



POLICY  
DOCUMENT

# Health and Safety Procedures

<b>Document Owner:</b>	Trust Board
<b>Responsible Trust Committee:</b>	Trust Leadership Team
<b>Date Approved:</b>	Michaelmas Term 2022
<b>Review Date:</b>	Michaelmas Term 2023

<b>APPROVED Signature (Trust Board):</b>	Amanda Burton Chair of Trust Board	Mark Barrow Chief Executive Officer
	DATE	

**THIS IS A DUE DILIGENCE DOCUMENT DO NOT REMOVE FROM THE PREMISES**

## Other relevant policies and documents

- Health and Safety Policy 2022
- Fire Policy
- SET Risk Management Policy 2021 - 2024

## Explanation of Terms

Trust	=	Seckford Education Trust
School(s)	=	schools within the Trust

## PROCEDURES

### 1. Management Organisation and Responsibilities

#### **School Management Responsibilities**

It is important for the management team to have a clear understanding of the operation of this policy, including specific departmental arrangements and the application of the risk assessment process. Additional training may be required with reference to the understanding of the risk assessment process and Heads of Department responsibility and competency.

#### **The Headteacher**

The Headteacher will be responsible for developing and fostering a positive Health and Safety culture within the school, where the management of the risk to the safety of students, employees, guests and visitors is seen as important as the management of all other areas of the school.

The CEO accepts responsibility for ensuring compliance with Health and Safety Legislation within the schools. Day to day responsibility for implementation and monitoring of Health and Safety within the school has been delegated to: the Trust Operations Manager and The Headteachers. The Catering Manager has day to day responsibility for Food Safety and Catering Functions. Ergo and the IT Technicians have day to day responsibility for the IT Infrastructure.

Trust Operations Manager – oversight of Health and Safety implementation across the whole of each school.

Teaching Departmental Managers/Subject Leaders – each responsible for their area.

Educational Visits Co-ordinator – as set out in the Educational Visits Policy.

Trust Operations Manager – responsible for monitoring and implementation of the First Aid policy and procedure, including accident reporting (pupils) and reporting to the Health and Safety Committee.

Non-teaching Departmental/Function Managers – each responsible for their area.

The Headteacher as the most senior within the school has direct, overall responsibility for ensuring that all Employees and others supporting the business at the schools:

- Make themselves aware of all relevant Health and Safety, Fire Safety, Food Safety and other applicable policies to the School.
- Lead Health and Safety in the School at all times.
- Ensure a Health and Safety committee is established in the School that meets regularly. The meetings are to be chaired by the Headteacher or other designated person, resulting in a School action plan that clearly identifies the issues, responsibilities and timelines necessary to resolve any points raised. Alternatively provide a suitable and sufficient mechanism for providing School staff with relevant safety information.
- Ensure that all trips and visits have a qualified First Aider present unless the site/venue has alternative suitable arrangements. A qualified First Aider will examine every injury.

Finally, the Headteachers may delegate any of the tasks outlined to the wider management team; however, they will retain overall responsibility for Health and Safety within the School.

The Trust Operations Manager will have the day to day responsibility for ensuring the Health and Safety and welfare of all persons working in or visiting the school. By implementing this Policy, they will demonstrate a pro-active stance on safety management.

This policy, associated forms, documents and Codes of Practice can be found on the School NAVITAS Compliance homepage - Documentation Library.

The Policy requires:

- Policy statements that need to be signed and dated immediately by the CEO. Copies must be displayed on staff notice boards.
- Upon arrival of a new CEO a new statement must be completed to assume Health and Safety responsibility.
- The completion within the policy of a specific activities section which must be tailored to the school.
- Completion of generic on-line risk assessments for each department including the printing of all department assessments and site-specific risk assessments.

Once these activities are undertaken the procedures need to be followed as described

within the policy. Any further guidance required can be obtained from the NAVITAS/ESB consultant or NAVITAS/ESB Helpline.

### 1.1 Trust Operations Manager

The Trust Operations Manager is responsible for deputising for the Headteacher if absent and will ensure that Health and Safety standards are maintained. The Trust Operations Manager is the nominated member of the school to oversee the implementation of health and safety within the school, to liaise with the Trust Board, the nominated Board Member with health and safety responsibilities, the Headteacher and CEO, nominated staff members and the health and safety consultant to ensure compliance with Health and Safety legislation. In particular, they will ensure that the following matters are attended to:

- Understanding of this Policy and ensuring that they are knowledgeable of its contents.
- Ensuring that the School Health and Safety Policies are implemented, communicated, monitored, developed, amended as required and reviewed at least annually.
- Supervision of Staff to ensure compliance with this Policy.
- Ensure that they regularly carry out hazard spotting and report, through a daily report, or other mechanism any defects noted.
- The Health and Safety plan of continuous improvement is implemented and monitored.
- Adequate maintenance plans and funding is provided to keep premises, plant and work equipment in a safe condition, to allow for the effective control of risks to students, employees, guests and visitors.
- Statutory examinations are planned, carried out, defects rectified and recorded.
- There is regular communication and consultation with staff on Health and Safety issues and the Health and Safety committee notes/minutes are distributed as appropriate.
- An effective training programme is established to ensure all staff are competent to carry out their activities in a safe manner.
- Appropriate risk assessments and safe systems are in place and adhered to. These include, but are not limited to:
  - General assessment of risks to the health, safety and welfare of employees, guests and visitors.
  - An assessment of the risks from fire.
  - Assessment of the risk from the use of substances hazardous to health (COSHH).
  - Assessment of the risk from Legionella within the hot and cold-water systems, and any pool facilities.
  - Assessment of the risk associated with Asbestos within the school.
  - Ensure adequate control measures outlined in the school risk assessments are identified and implemented in order to reduce the risk level as low as is reasonably practicable.

The main findings of the risk assessments must be communicated to all employees within the school. Routine maintenance and testing of the control systems is essential to

managing the risks within the School. Therefore, the Trust Operations Manager will ensure:

- All fire detection and alarm systems are subject to maintenance at intervals not exceeding three months and ensure weekly alarm tests are undertaken and documented.
- There is an evacuation drill undertaken at intervals not exceeding six months.
- All staff receive fire training dependent on their role.
- Accidents, ill-health and near-miss incidents are recorded, uploaded onto the relevant platforms, investigated and reported on to the Trust Board.
- There is a robust formal procedure for raising safety issues and concerns implemented, adhered to and issues raised, investigated and where appropriate corrective actions implemented.
- Contractors engaged are competent, qualified, reputable, where appropriate can demonstrate a good Health and Safety record.
- Effective emergency contingency plans are developed and designated trained staff members are in place to implement them for fire and other emergency situations.
- Health and Safety objectives are agreed and their implementation reported to the Trust Board.
- Ensure regular inspections of the school are undertaken to identify capital works required, to maintain the safety of all persons within the school.
- Ensure adequate periodic inspections and audits of the school are undertaken, ensuring the results are recorded. These include inspection of the fire log at intervals not exceeding monthly.
- Ensure members of the management team are undertaking sufficient frequency of inspections as to maintain compliance with legislative requirements and this policy.
- Co-operate with external enforcing authorities such as EHO, Fire Safety Officer etc.
- Co-operate with external Health and Safety auditors and Property department audits.
- Ensure action plans from any audits are developed and implemented to resolve any issues identified within the audit reports.
- Operational procedures are adopted or developed to manage significant risks within the School and react to incidents as necessary.

The Trust Operations Manager may delegate any of the tasks outlined to the management team.

Departmental Managers (non-teaching) with the Health and Safety Consultant's support will ensure that:

- There is a positive Health and Safety culture within their area of responsibility.
- They are aware of and comply with the School's Health and Safety Policies, Procedures and Safety practices.
- They will effectively communicate to their staff and contractors the School's Health and Safety Policies, Procedures and Safety practices.
- There is adequate supervision of staff and contractors to ensure that activities are carried out safely and in accordance with the School's Policies, Procedures and Safety practices.

- All dangerous machines are managed and adequately guarded, and that staff are properly trained in their use.
- Staff induction, personal development and training are undertaken and documented, including Health and Safety and Fire Safety training.
- Where appropriate contractor site induction is carried out and documented.
- Accidents and near misses are recorded and formally raised in writing to the Trust Operations Manager who may raise these with the Chief Executive Officer to manage.
- Safety issues are formally raised in writing to the Trust Operations Manager
- In their area of control, the work environment and equipment is kept clean, tidy, in good condition, maintained and inspected as required and accurate records maintained.
- Staff that require Personal Protective Equipment (PPE) are provided with suitable items, they undergo.
- appropriate documented training in the use, storage and replacement of the items.
- Staff, pupils and contractors are encouraged to highlight hazardous items, situations or areas of risk.
- Only competent, insured and certificated contractors are used, where appropriate, risk assessments and method statements will be obtained and assessed to confirm they are suitable and sufficient prior to commencement of activities.
- Are responsible for ensuring office safety and in particular the following statutory assessments are undertaken within their area of responsibility:
  - Manual Handling Assessment.
  - Visual Display Screen Assessment.
- Ensure that all statutory assessments are undertaken, updated and implemented. These include:
  - Relevant Generic Departmental Risk Assessment.
  - Have reference to the School Fire Risk Assessment with reference to their department.
  - Control of Substances Hazardous to Health (COSHH).
  - Manual Handling.

