated documentation relevant to the faculty involved.
- iii) Notify the Site Manager and/or Head Teacher of any health and safety concerns and any financial implications identified by the Risk Assessment process.
- iv) Be the focal point for reference on health safety and welfare matters and to give advice or indicate source of advice.
- v) Liaise with and report directly to the Governors on all matters of Health and Safety
- vi) Ensure the day to day implementation of this policy including the maintenance of appropriate Risk Assessments for School and off-site activities and seeking the approval of the Governors for meeting the financial implications of identified control measures.
- vii) Ensure that all certification and statutory inspections are kept up to date.
- viii) To investigate accidents, dangerous occurrences and near misses, complete accident reports via AssessNET.
- ix) Issue updates as required to all holders of health and safety policy documents.

2.4 Specific Risk Areas

2.4.1 Catering Operations

- i) The Cook and other contracted staff are responsible for ensuring that the Health and Safety requirements of the organisation are implemented on a daily basis and will ensure that the relevant parts of the school policy, especially those relating to emergency procedures, are followed by all catering staff.
- ii) The Cook will advise the Site Manager and/or Head Teacher of any health and safety concerns.

2.4.2 Grounds Maintenance

- i) The Grounds Maintenance contractors will have its own health and safety policies relating to their activities which must be followed on site and in addition the contractors' employees will familiarise themselves with the relevant policies of the school, including the school Risk Assessment for Grounds Maintenance.
- ii) In-house ground maintenance, grass cutting and litter picking will be covered by this policy and will be the responsibility of the competent person named in Appendix 1.

2.4.3 Contractors

- i) Contractors will have their own health and safety policies relating to their activities which must be followed on site and in addition they must make themselves and their employees aware of relevant school requirements, especially in relation to Emergency Procedures. A pre-contract meeting will ensure these requirements are met.

2.5 Classroom Teacher's Obligations

2.5.1 The health and safety of pupils in classrooms is the responsibility of class teachers. Class teachers are expected to:

- i) check classroom area is safe
- ii) check equipment used is safe before use
- iii) ensure safe procedures are followed
- iv) give clear instruction and warnings to pupils, as often as necessary
- v) report defects to the Premise Officer
- vi) avoid introducing personal items of equipment (electrical, mechanical) into school without authorisation from the Head teacher
- vii) follow safe working procedures personally
- viii) Carry out special tasks as assigned in Appendix 1 (this will identify any particular duties that teachers are responsible for if any). This may require additional training for the specialist teaching staff, LSA's or technicians to ensure documentation and knowledge is based on the most recent standards and practice
- ix) Complete a teaching room risk assessment based on the HSE guidance and document (Appendix 4) along with further risk assessments based on any control measures identified.

2.6 Obligations of all Employees under the Health and Safety at Work Act 1974.

2.6.1 All employees are expected

- i) Take reasonable care, while at work, to ensure that you do not endanger either yourself or anyone else who might be affected by your actions or omissions.
- ii) to know the health and safety organisation and arrangements to be adopted in their own working areas and to ensure they are applied;
- iii) Co-operate with your employer or any other appropriate person in respect of any concern relating to Health, Safety and Wellbeing.
- iv) to observe standards of dress consistent and appropriate with safety and/or hygiene;
- v) to exercise good standards of housekeeping and cleanliness;
- vi) to know and to apply procedures in respect of fire, first aid and other emergencies;
- vii) Not misuse or interfere with any safety equipment and/or protective clothing provided for health and safety purposes.
- viii) Work with Health, Safety and Wellbeing in mind and demonstrate a positive attitude towards Health, safety and Wellbeing.
- ix) To co-operate with the appointed Trade Unions Health and Safety Representatives and the officers of the Health and Safety Executive or the Local Authority.
- x) To report all accidents, defects, dangerous occurrences and near misses to the Site Manager / Headteacher.

2.7 Responsibilities of the Site Manager

- i) Have a general responsibility for the application of the school's health and safety policy to their own area of work, and are directly responsible to the Head Teacher.
- ii) Will establish and maintain safe working procedures including (referring to relevant documents) arrangements for ensuring so far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances (e.g. chemicals, boiling water and sharp instruments).

- iii) Will carry out regular health and safety assessments of the activities for which they are responsible, and report to the Head Teacher/Senior Leadership Team (SLT) any defects, which need attention.
- iv) Will, where appropriate, ensure relevant advice and guidance on health and safety matters is sought.
- v) Will advise the Head Teacher on requirements for health and safety equipment and on additions or necessary improvement to plant, tools, equipment or machinery.

2.8 School Health and Safety Representatives

2.8.1 The Governing Body and Head teacher recognise the role of Health and Safety representatives appointed by a recognised Trade Union. Where there are no unions appointed safety representatives the Head teacher will appoint Representatives of Employee Safety from volunteers in consultation with all staff. Health and Safety representatives must be allowed to:

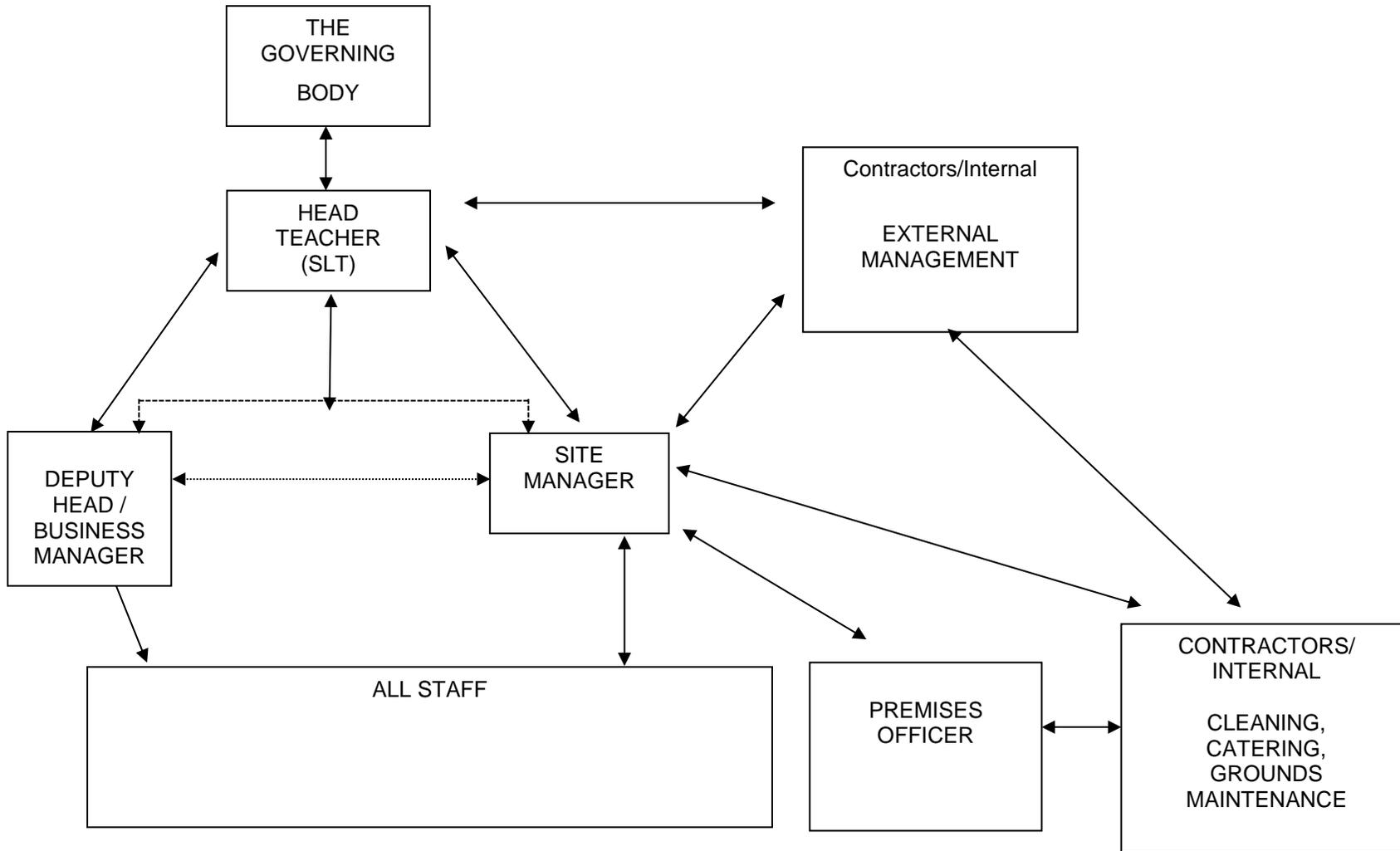
- i) Investigate accidents and potential hazards.
- ii) Investigate complaints by constituents about matters relating to health, safety and welfare.
- iii) Make representation to the employer about such matters arising from such complaint and such investigation and on general issues affecting health, safety and welfare in the workplace.
- iv) Carry out school inspection within directed time, but wherever practicable outside teaching time.
- v) Represent constituents in consultation with enforcement agencies.
- vi) Receive information that inspectors are required to provide.

2.9 Visitors and Other Users of the School

2.9.1 Visitors and other users of the premises will be required to observe to health, safety and welfare rules of the school. In particular parents and other volunteers helping out in school, including those associated in self-help schemes will be made aware of the health and safety policy applicable to them by the teacher to whom they are assigned. Visitors unknown to staff and pupils must wear an identification badge at all times. The Receptionist/SLT will inform all staff when unknown visitors are on site who will then inform the pupils; all safeguarding procedures will apply. All visitors must sign in and out at the school office.

2.9.1 Note: All relevant tasks should be identified and allocated to an individual through part 2 (organisation) of this policy

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3 Arrangements for Implementation

3.1 Distribution of Health and Safety Information

- i) The master copy of the Safety Policy, Risk Assessments, COSHH Assessments, Working Documents, Codes of Practice and guidance will be kept in the Head teacher's office and IT Server. Staff are encouraged to refer to these documents and seek advice whenever they are considering health and safety issues.
- ii) A copy of the Safety Policy together with relevant documents concerning specific areas will be kept by the Site Manager.
- iii) All staff will receive copies of the Safety Policy and will be expected to familiarise themselves with the contents. Where codes of practice, guidance and advisory booklets or leaflets are referred to in this policy copies can be found at the locations set out above.
- iv) The Head Teacher will issue updates, new guidance and approved revisions as soon as they become available.
- v) All new staff including part time, temporary and supply staff will be provided with a copy of the policy (parts I to III) and will receive induction training which will include relevant health and safety issues.
- vi) The Health & Safety Law poster is displayed in the staff room.
- vii) Specialist teaching areas will keep copies of relevant risk assessments and documentation identified in the locations of Appendix 1. Templates of these documents are Appendix 2, 3 and 4 and can be found electronically on the school server.

3.2 Accidents, Dangerous Occurrences and Near Misses

- i) **Immediate first aid**
Accidents involving injury or ill health effects will be notified immediately to the nearest first aider (see appendix 1) to facilitate first aid treatment. Where injuries are serious enough to warrant hospital treatment staff must telephone 999 for an ambulance to transport the patient to hospital, inform the next of kin and the Head Teacher.
- ii) **Incident Reporting on AssessNET**
Staff should ensure that all accidents involving injury or ill health effects are notified to the Head Teacher with enough information to allow him/her to complete an incident report on AssessNET – Leicestershire County Council's accident recording system.

iii) **Internal Reporting and Investigation**

A member of staff who witnesses, or is first on the scene or first to be informed of any accident, dangerous occurrence or near miss will complete the internal report form as soon as possible after the incident and send it to the Head Teacher. The Head Teacher will investigate all incidents reported by staff unless so trivial in nature that investigation is not warranted. Investigations will involve consultation with Safety Representatives with the aim of identifying the cause and implementing preventative strategies.

iii) **Compliance with RIDDOR regulations**

The Head Teacher will determine which accidents and dangerous occurrences are required to be notified to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. The Head Teacher will complete the necessary report form (F2508) and, following consultation with the LA, send it to the enforcing authority within 15 days of the incident. In the event of a major injury or fatality the notification must be immediate, by telephone, with written confirmation (F2508) following as soon as possible.

3.3 **Asbestos**

- i) It is the policy of the Governing Body that no work of any kind shall be undertaken by any staff employed at the school on any material which either contains or may contain asbestos.
- ii) The Control of Asbestos at Work Regulations 2012 require that all materials containing or having the potential to contain asbestos will be identified and their location marked. The survey to comply with these requirements will be carried out by the local authority property services department. A copy of the results of that survey will be kept by the responsible person i.e. The Head Teacher. All contractors must check available information in the School's Asbestos Survey and sign the ASB100 sheet before commencing work on site.
- iii) The School's Local Asbestos Management Plan (LAMP) has been produced to assist the Head Teacher in fully complying with their duties to manage the risks associated with asbestos. This document will be reviewed regularly and communicated to all relevant parties.

3.4 **Contractors**

3.4.1 All Contractors will:-

- i) observe their own health and safety policies and procedures
- ii) report to the Premise Officer and sign in at Reception on arrival
- iii) comply with the general requirements of the school health and safety policy particularly in relation to emergency procedures

- iv) examine the Asbestos survey prior to commencing any work on site and sign the ASB100 sheet
- v) comply with the requirements of the Construction (Design & Management) Regulations 1994
- vi) report to the Premise Officer and sign out at reception when leaving

3.5 **COSHH – Control of Substances Hazardous to Health Regulations 2002**

- i) The term hazardous substance describes a wide range of substances with the potential to cause harm if they are inhaled, ingested, injected or absorbed through the skin or released into the environment. This can include chemicals, dusts, mists, fumes, gases, vapours and biological agents.
- ii) The school will maintain an inventory of hazardous substances stored on site.
- iii) Safety data sheets will be obtained from the supplier for each substance.
- iv) Risk Assessments required under COSHH will be undertaken on all hazardous substances. These assessments will only be carried out by competent persons. For the purposes of this policy a competent person is one who has received sufficient training and has the knowledge and experience to make decisions about the risks and actions needed
- v) COSHH also applies to biological agents connected to the workplace e.g. Legionellae, dust in harmful concentrations, pesticides not covered by CHIP and substances produced in chemical processes.
- vi) Copies of COSHH risk assessments including actions required will be kept in accordance with 3.1 of this Part detailing the distribution of Health and Safety Information.
- vii) As a general principle it is the policy of the Governing Body that wherever possible safer alternatives be considered when purchasing hazardous substances

3.6 **Display Screen Equipment**

- i) The Health and Safety (Display Screen Equipment) Regulations 1992 require employers to minimize the risks for staff who habitually use DSE as a significant part of their normal work.
- ii) Staff who habitually use DSE shall complete a DSE self -assessment in accordance with the Guidance on Regulations issued by the HSE. This self-assessment shall be repeated every two years. This will be monitored by the Office Manager.
- iii) Eye tests should be facilitated for those staff falling within the regulations in accordance with the above guidance.

- iv) Staff using DSE must ensure that the adjustable elements of their workstation are set to promote ease of use and comfort e.g. screen, mouse and keyboard position, height of seat, avoidance of glare and reflections, etc. More detailed information is available in the guidance and in the HSE leaflet “Working with VDU’s”, and on Leicestershire Traded Services website.

3.7 Electricity at Work

3.7.1 The Electricity at Work Regulations 1989 requires that electrical installations be maintained to prevent danger.

- i) Arrangements for the inspection and testing of fixed installations will be organised by the Council’s Property Services Department at 5 yearly intervals and in the event of a fault developing.
- ii) Portable equipment shall be checked in accordance with the guidance issued by the LA and summarised in an inventory. See Appendix 5 for the LA guidance on ‘Electrical safety’.
- iii) In addition to the safety checks detailed above staff using portable equipment should take notice of the condition of plugs and flexes each time a particular piece of equipment is used and should report any faults identified to the Head Teacher.

3.8 Emergency Procedures

3.8.1 Evacuation

- i) Buildings will be evacuated in emergency situations such as suspected fire, bomb threat, gas leak or any other situation, which may cause an imminent risk to personal safety.
- ii) In the event of a suspected fire the alarms will be operated but in other cases such as a gas leak emergency contact procedures will operate to evacuate all buildings without sounding the alarms or operating any electrical equipment.
- iii) In all cases buildings will be evacuated by the nearest fire exit route that is safe to the approved assembly points identified in Appendix 1.
- iv) The Head Teacher and or in the absence of the Head teacher the next most senior member of staff will determine when it is safe to re-occupy the buildings on the advice of the emergency services.

3.8.2 Fire

- i) A Type 1 and Type 2 fire risk assessment must be in place and reviewed on a regular basis

- ii) All fire appliances will be checked at least annually by specialist maintenance personnel.
- iii) All fire doors must be fitted with a closing device so that they are normally closed. Fire exit doors must be unlocked and easily accessible and openable from within the building.
- iv) The fire alarms will be tested on a weekly basis using a different call point each time and the results should be recorded.
- v) Fire drills will be held once per term, when the Fire Marshals will record the evacuation time and the general performance of the drill.
- vi) Appropriate members of staff will be trained how to use relevant fire appliances. The Head teacher will identify fire-training needs and will incorporate that information into the Health & Safety Training Plan.
- vii) Clear instructions must be issued to staff regarding the nearest fire call point, fire extinguisher, the means of escape and assembly points during fire drills. These instructions must be issued on the first day of employment as part of the induction process. Details of Fire Marshals and assembly points are set out in Appendix 1.