### 1.2 Teaching Departmental Managers (Subject Leaders)

Teaching Departmental Managers are the designated people with day-to-day responsibility for ensuring compliance with the School Health and Safety Policies, Procedures and Safety practices within their areas of responsibilities and control. They are supported in this role by the Health and Safety Consultant. Teaching Departmental Managers with Health and Safety Consultant's support will ensure that:

- There is a positive Health and Safety culture within their area of responsibility.
- They are aware of and comply with the School's Health and Safety Policies, Procedures and Safety practices.
- They will effectively communicate to their staff, pupils and contractors the School's Health and Safety Policies, Procedures and Safety practices.
- There is adequate supervision of staff, pupils and contractors to ensure that activities are carried out safely

- and in accordance with the School's Policies, Procedures and Safety practices.
- All dangerous machines are managed and adequately guarded, and that staff are properly trained in their use.
- Staff induction, personal development and training are undertaken and documented, including Health and Safety and Fire Safety training.
- Accidents and near misses are recorded and formally raised by using the appropriate system to the Trust Operations Manager
- Safety issues are formally raised using the appropriate system to the Trust Operations Manager.
- In their area of control, the environment and equipment is kept clean, tidy, in good condition, maintained and inspected as required and records maintained.
- Staff and pupils that require Personal Protective Equipment (PPE) are provided with suitable items, they undergo appropriate documented training in the use and maintenance of the items.
- Staff, pupils and contractors are encouraged to highlight hazardous items, situations or areas of risk.
- Only competent, insured and certificated contractors are used. Where appropriate, risk assessments and method statements will be obtained and assessed to confirm they are suitable and sufficient prior to commencement of activities.
- Are responsible for ensuring office safety and in particular the following statutory assessments are undertaken within their area of responsibility:
  - Manual Handling Assessment.
  - Visual Display Screen Assessment.
- Ensure that all statutory assessments are undertaken, updated and implemented. These include:
  - Relevant Generic Departmental Risk Assessment.
  - Have reference to the School Fire Risk Assessment with reference to their department.
  - Control of Substances Hazardous to Health (COSHH).
  - Manual Handling.
- Ensure completion of the Monthly Departmental Hazard Inspection (Form 18).

### 1.3 Non-Teaching Staff

Non-Teaching Staff are the designated persons responsible for ensuring their personal safety and that of others that are affected by their actions or activities. Non-Teaching Staff will ensure that they:

- Are aware of and comply with the School Health and Safety Policies, procedures, work practices and risk assessments.
- Develop a positive Health and Safety culture and outlook.
- Comply with verbal or written instruction relating to Health and Safety.

- Use any equipment that is provided by the school or themselves in a safe and appropriate manner which may include the requirement of a specific risk assessments and provisions of personal protective equipment (PPE) for themselves and/or others.
- Comply with the School's dress code for clothing and footwear.
- Conduct themselves in a professional manner and refrain from inappropriate behaviour.
- Maintain equipment, plant, machinery and their work station/area in a good clean and tidy condition.
- Report any defects on the appropriate fault report form and send to Trust Operations Manager or the Site Manager.
- Report any safety hazards, malfunctions, accidents or near misses to the Trust Administration Manager or Caretaker to manage.
- Are aware of and comply with the School Fire Procedures.
- Attend and participate as requested Health and Safety related training.

#### 1.4 Teaching Staff

Teaching Staff are the designated persons responsible for ensuring their personal safety, that of the pupils under their supervision and others that are affected by their actions or activities.

Teaching Staff will ensure that they:

- Are aware of and comply with the School Health and Safety policies, procedures, work practices and risk assessments.
- Develop a positive Health and Safety culture and outlook.
- Comply with verbal or written instruction relating to Health and Safety.
- Use in a safe and appropriate manner any resource or training aid that is provided by the School or themselves.
- Generate appropriate specific risk assessments and, if required, provision of personal protective equipment (PPE) for themselves and/or pupils.
- Comply with the School dress code for clothing and footwear.
- Conduct themselves in a professional manner and refrain from inappropriate behaviour.
- Maintain all resources and their work area/room in a good clean and tidy condition, and report any defects on the appropriate fault report form to the Trust Operations Manager or Site Manager.
- Report any safety hazards, malfunctions, accidents or near misses to their Departmental Manager and/or the Trust Operations Manager to manage.
- Aware of and comply with the School Fire Procedures.
- Attend and participate as requested Health and Safety related training.

#### 1.5 Deputy Departmental Manager and Supervisors

They are to deputise for their Head of Department, in their absence, and ensure that staff are adequately supervised and any hazards which they notice or which have been brought to their attention are made safe.