3.8.3 Bomb Threat

- i) In the event of a warning the Head teacher will institute emergency evacuation procedures. Personal belongings should be taken out at the same time if that can be achieved without causing undue delay. This will facilitate the search process. The Assembly point may be redirected to a different area on site under the direction of the Head teacher or emergency services.
- ii) Any suspicious objects should be reported to the Head Teacher. Under **no** circumstances should the object be touched or moved.
- iii) For further information please see Suspicious Packages: Anthrax and Other Biological Threats Guidance

3.8.4 Chemical or Biological Incident

- i) Any chemical or biological incident within the school will be dealt with according to the scope and seriousness of the incident. Appropriate emergency procedures will be applied by the Site Manager in consultation with the Head Teacher.

3.8.5 First Aid

- i) First Aid boxes will be maintained at the sites specified in Appendix 1 to this part.
- ii) It is the policy of the Governing Body that there will be sufficient numbers of trained First Aiders on the site at all times. Those with current certificated

training are listed in Appendix 1. The number of pupils within the school will be also considered when calculating the first aid requirements.

- iii) A nominated "Appointed Person" for the purposes of the First Aid at Work Regulations 1981 and will ensure that first aid box contents are replenished at least once a term.
- iv) A record of treatment given must be maintained by the qualified first aider or appointed person and shall be used in conjunction with the accident reporting and investigation procedures as a means of accident prevention. In addition good records of initial treatment may be valuable if further medical attention is required, or if legal action is considered by those involved in an accident.
- v) External and internal contractors will maintain their own first aid boxes and provide their own trained first aiders, although they will be allowed to use the school first aid boxes in an emergency. In that event the nominated 'appointed person' must be notified so that replenishment can be organised.
- vi) Accidents should be records in accordance with 3.2 of this Policy.

3.9 Glass and Glazing

- i) Doors which can be pushed open from either side should have a viewing panel appropriate to users so that a clear view of the area close to both sides is allowed.
- ii) Where windows and transparent or translucent surfaces in walls, partitions, doors, etc. pose a risk of injury they should be made of safety material or otherwise protected against breakage. (Refer to establishment glazing risk assessment)

3.10 Inspections, Monitoring and Audit and Review of Performance

3.10.1 Inspection

- i) General inspections take place once per term by the Site Manager with the assistance of other managers as necessary and in consultation with the Safety Representatives. Inspection reports are kept in the premises office.
- ii) In addition staff in supervisory roles will carry out monthly checks on their area of operation and report any problems to the Site Manager.
- iii) Pre-use inspections of equipment will take place where the need is identified by risk assessment.

3.10.2 Monitoring

- i) The Health and Safety Committee will meet at least once per term and usually following the termly inspection so that any issues found can be addressed.
- ii) The Head teacher will monitor the school's performance on Health and Safety issues.
- iii) The Governing Body will conduct an annual management review of health and safety and will have a standard item on the agenda of each meeting for any Health and Safety issues arising.

3.10.3 Audit and Review of Performance

- 3.10.3.1 There will be a regular audit of all aspects of Health and Safety conducted by the Health, Safety and Wellbeing Service. Safety Representatives will be invited to participate in the audit process. Findings will be reported to the Governing Body.

3.10.4 Performance Standards

- 3.10.4.1 The school should set performance standard based on annual statistics. They will enable standards to be monitored and acted upon where needed.

3.11 Lifting Operations and Lifting Equipment

- i) Passenger or goods lifts on site together with any lifting equipment is covered by the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).
- ii) The Site Manager will ensure that the statutory inspections take place when due.
- iii) All staff using the equipment must be familiar with the Health and Safety requirements regarding its use.

3.12 Management of Health and Safety

- ii) The school will implement the principals of the Health and Safety Management System OHSAS 18001. This will be achieved by following guidance from the Health, Safety and Wellbeing Service.
- iii) Risk assessments and safe systems of work will be developed and implemented in each section by competent persons with the assistance of the Site Manager. These will be available to all employees in the locations set out in section 3.1 Distribution of health and safety information. Training will be given where necessary in accordance with the Health and Safety Training Plan which will be revised annually.

- iv) The Governing Body wishes to ensure that health and safety becomes an integral part of the daily operation of the School and to that end it is essential that all employees comply with Section 7 of the Health and Safety at Work etc. Act 1974. This section imposes duties on employees to take care of their own health and safety and that of others who may be affected by their actions or omissions. In demonstrating that care staff will be expected to follow advice and training given and to report to their immediate line manager any hazards, incidents or near misses.

3.13 Manual Handling

- i) It is the policy of the Governing Body that management and staff will comply with the requirements of the Manual Handling Operations Regulations 1992 and the guidance issued by the Health, Safety and Wellbeing Service.
- ii) The general principles are to avoid manual handling wherever possible, to assess the risks where manual handling is necessary and to reduce those risks to the lowest level which is reasonably practicable.
- iii) Training will be a key part of reducing the risks for those staff involved in manual handling.
- iv) Manual handling risk assessments will be undertaken for manual handling tasks.

3.14 New Plant, Machinery and Equipment

- i) The relevant requirements are contained in the Provision and Use of Work Equipment Regulations 1998 (PUWER). It is the responsibility of manufacturers and suppliers to ensure that any article is designed and constructed to be safe and without risk to health when properly used. They must give instructions to purchasers as to the way in which the article may be used safely. This information will then be given to employees during instruction on safe use.
- ii) Second hand articles or those belonging to staff will not be allowed to be used on site without the express permission of the Head teacher. He/she will not grant such permission unless he/she can be sure that all Health and Safety implications have been satisfied.
- iii) Details of new equipment will be added to the school's inventory of equipment and will be maintained in accordance with manufacturer's instructions.

3.15 Noise at Work

- i) The Noise at Work Regulations 2005 require employers to assess and minimise the risks associated with exposure to high levels of noise there is an approved code of practice (L108) on the implementation of these regulations issued by the HSE.

- ii) In the School environment the circumstances where these regulations may apply are very limited. Assessments will be made on the noisiest activities to determine whether it is likely that they will apply e.g. grounds maintenance equipment.
- iii) As a general rule the regulations will not apply where noise levels are below 85dBA. Where trigger levels are exceeded an external competent person will be commissioned to carry out the required assessment.

3.16 Occupational Health

3.16.1 Access to Occupational Health services

- i) The LA has an Occupational Health Service, which can provide confidential assistance on a wide range of matters affecting personal health.
- ii) Staff wishing to access this service should initially discuss the problem with the Head teacher, who will respect the privacy of the individual concerned.
- iii) Where the health of an individual is causing concerns for the health and safety of others, management reserve the right to refer that person to the occupational health service following consultation with the LA.

3.16.2 Bullying

- i) Bullying of any employee will not be tolerated and will be regarded by the Governing Body as a disciplinary issue. Management in dealing with such incidents for addressing bullying will be developed and its contents will follow LA procedures.

3.16.3 Drugs and Alcohol Policy

- i) Where it is apparent that the behaviour and performance of an individual is impaired by drugs, substance misuse or alcohol to the extent that there is a potential risk to the health and safety of others the matter will be dealt with in accordance with the approved Substance Misuse Policy
- ii) Managers have the option of involving occupational health services following discussion with the individual concerned in an attempt to provide constructive assistance. In serious cases managers may involve disciplinary procedures.

3.16.4 Health Surveillance

- i) It is not considered that any employees on site are subjected to continued exposure to any substances which are so hazardous as to require their health to be monitored.

3.16.5 Health Promotion

- i) The Governing Body recognises that, whilst it will make every effort to provide a healthy workplace, it is the behaviour and personal choices of the employee that have the greatest impact on individual health. The 3 most important factors affecting health are smoking, diet and lack of regular exercise.
- ii) Assistance will be given wherever practical in relation to:
 - a) smoking cessation courses
 - b) encouraging healthy diet (healthy options available in school dining facilities)
 - c) encourage staff to use the sporting and exercise facilities on site (where available)
- iii) Maplewell has a wellbeing working party of staff who are there to support staff at school and will work closely with the leadership team to promote the wellbeing of staff throughout the school.
- iv) Staff can seek further support and advice from LCC Health, safety and well-being. Support can be given to employees for stress, resistance, mindfulness, relaxation and further areas. Details can be found on the county website.

3.16.6 Legionnaires Disease

- i) Legionnaires disease is caused by ubiquitous bacteria which are present in water systems and when allowed to colonise and proliferate can cause serious outbreaks of disease. This is well recognised and an Approved Code of Practice (L8) has been issued by the HSE.
- ii) A legionella risk assessment will be undertaken on a regular basis and will form how the school manages the risk of water hygiene issues. This will be filed in the premises office.
- iii) Whilst it has frequently been associated with cooling towers it is also common in showers, whirlpool baths, spray taps and virtually any water system capable of generating airborne droplets which can be inhaled.
- iv) The advice in the Approved Code of Practice will be followed on site. Specific actions will include removal of all shower heads and sterilising them prior to the commencement of each school year. Hot and cold water systems will be flushed through to remove any stagnant water from the system and storage tanks will be checked for any growth of algae. This will be undertaken by the Site Manager or the Council's Property Services Department.

3.16.7 New and Expectant Mothers

- i) The guidance issued by the HSE in their booklet "New and expectant mothers at work – A guide for health professionals" will be followed.
- ii) A risk assessment will be completed by the relevant line manager in school.

3.16.8 Smoking Policy

- i) The School Smoking Policy will be followed which means specifically that smoking is not allowed in any building where there is a risk of others being affected by passive smoking.

3.16.9 Stress at Work

- i) Stress is becoming an increasingly important issue. The LA has produced a general guidance document entitled 'The Management of Stress in the Workplace'. It is the policy of the governing body that this guidance is followed.

3.16.10 Violence at Work

- i) Violence to any employee will be treated very seriously and the advice set out in the document issued by the HSE (violence at work – a guide for employers) will be adopted as the means of dealing with such incidents when they occur and in the development of strategies to minimise their occurrence.

3.17 Off-site Educational Visits/Activities

- i. It is imperative that the guidance manual issued by the LA is strictly adhered to. This information is regularly updated on the Leicestershire Traded Services website and is used to inform the School's guidance and procedures for Educational visits and activities. A good practice guide has been issued by the DCS entitled "Health and Safety on Educational Visits" which must also be followed. This information can be found on the Leicestershire Traded Services website and is used to inform the School's guidance and procedures for Educational visits and activities.
- ii. All visits to sites which involve overnight stays, adventurous activities or foreign travel must be assessed and approved by the LA and leaders must have LA authorisation before the venture takes place.
- iii. In addition to LA guidance all staff participating in an off-site visit must follow any school policies and the leader must have permission from the Head Teacher prior to the venture taking place.
- iv. The visit leader should complete a relevant risk assessment before the visit is due to take place. The risk assessment must cover all aspects of the venture for which the school has responsibility including plan B.
- v. All schools must have a trained Educational Visits Co-ordinator in place for off-site visits to take place.
- vi. Any teacher wishing to participate in an off-site visit must follow the school policy and must submit a request for permission together with a risk assessment carried out by a competent person to the Head teacher at least 10 working days before the visit is due to take place.

- vii. A good practice guide has been issued by the DCS entitled “Health and Safety on Educational Visits” which must also be followed.

3.18 Personal Protective Equipment

- i) The requirements of the Personal Protective equipment at Work Regulations 1992 and the Guidance on Regulations issued by the HSE (L25) will be followed.
- ii) The circumstances where these regulations apply are fairly limited within school premises e.g. Science & Technology, but where risk assessment has identified that any personal protective equipment is necessary it will be supplied by the school. Employees must then ensure that it is worn at appropriate times.
- iii) Abuse of any PPE supplied is a direct offence under Section 8 of the Health and Safety at Work Act 1974.

3.19 Safety Representatives/Safety Committee/Consultation

- i) Under the Safety Representatives and Safety Committees Regulations 1977 employers must put in place arrangements to enable Safety Representatives to be consulted on appropriate health and safety issues.
- ii) The Health and Safety (Consultation with Employees) Regulations 1996 require employers to consult with representatives or directly with non-union employees.
- iii) Employers also have obligations under the Health and Safety (Information for Employees) Regulations 1989
- iv) The Governing Body will fulfil these obligations through the Head Teacher who will involve all staff including representatives in the development of health and safety. This policy details the methods of involvement including accompanied inspections, safety committee meetings, development of risk assessments, disseminating information and assisting in developing training needs.

3.20 Site, Building and Staff Security and Safety

3.20.1 Site

- i) The site should be made secure and gates closed when the site is not in use. Gates should be closed when possible during the day to act as a deterrent.
- ii) Doors will be secured with locks/key-pads, as will gates and other high risk areas.
- iii) No child will be permitted to open the main exterior doors to any person known or unknown; this is the responsibility of the adults in charge.
- iv) Signs will be placed at all main entrance points requiring visitors to report to the school office before entering the site.

- v) No child will be permitted to leave the site without prior written consent from a parent or carer. Any pupil leaving the site during school hours should be signed out/in by a parent or carer. A separate risk assessment will be enforced for Home-time procedures.
- vi) Any member of staff leaving the premises should make it known to the Head Teacher and/or secretary; they should also report their return to school. When the Head Teacher leaves (and returns) the school site, he will inform the next most senior member of staff, who will assume responsibility for the school in his absence; other staff will also be made aware as appropriate.
- vii) There will be designated areas on the playground/field for specific play activities, e.g. football, running. Pupils will be involved in Risk Assessments for safe play.
- viii) A separate, smaller play area is available for younger pupils if needed.
- ix) Rules for safety around the school site will be an integral part of class discussions with all pupils at appropriate times during the school year. This will be made clear through the behaviour policy.

3.20.2 **Separation of Vehicular and Pedestrian movement**

- i) The Head Teacher will ensure that car parking arrangements, including those for disabled persons, do not compromise the safety of pedestrians.
- ii) The Head Teacher will ensure that when contractors are on site that their activities and vehicular movements do not compromise the safety of pedestrians.
- iii) The Head Teacher will request that deliveries are not made during break or lunch times, or for 15 minutes prior to the opening and after the close of school in order to avoid peak pupil movement times.
- iv) Separate access will be provided for pedestrian access which removes as far as reasonably practicable the risk of contact with moving vehicles.
- v) A risk assessment will be undertaken for all vehicular movement on site.
- vi) It is the responsibility of all staff to ensure the safety of pupils in and around the access points to the school hall. The Head Teacher will liaise with the dinner-delivery-driver regarding acceptable means of vehicular access and egress.
- vii) The drive to the school hall will not be for public use, i.e. disabled, emergency vehicles only; this includes pedestrians. Exceptions will be made with prior consent of the Head Teacher, e.g. visiting teachers/coaches with equipment to unload; parents & toddlers walking down the drive rather than through a busy playground.

3.20.3 **Staff**

- i) Staff working either in isolated parts of the building and/or out of normal hours should follow the LA advice on "Lone Working Policy" where applicable.

- ii) Staff should consult the 'lone working' policy to assist in this situation.
- iii) Risk Assessments for any lone working activities will be completed and appropriate controls will be implemented as required.
- iv) Contract cleaning staff should sign in with the caretaker on commencement of work and sign out at the end of their shift.

3.20.4 **Visitors**

Visitors must sign in at reception and will be issued with a visitor's badge which must be returned on leaving the site.

3.21 **Statutory Inspections and Examinations**

3.21.1 Statutory inspections and examinations of boilers, pressure vessels lifting equipment and fire equipment will be carried out at statutory intervals by competent persons. The register of these will be held by the Site Manager who will confirm that arrangements for inspection and examination are made by the due dates in accordance with the manufacturer's instructions.

3.22 **Supervision of Pupils**

3.22.1 The Head Teacher shall take all reasonable steps to ensure that appropriate staff supervision is provided for pupils during lessons and off-site activities.

3.22.2 The Head Teacher shall take all reasonable steps to ensure appropriate supervision by duty staff at break time and lunch time.

3.22.3 All staff will share the responsibility for ensuring that pupils adhere to the school code of conduct in terms of their behaviour when moving between different parts of the buildings and site.

3.22.4 Staff supervising pupils in and around practical rooms i.e. sports hall will be responsible for ensuring that pupil's behaviour is safe and in accordance with the school code of conduct.

3.22.5 In all cases a risk assessment should be conducted that will detail the numbers/ratio in relation to the activity and the individuals taking part in the task.

3.22.6 Specialist teaching areas will conduct risk assessments to ensure pupil safety throughout these lessons

3.23 **Training**

3.23.1 All employees shall be instructed as to possible hazards which may occur at their place of work and shall receive such information, instruction and training as may be deemed necessary to enable them to do their work in a safe and efficient manner. Safety training will be incorporated into an annual plan which will be approved by the Governing Body.

3.23.2 The Training Plan will cover:-

i) **Induction Training**

Every effort must be made to ensure that all new staff receive appropriate induction training which should include making them aware of their statutory duties, emergency procedures, relevant risk assessments and an explanation of this policy. On the first day of employment the Safety Induction checklist must be completed and a copy of this parts 1 to 3 of this policy will be issued.

ii) **Management Training**

The Governing Body recognises that all sectors of management must receive the training necessary to enable them to effectively carry out their duties in the areas for which they are responsible.

iii) **Specialist Training**

The Head teacher will arrange specialised courses of training as appropriate for employees in the safety requirements of their duties. The need for such courses will have been identified in the Training Plan.

iv) **Fire Training**

All members of staff shall receive training on actions to be taken in the event of fire, advice on fire precautions and where necessary, practical training on the use of firefighting equipment and alarms.

3.23.3 The school will follow LCC's Competence Training and Awareness Policy to ensure that all staff have sufficient competence, training and awareness of the occupational health and safety risks associated with their work activities.

3.24 **Visitors**

3.24.1 Employees will ensure that all reasonable steps are taken to safeguard visitors and that they are made aware of emergency procedures.

3.24.2 In the event of an evacuation, visitors should accompany the employee they have come to see to the approved assembly point identified in Appendix 1.

3.25 **Work Experience**

3.25.1 The Head Teacher will ensure that all young persons under the age of 18 who are either employed by the school or gaining work experience have a suitable and sufficient risk assessment in place before they commence employment/the placement.

PART III**APPENDIX 1****COMPETENT PERSONS AND RELEVANT LOCATIONS**

RESPONSIBILITY	COMPETENT PERSON (S) OR IN CHARGE	LOCATION
First Aid Appointed Person	K. North	Cedar cottage, Medical Room, Teaching areas, Office
First Aid Box Locations	K. North	Care office, Medical Room, DT, Food Tech, Kitchen, Science, Gym, MAP, Minibuses, Site Office
First Aid trained staff	Kirsty North, S Matthews, G Smith, Sammi Smith	Cedar cottage
Accidents Notified to	Mandy Paris/Kirsty North	Admin Office/Care Office
Accident Book Kept by	Kirsty North	Care Office
RIDDOR Notifications by	Mandy Paris/Kirsty North	Admin Office/Care Office
Fire Marshals Leads	Matt Whitsey, Steve Sharpe, Jason Brooks, Kirsty North, Mandy Paris/Admin Team	JB office, Premises Office, Cedar Cottage, MAP, Admin Office
Assembly Points	Jason Brooks/Matt Whitsey	8.45am-3.30pm Back drive, 3.30pm to 8.45am MAP
Emergency Procedures	Jason Brooks	Leadership Office
Asbestos Survey & Asbestos Mgt plan	Matt Whitsey	Site Office
Asbestos Log Kept by	Matt Whitsey	Site Office
Statutory Inspections i)Boilers iii)Fire Safety	Matt Whitsey	Site Office
Out of School Visits	Jason Brooks	Main admin office
Risk Assessments	Jason Brooks/Andrew Patterson	JB office/Y7 office
COSHH Assessments	Matt Whitsey/Andrew Patterson	Site Office/Y7 office
Noise Assessments	Matt Whitsey	Site Office
Manual Handling Assessments	Matt Whitsey	Site Office
Work Station & DSE Assessments	Mandy Paris	Admin Office-Office Manager
Electrical Safety	Matt Whitsey	Site Office
Caretaking & Cleaning	Matt Whitsey	Site Office
Grounds Maintenance (Grass cutting, litter picking etc.)	Matt Whitsey	Site Office
Catering	Joanne Bell	Kitchen
Site Manager	Matt Whitsey	Site Office
Occupational Health service	Jason Brooks	Leadership Office
Safety Representatives	Kate Knaggs	Workshop/food
Specialist teaching areas. Risk & COSHH assessment, servicing records etc.	Kate Knaggs Chris Hoult Samina Comerford	Workshop/food PE Science

Appendix 2- Risk Assessment Template (Further guidance can be obtained from LCC 'Risk assessment procedure')

Activities covered by this assessment:			
Site Address/Location:		Department/Service/Team:	
Note: A person specific assessment must be carried out for young persons, disabled staff and new and expectant mothers conducting this activity.			

Hazard (Something with a potential to cause harm)	Who Might be Harmed & How?	Existing Controls	Initial Risk Rating (SxL)			Further Controls Possible (What reasonably practicable control measures could be considered to further reduce the risk rating?)	Residual Risk Rating (SxL)			Action Required		
			Severity	Likelihood	Risk rating		Severity	Likelihood	Risk rating	Who: (Initial)	Date By: (--/--/--)	Done? ✓/✗

To add more rows to the risk assessment, tap the → button until the cursor sits at the end of the row, then press return key.

During this activity, what could go wrong resulting in an emergency situation?	
How could this emergency situation be prevented / controlled?	
Who should respond to a potential emergency situation and how? Have staff been trained to respond to this emergency situation?	
Could any non-routine changes affect the safety arrangements in place for this activity? (Weather, People, etc.) What can be done?	

Risk Assessor(s) Name(s):		Risk Assessor(s) Signature(s):			
Authorised By:		Authoriser Signature:			
Date Conducted:		Date Review Required:		Date of Last Review:	
		Date Review Required:		Date of Last Review:	
		Date Review Required:		Date of Last Review:	

Potential	High	Medium	High	High
	Death, paralysis, long term serious ill health.			

	Medium An injury requiring further medical assistance or is a RIDDOR incident.	Low	Medium	High
	Low Minor injuries not resulting in any first aid or absence from work.	Low	Low	Medium
	Low The event is unlikely to happen.	Medium It is fairly likely it will happen.	High It is likely to happen.	
	Likelihood of Harm Occurring			

Risk Rating Definitions	
Low	This is an acceptable level of risk. No further controls are required as the risk rating cannot be reduced any further. However, it is advised that continual monitoring occurs in order to ensure that no changes / deviation of control measures occur.
Medium	It is advised that further controls are implemented to reduce the risk rating to as low a level as possible. If the risk cannot be reduced to lower than a medium, then on site monitoring should occur to ensure that all stipulated controls are being adhered to.
High	This is an unacceptable risk rating. Urgent interim controls should be implemented to reduce the risk so far as is reasonably practicable. If the risk rating cannot be reduced to lower than a High, then a documented safe system of work should be implemented to control the activity. It may be necessary to seek further professional advice. Serious consideration should be given to the validity of carrying out the activity at all. Monitoring of the activity should occur.

Appendix 3- COSHH Risk assessment Template (Guidance can be found on the LCC 'Control of substances hazardous to health')

Product Name:					
Department Service or Team:				Version number:	
Date Completed:		Next Review Date:		Signature of Assessor:	

<p>Activity/Task: (Enter details of the activity or tasks in which the product is to be used below)</p>

<p>Product/Task Hazards: (All known hazards associated with the product and task should be entered below)</p>	
<p>Possible Exposure: (Staff, Public, Service Users etc.)</p>	

Existing Controls: (All known existing controls should be entered here)

PPE Required:		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
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Possible Exposure: (Staff, Public, Service Users etc.)	
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Risk Rating After Implemented Controls: (Circle as Appropriate)	Unacceptable	Further Controls Needed	Adequately Controlled	More Information Needed
---	---------------------	--------------------------------	------------------------------	--------------------------------

List Further Controls:
(Enter the further controls and there details below)

PPE Required:		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
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Managers Authorisation:		Dated:	
--------------------------------	--	---------------	--

Risk Rating Definitions

Adequately Controlled (Low)	This is an acceptable level of risk. No further controls are required as the risk rating cannot be reduced any further. However, it is advised that continual monitoring occurs in order to ensure that no changes / deviation of control measures occur.
Further Controls Needed (Med)	It is advised that further controls are implemented to reduce the risk rating to as low a level as possible. If the risk cannot be reduced to lower than a medium, then on site monitoring should occur to ensure that all stipulated controls are being adhered to.
Unacceptable (High)	This is an unacceptable risk rating. Urgent controls should be implemented to reduce the risk so far as is reasonably practicable. If the risk rating cannot be reduced to lower than a High, then a documented safe system of work should be implemented to control the activity. It may be necessary to seek further professional advice. Serious consideration should be given to the validity of carrying out the activity at all. Monitoring of the activity should occur.
More Information Needed	More information is required to understand the risk levels involved in the storage, use and disposal of substances.



Health and safety checklist for classrooms

How this checklist can help you

School premises are a valuable resource for local communities and are increasingly being used for extended services.

Health and safety in a school is about taking a sensible and proportionate approach to ensure the premises provide a healthy and safe place for all who use them, including the school workforce, visitors and pupils.

Because written risk assessments are not required for every classroom activity, this checklist is being made available for use as required. It is not mandatory, but is intended as a helpful tool. Schools may choose other ways to comply with health and safety legislation and ensure staff and children are safe.

School-wide measures should be in place to deal with the real risks, so that teachers and support staff do not need to produce written assessments for an ordinary classroom – unless new activities lead to additional risks.

Members of staff can use this checklist to help ensure ordinary classrooms meet minimum health and safety standards. However, the results and findings from completed checklists will provide a useful resource to the school management team when reviewing their whole-school risk assessments.

The checklist is a tool for school staff to raise awareness of areas of concern in a classroom. Employers in the education sector, whether they are a local authority, governing body, trust or proprietor, have wider responsibilities under health and safety law (see www.hse.gov.uk/services/education for further advice).

Using the checklist

This checklist covers the most common areas of concern/risk in ordinary classrooms, but is not exhaustive. It does not cover drama and sports facilities or specialist classrooms, including laboratories, art, IT, design and technology facilities or pupil referral rooms.

It can be used by class teachers, teaching assistants, premises staff or department heads – those running the school can decide how best to use the checklist in their school. It can be used as required, for example at the start of a term to provide reassurance to teaching staff that the most common areas of risk in the classroom are being adequately controlled.

It is designed to be helpful and quick and easy to use but there is no obligation on staff to use it. If an issue is not relevant to a classroom, simply mark it as 'N/A' (not applicable) and move to the next question. There is space at the end to list any additional issues.

Further information

HSE's homepage (www.hse.gov.uk/) has information on general topics to help employers and teaching staff comply with health and safety law. We have specific web pages for education, which provide guidance

on the common types of risks within the sector (www.hse.gov.uk/services/education).

The Department for Education, Welsh Assembly Government and Scottish Government have guidance for schools on health and safety:

- **England:**
www.education.gov.uk/schools/adminandfinance/healthandsafety
- **Wales:** www.wales.gov.uk/topics/educationandskills/allsectorpolicies/healthandsafety
- **Scotland:**
www.scotland.gov.uk/topics/education/school

The Health and Safety Executive has developed this checklist, through a public consultation, to help

schools comply with health and safety law. It has been produced in consultation with:

- Department for Education (DfE), England;
- Department for Children, Education, Lifelong Learning and Skills (DCELLS), Welsh Government;
- Learning Directorate, People and Places (LDSG), Scottish Government;
- Department for Communities and Local Government (DCLG), England;
- trade unions.

Questions you should ask:		Yes	Further action needed	N/A
Movement around the classroom (slips and trips)	Is the internal flooring in a good condition?			
	Are there any changes in floor level or type of flooring that need to be highlighted?			
	Are gangways between desks kept clear?			
	Are trailing electrical leads/cables prevented wherever possible?			
	Is lighting bright enough to allow safe access and exit?			
	Are procedures in place to deal with spillages, eg water, blood from cuts?			
	For stand-alone classrooms: <ul style="list-style-type: none"> ■ Are access steps or ramps properly maintained? ■ Are access stairs or ramps provided with handrails? 			
Work at height (falls)	Do you have an 'elephant-foot' stepstool or stepladder available for use where necessary?			
	Is a window-opener provided for opening high-level windows?			
Furniture and fixtures	Are permanent fixtures in good condition and securely fastened, eg cupboards, display boards, shelving?			
	Is furniture in good repair and suitable for the size of the user, whether adult or child?			
	Is portable equipment stable, eg a TV set on a suitable trolley?			
	Where window restrictors are fitted to upper-floor windows, are they in good working order?			
	Are hot surfaces of radiators etc protected where necessary to prevent the risk of burns to vulnerable young people?			
Manual handling	Have trolleys been provided for moving heavy objects, eg computers?			
Computers and similar equipment	If you use computers as part of your job, has a workstation assessment been completed?			
	Have pupils been advised about good practice when using computers?			
Electrical equipment and services	Are fixed electrical switches and plug sockets in good repair?			
	Are all plugs and cables in good repair?			
	Has portable electrical equipment, eg laminators, been visually checked and, where necessary, tested at suitable intervals to ensure that it's safe to use? (There may be a sticker to show it has been tested.)			
	Has any damaged electrical equipment been taken out of service or replaced?			
Asbestos	If the school contains asbestos, have details of the location and its condition in the classroom been provided and explained to you?			
	Have you been provided with guidance on securing pieces of work to walls/ceilings that may contain asbestos?			
Fire	If there are fire exit doors in the classroom, are they: <ul style="list-style-type: none"> ■ unobstructed; ■ kept unlocked; and ■ easy to open from the inside? 			
	Is fire-fighting equipment in place in the classroom?			
	Are fire evacuation procedures clearly displayed?			
	Are you aware of the evacuation drill, including arrangements for any vulnerable adults or children?			
Workplace (ventilation and heating)	Does the room have natural ventilation?			
	Can a reasonable room temperature be maintained during use of the classroom?			
	Are measures in place, for example blinds, to protect from glare and heat from the sun?			

This is not an exhaustive list and you should identify any other hazards associated with the daily use of the classroom in the space overleaf, including any further actions needed. If necessary, discuss this with your head teacher or employer.



Additional issues

	Yes	Further action needed	N/A

Further action needed

Hazards noted:	Action taken and when:

Name (and position):	Signature:	Date:
Location/name of classroom:		

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit www.hse.gov.uk/. You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This checklist can be found online at: www.hse.gov.uk/risk/classroom-checklist.htm.

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**Leicestershire
Traded Services**

Electrical Safety

Information and Guidance

Author: Health, Safety & Wellbeing Team

Reviewed by: Kayleigh Brown

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Issue No: 4

**We can
do that. ✓**

Contents

SECTION	TITLE	PAGE
1.0	Introduction	3
2.0	Scope	3
3.0	Fixed Electrical Installations	4
4.0	Portable Electrical Appliances	4
Appendix 1	Example Template for PAT Inventory	10
Appendix 2	Guidance on Typical Frequencies and Type of PAT Tests	11
Appendix 3	Typical Frequencies and Type of PAT Tests for Low Risk, Day to Day Electrical Items	12
Appendix 4	Visual/ User Checks: What to Look For	14
Appendix 5	Process for Defects	16

1.0 Introduction

- 1.1 Electrical equipment that is misused, not fit for purpose, faulty, overloaded, damaged, or dirty can result in adverse situations. This includes fires, damage to electric equipment/ circuits or electric shocks/ electrocution through both live and stored electricity. This can be significantly reduced through good and safe maintenance, correct usage, inspection/ testing and product selection.
- 1.2 This document outlines guidance on discharging legal duties and duties of care to Maplewell Hall School employees and pupils.

2.0 Scope

- 2.1 An electrical installation is a wiring system of a building from the mains position (meter) to items of electrical equipment, sockets, lights systems and everything in between.
- 2.2 Fixed electrical appliances are electrical items of equipment which are usually connected to an electrical supply via a flexible cable connected directly to a 13 amp fused spur outlet. Such items may include hand dryers, showers, cookers, heaters etc. Where these items are static, they will come under the remit of an electrical installation testing. Where they are portable, they fall under the remit of portable electrical appliances.
- 2.3 Portable electrical appliances for the purpose of this guidance include;
 - All equipment that connects via a plug to the mains power supply or connects to a generator. This includes the plug, lead, and any extension or multipoint lead. Those wired in to the mains with a switch on the wall are exempt from this guidance.
 - Has a voltage greater than 50 Volts a.c. (alternating current) or 120 Volts d.c. (direct current).
- 2.4 PAT (Portable Appliance Testing) testing is a term that covers several different levels of testing and inspections of portable electrical appliances that are used to identify defects and maintain safety.
- 2.5 Where the criteria within 2.3 is met, the following is included:
 - All Maplewell Hall School owned or hired equipment including any that is for public use.
 - Personal electrical items that have been brought into Maplewell Hall School buildings by employees and plugged in.
 - All contractors' electrical items that have brought into Maplewell Hall School buildings and plugged in.

- 2.6 Where the employee is referred to in this document, this includes voluntary workers and agency staff who may use the portable electrical appliances.

3.0 Fixed Electrical Installations

3.1 Legal requirements

- 3.1.1** All properties with electrical installations are required to have in place a certificate to demonstrate the electrical safety and integrity of the system.
- 3.1.2** Only competent persons with government registered bodies such as NICEIC can carry out electrical testing, an inspection and issue the certificate in accordance with BS7671. Those carrying out maintenance and inspection work shall be equally competent.
- 3.1.3** With the exception of testing and inspection, no maintenance or repair work shall be carried out on any electrical equipment that is live.

3.2 Responsibilities

- 3.2.1** Maplewell Hall School is responsible for ensuring the electrical safety of all electrical installations. Maplewell Hall School therefore ensure that only competent Contractors carry out maintenance, testing, inspection and certification works and put arrangements in place to ensure that the certificate does not expire.
- 3.2.2** All premises require Electrical Installation Certificates that are issued covering periods not exceeding 5 years. However, the length of the certificate issued may be reduced by the electrician carrying the inspection, should they have concern about the age, condition and integrity of the electrical installation.
- 3.2.3** An action plan will be implemented for remedial works identified in the certification document.
- 3.2.4** Maplewell Hall School should demonstrate that the electrical installation certification is in place. This must be in date and a programme should be in place to action any remedial works identified.

3.3 Socket Covers

- 3.3.1** Since 1947 British 13 Amp plug and sockets have been designed to BS 1363 standard. These sockets are designed to protect the safety of young children. The plug socket is designed in a way to prevent electrocution as the holes are of a size that a young child/baby would not be able to get their finger into the socket tube (hole) far enough to make the socket live. Furthermore there is an insulated shutter mechanism built into the socket which prevents anything but a plug being inserted to make the circuit live, the shutters then automatically close when the plug is removed.

- 3.3.2** As explained above a properly installed and maintained 13 Amp plug and socket to BS 1363 is safe, therefore plug socket covers are not required to protect the safety of young children. Furthermore there are several reasons why using a plug socket cover may increase the risk of electrocution and fire, these are explained below.
- 3.3.3** The manufacturing process of socket covers is currently unregulated and manufacturers are not required to meet a British Standard, as a result, socket covers are not designed or manufactured to a suitable size (dimensions) for a 13 Amp socket. As a result, plugging in socket covers that are too big or small can do permanent damage to the socket, including widening the spring contact in the socket tube which can lead to arcing during normal use. Furthermore the type of plastic used to manufacture socket covers is also uncontrolled. Plug socket covers made of a brittle plastic may break during the withdrawal process, leaving a pin in the socket and the remaining socket tubes live.
- 3.3.4** Incorrect use of socket covers i.e. plugging them in up-side down so that only the top pin is inserted, opens the safety shutters making the plug socket live, therefore any foreign object inserted into the remaining holes may cause electrocution.
- 3.3.5** Due to the reasons explained above and in line with *The Royal Society for the Prevention of Accidents* (ROSPA) and NHS guidance there is no requirement to use socket covers.
- 3.3.6** It is recommended that any risk to young people is controlled by ensuring that all electrical equipment is stored safely away from children when not in use and that children are supervised and warned to keep away from plug socket outlets until they are capable of understanding the risks and are able to use them safely.
- 3.3.7** Any plug socket covers that are already in situ must be kept in good condition, it is necessary that a procedure is put into place to check the condition of plug socket covers. Plug socket covers that are found to be damage must be removed immediately and NOT replaced.

4.0 Portable Electrical Appliances

4.1 Basic Do's and Don'ts

4.1.1 When purchasing products;

- a) Ensure that they are new and from a UK based or a reputable supplier i.e. ESPO.
- b) Ensure that they are intended for industrial (i.e. non domestic) purposes – ask the supplier first. Ensure it is compatible for the UK (230V ac) with the correct plug (BS1363 or ISO 401 for normal plugs, BS4573 for shaver type plugs or BS4343/ BS EN 60309-2 for single 3 phase 3 round pin type of plug powered from a generator).

c) Try and buy battery powered or 110V electrical power tools and equipment to be used in areas where they are more likely to become damaged.

4.1.2 Only hire electrical equipment from a reputable company and ask them to demonstrate the electrical safety of the product before collection.

4.1.3 Do not daisy-chain – placing a multi-point plug or lead into another. This is to reduce the risk of overloading. See photograph.



4.1.4 Plug items straight into the wall socket with short leads such as kettles and heaters. Don't plug them into multi-point plugs/ leads – they have short leads due to the amount of power that they use.

4.1.5 Do not use multi-point block plugs. See photograph.



4.1.6 Minimise the use of multi-point/ extension leads where practicable by ensuring there are an adequate amount of plug sockets. Ensure good housekeeping to prevent damage and trip hazards.

4.1.7 Always fully uncoil extension leads before use – power going through a coil generates heat in the same way as an electric fire. Ensure that the lead is not going to get damaged by sharp surfaces / being walked on or cause somebody to trip. Only use for temporary occasions (a single day or event).

4.1.8 Carry out visual/ user checks prior to use for damage/ exposed cables.

4.1.9 Only use the items in line with training, information and instruction.

4.1.10 If you are not sure that it is safe, do not use it.

4.1.11 Only use electrical equipment outdoors if it is designed to be used in an outdoor environment.

4.2 Head Teacher/Principal's Duties

4.2.1 Ensure that all employees are given suitable equipment for the tasks they are doing.

4.2.2 Ensure that employees are provided with adequate information, instruction and training before use where necessary. This will enable them to know how to use the equipment safely and identify hazards/ defects. This should be recorded.

- 4.2.3** You do not need to PAT test a brand new product before it is used, with the exception of some portable electrical equipment used on construction or equivalent sites.
- 4.2.4** Maintain an inventory of all electrical equipment to ensure it is PAT tested. An example can be found in Appendix 1.
- 4.2.5** Make arrangements to ensure that portable electrical equipment is PAT tested to the appropriate level and at the appropriate frequency by a competent person (see Appendices 2 & 3).
- 4.2.6** Ensure assessments are carried out and recorded for higher risk items to determine the frequency and level of PAT required (See section 4.9 and Appendix 2).
- 4.2.7** Ensure tests and inspections are carried out at the pre-determined periods or before and all equipment is readily available for the testing and inspection.
- 4.2.8** Monitor the workplace to ensure that there is no overloading or daisy chaining and that suitable equipment is in use. Plan room layouts to maximise the use of wall sockets and minimise the use of extension or multi-socket leads.
- 4.2.9** Develop and communicate a local procedure to ensure that any faulty or damaged equipment (See Appendix 5) is:
- Prevented from being used until proven to be safe; and
 - Repaired or checked that it is safe by a competent person (see section 4.8)
 - Appropriately disposed of in accordance with the WEEE (Waste Electrical and Electronic Equipment) Directive where necessary. Equipment failing the safety tests cannot be given away or taken home.

Employees' Duties

- 4.2.10** Carry out visual checks (see Appendix 1) prior to use for signs of obvious damage/ dangers.
- 4.2.11** If in doubt about the electrical safety, don't use it. Report it to your line manager and make it clear for others that it is not to be used. See Appendix 5.
- 4.2.12** Do not use anything labelled not to be used.
- 4.2.13** Follow all training, information and instructions (including manuals) to ensure the safe and appropriate use of the equipment.
- 4.2.14** Do not bring in and use any electrical items from home that may be subject to PAT testing. Items less than 50 Volts or are class II double insulated, may be used at management discretion such as a mobile phone charger. These items come with the following symbol;

4.3 **Contractors/ Tenants**

4.3.1 Contractors and tenants have the same obligations to ensure the good maintenance, correct use and the electrical integrity of their equipment, however, they may have slightly different rules on what they test and inspect and when.

4.3.2 Contractors and tenants may plug their electrical equipment into the Maplewell Hall School's mains supply (if the person contracting them permits it) if they can demonstrate that they undertake a robust means of ensuring integrity to a similar level to Maplewell Hall School (Appendices 2 & 3) or have Residual Current Devices (RCD) fitted to a rating no greater than 30 milliamps (mA). Class II double insulated items are fine as with those under 50 Volts.

4.4 **Visitors**

4.4.1 Visitors may plug low risk personal electrical equipment into Maplewell Hall School's mains supply such as items less than 50 Volts or are class II (double insulated). Mobile phone chargers fall into this category. Laptops and other mobile computer equipment for ease can also be plugged in as many tend to be under 4 years old.

4.5 **Hired Equipment**

- **Equipment Hired In**
 - Equipment should only be hired from reputable companies (such as ESPO).
 - Visual Inspections should always be carried out prior to use and all information and instruction read.
 - Faulty equipment must be returned.

- **Equipment Hired Out**
 - Before any electrical equipment is hired out, it should undergo a formal visual inspection before it is handed over. This should be recorded.
 - Records of all tests and inspections must be recorded. These should be available for the individual hiring the equipment to view upon request
 - As there is very little control or monitoring of the use of such equipment, the rate of formal visual inspections and or combined inspections and tests may need to be increased.
 - Information and instruction on safe use, must be available for the individual hiring the equipment. This may include a demonstration or verbal briefing in addition to any documentation and signage. Additional checks will be required to ensure all signage on the equipment are securely attached, clear and legible.
 - It is good practice upon the return of the goods to carry out an inspection in case there has been obvious damage.

4.6 Levels of Portable Appliance Testing (PAT)

4.6.1 There are three levels of Portable Appliance Tests (PAT) to assist in electrical safety. These include;

1. Visual check/ user check
2. Formal visual inspection
3. Combined inspection and testing

Visual checks/ user checks – Carried out by the user to identify obvious damage and defects – see Appendix 4. These are not recorded.

Formal Visual Inspections – a more thorough visual check that is recorded and can be carried out by an employee or contractor. This must be with the relevant electrical competence (electrician, C & G 2377/002 certificate, other electrical qualifications) and experience/ knowledge of the electrical equipment and its use.

Combined inspection and testing – a more thorough inspection for damage, correct working order, misuse and the right connections with an electrical leakage test on all leads and equipment to ensure it is insulated properly. To check that the connections are good and no wires are damaged. This can be carried out by a contractor or employee with a current C&G 2377/002 inspection and testing of Electrical Equipment Certificate (or equivalent) and have the necessary knowledge of the electrical equipment.

4.6.2 The level of checks, inspections and tests that are required is dependent on the risk of harm (voltage, hand held, used in wet environments) and the potential damage to expose that risk (how often it is moved around, prone to be knocked, wear and tear, age etc.).

4.6.3 Some equipment may require testing at different times. Maplewell Hall School needs to make a decision whether to have the equipment tested at the determined interval or all/ most equipment tested at the frequency of the item requiring the most frequent testing for ease of management and control.

4.7 Assessment of Level and Frequency of PAT required

4.7.1 Assessments are required to determine the level and frequency of portable appliance testing.

4.7.2 Appendix 2 provides some guidance as to the frequency and level of testing for a range of equipment. Due to the high variables and variety of electrical equipment used in higher risk environments, this can only be used as a guide to assist with assessments. Assessments therefore need to be carried out and recorded by Maplewell Hall School to determine the frequency and type of PAT required.

4.7.3 Factors to consider in determining the type and frequency of PAT are:

- Type of equipment – earthed (Class one), double insulated (class II)

- How often moved
- Hand held or not
- Manufacturer's recommendations
- Potential misuse (especially hired equipment with less control of use)
- Age
- Environment used in – wet, dusty, prone to heavy impact
- How often used and how long for
- History of faults
- Effects of modification and repair

4.7.4 Persons trained in PAT testing may be able to assist in determining the most suited test and frequency.

Appendix 1: Example Template for PAT Inventory

School: _____

Manager: _____

Date: ____/____/____

Appliance Description	Location and User	ID Code (if applicable)	Date of Formal Visual Inspection & by whom	Date of full PAT test & by Whom	Pass (P) Fail (F) Repair (R) Scrapped (S)	Date of next Formal Visual Inspection/ PAT test	Comments

Appendix 2: Guidance on Typical Frequencies and Type of PAT Tests

Equipment/ Environment	Visual/ User Checks	Formal Visual Inspection (FVI)	Combined Inspection and Test (CIT)
Low voltage equipment (<50V/ battery operated <40V)	No	No	No
Hired equipment (hired in)	Yes	No – responsibility of hire company	No – responsibility of hire company
Construction equivalent site 110v equipment	Yes – weekly	Yes – monthly	Yes – before 1 st use on site and then every 3 months
Construction equivalent site 230V equipment	Yes – daily, weekly, every shift	Yes – weekly	Yes – before 1 st use on site and then monthly
Construction equivalent site Fixed RCD equipment	Yes – daily, weekly, every shift	Yes – weekly	Yes – before 1 st use on site, then 3 monthly. (Portable RCDs – monthly)
Construction equivalent site Site office equipment	Yes – monthly	Yes – 6 monthly	Yes – before first use on site then annually
Machinery workshops etc. - high risk of damage	Yes, daily	Yes - every 2-4 months	Yes – 6 to 12 months
Light industrial/ DIY tools etc.	Yes	Yes, before initial use then 6 monthly	Yes – 6 to 12 months
Office IT (rarely moved)	No	Yes – 2-4 years	No if double insulated, otherwise up to 5 years
Double insulated (Class II) equipment (not hand held) and rarely used i.e. Fans, desk lamps)	No	Yes – 2-4 years	No
Double insulated (Class II) equipment (hand held)	Yes	Yes – 6 month to 1 year	No
Earthed (Class I) equipment	Yes	Yes – 6 month to 1 year	Yes – 1 to 2 years
Cables, leads and plugs connected to Class I equipment, extension leads and battery charging equipment	Yes	Yes – 6 monthly – 4 years depending on type of equipment connected to	Yes – 1 to 5 years depending on type of equipment connected to

Based on HSE guidance

Appendix 3: Typical Frequencies and Type of PAT Tests for Low Risk, Day to Day Electrical Items

Item	Action	Rationale
Mobile phone charger	User checks only	Low voltage. Normally replaced or break before need for Combined Inspection and Test (CIT)
PCs, VDU screens, desk top equipment	No User Checks Formal Visual Inspection (FVI) every 2½ years. Consider doing if there is an office move CIT test every 5 years unless double insulated/ class II	Rarely moved. Deterioration with time
Laptop	User Checks Formal Visual Inspection (FVI) every 2½ years CIT test every 2-4 years unless double insulated/ class II	Moved about thus more prone to damage.
Laptop leads	User Checks needed Formal Visual Inspections 2½ years CIT every 2-4 years unless double insulated/ class II	Often plugged in/ out (battery often used) Leads often repeatedly folded and unfolded.
Multipoint/ extension leads used exclusively for Class II double insulated equipment	User Check (where accessible) FVI and CIT (at rate of equipment attached to)	Damage and where in line with the equipment damage and wear
Multipoint/ extensions leads used for Class I or multiple class pieces of equipment	User Check FVI (6months – 4 years) CIT 1-5 years	Consider in line with the equipment plugged into it. More frequent in dirty, wet environments (cleaning equipment) or where more likely to be damaged
Photocopier/ fax machine	No User Checks FVI 2-4 years CIT 5 years/ none if	Static so low chance of damage. Long duration of use therefore prone to deterioration over time
Laminator/ Shredder	User Checks FVI 1-2 years CIT every 2 years/ none if	
Fans/ lamps	User Checks FVI 4 years if or 2 years if not.	Rarely moved. Not hand held

	CIT - 4 years/ none if	
Telephones	None	Low voltage. Rarely moved
Internal Vacuums/ floor buffers	User Checks FVI 6 months – 1 year CIT 1-2 years/ none if	Handheld. Water. High use of power. Heating element
Irons	User Checks FVI 6 months – 1 year CIT 1-2 years/ none if	Potential use on damp floors and damage to leads through doorways. Handheld
Washing machines/ tumble driers/ dishwashers	User Check where reasonably practical FVI 6 months - 1 year CIT 1 to 2 years	Static but with heating element and water
Fridges and freezers	User Check where reasonably practical FVI – 1 year CIT – 2 year	Static with heating element. Constantly on so more prone to deterioration over time
Kettles/ microwaves	User Checks FVI 6 months to 1 year CIT 1-2 years	High power usage, water, likely to be handled when on. Earthed
Office heaters (with a plug)	User Checks FVI 6 months 1 year CIT	High power supply. Increase risk of integrity damage due to heat
Christmas tree lights	User Checks CIT 4 years/ non if	

Based on HSE guidance

Whilst not every type of low risk item is listed, this should provide a benchmark to work out the frequency and level of PAT testing required for other low risk items.

Double insulated equipment come with the following symbol:

Appendix 4: Visual/ User Checks: What to Look For

Checks of equipment and leads including detachable leads



PAT re-test date not expired



Evidence of overheating (burn marks or discolouration)



Damage to the plug or connector e.g. the casing is cracked or the pins are bent



The outer sheath of the cable is not effectively secured where it enters the plug/ equipment i.e. is the coloured insulation of the internal cables showing or the bare cable



Damage (apart from light scuffing) to supply cable, including fraying, scorching, cuts or strong kinking



- Inadequate joints, including taped joints in the cable.
- The equipment has been exposed to conditions/ environments which it is not suitable e.g. wet or dirty environments.
- Loose parts or screws.

Observations when in use



- Switches and controls fallen off
- Warning lights or displays not

working

- Sparking when in use
- Equipment not stopping when switched off
- Equipment with an intermittent fault

Appendix 5: Process for Defects

Status	Action required/ considerations
Defect noticed	Equipment taken out of use and prevented from being used (labelled, locked away, plug cut off etc.) Manager alerted
Manager aware of defect – decision required	Dispose of (in accordance with WEE directive) Send for repair (by competent person) Have items visual inspection (by competent person) Send item to be PAT tested (by competent person)
Fails visual inspection/ PAT test	Equipment labelled and taken out of use Manager alerted If visual inspection fails, a PAT test could be carried out if necessary
Sent for repair	Repaired <ul style="list-style-type: none"> • Sent for combined Inspection and PAT test • Management to review frequency of Visual inspection and PAT test as repair may not be to the same quality as manufacture and damage/ problem may be repeated in same way due way it is used or the conditions used in
	Can't be repaired <ul style="list-style-type: none"> • Manager alerted