#### 1.6 All Employees

All employees have a responsibility for the safety of themselves and of others, including guests, contractors and visitors. To fulfil their responsibilities employees will;



- Familiarise themselves with the safety policies in relation to their work area and applicable to their role.
- Take care not to intentionally or recklessly interfere with or misuse anything that has been provided for the purpose of health, safety and welfare.
- Use machinery, equipment, safety devices, transport and substances in accordance with training and instruction provided.
- Co-operate with School management, or any other person so far as is necessary so that duties or requirements imposed upon them are fulfilled in a safe manner to ensure the safety of themselves and others.
- Report to the Departmental Managers or Trust Operations Manager any hazardous conditions, or work situation which has the potential for serious and imminent danger including any shortcomings in protective measures.
- Report any injury, accident dangerous occurrence or near miss to their manager immediately.
- Observe all School safety rules and procedures.
- Ensure Personal Protective Clothing and equipment provided for specific tasks is worn.
- The reporting of any fault or deficiency which arises with the equipment or clothing to their Departmental Manager.
- Notify their Departmental Manager or other manager of any work situation having the potential for serious and imminent danger, including notifying their Departmental Manager or other manager of any shortcomings in protective measures.
- Participate in safety training commensurate with their work activity and apply any knowledge, skills and techniques acquired on such courses as appropriate.

### 1.7 School Competent Person (Headteacher)

The School Competent Person is responsible for providing onsite advice on day to day safety matters including:

- Hazard spotting and reduction of risk.
- Interpretation of this policy.
- Assistance on the staff consultative committee.
- Accident reporting/notification advice.
- Initial investigation of accidents.
- Development of safe systems of work.
- Giving advice to staff safety representatives.

They MUST keep up-to-date with safety matters and will receive training with reference to competency and responsibility for implementation of this policy.

This role and department duties may be outsourced but will require the designated competent person to attend site on a regular basis

### 1.8 Advisors (NAVITAS/ESB)

NAVITAS/ESB have been contracted to the role of School Advisers and Competent Persons for advice on overall strategies for health, safety and welfare within the School.

At School level, they will provide advice to the Headteacher, Trust Operations Manager and the management team as required, in particular:

- Advice on interpretation of legal requirements.
- Assistance with strategy for implementation of the Policy.
- Provide investigations of serious accidents.
- Revise company policy in the light of experience or legal change.
- Provide advice upon the visit of an Enforcement Officer.

Further guidance can be obtained via the NAVITAS/ESB website [www.esb.eu.com](http://www.esb.eu.com)  
 The NAVITAS Compliance homepage contains all relevant policy forms and documentation.  
 NAVITAS/ESB operate a 24/7 helpline on 0808 164 3773 or additional help can be obtained by email at [info@esb.eu.com](mailto:info@esb.eu.com) or contact with your local consultant.

## 2. School Organisation

<b>Executive Head Teacher/ Chief Executive Officer</b>	Mark Barrow
<b>SET Beccles</b> Headteacher Assistant Headteacher (KS3) Assistant Headteacher (KS4)	Neil Ketteringham Charlotte Goode Ben Willgress
<b>SET Ixworth</b> Headteacher Assistant Headteacher Assistant Headteacher	Pia Parker Chris Beales Mike Jackson
<b>SET Saxmundham</b> Headteacher Deputy Headteacher Assistant Headteacher Assistant Headteacher	Neil Philpott Laurence Cox Laura Sheehan Abby Mellor
<b>SET Felix</b> Headteacher Deputy Headteacher	Lucy Thompson Jess Hearn
<b>Trust Operations Manager</b>	Helen Rayner
<b>Chief Finance Officer</b>	Claire Hurworth

### 3. School Specific Responsibilities

<b>Advisory Service Contacts</b>	
Environmental Health Consultants	NAVITAS/ESB Helpline: 0808 164 3773 info@esb.eu.com
Area Fire Officer	Suffolk Fire Rescue <a href="mailto:fire.businesssupport@suffolk.gov.uk">fire.businesssupport@suffolk.gov.uk</a> <b>Emergency 999</b> Non emergency 01473 260588
Fire Appliance Supplier/Auditor	Suffolk Fire Rescue <a href="mailto:fire.businesssupport@suffolk.gov.uk">fire.businesssupport@suffolk.gov.uk</a> <b>Emergency 999</b> Non emergency 01473 260588
Local Authority Environmental Health Officer for SET Beccles School and SET Saxmundham School	East Suffolk Council 0333 016 2000 <a href="mailto:customerservices@east Suffolk.gov.uk">customerservices@east Suffolk.gov.uk</a>
Local Authority Environmental Health Officer for SET Ixworth School	West Suffolk Council 01284 763233 <a href="mailto:customerservices@west Suffolk.gov.uk">customerservices@west Suffolk.gov.uk</a>
Pest Control	Pest Solutions 01284 766362
Gas Supplier	Gazprom Energy 0161 837 3395 <a href="http://www.gazprom-energy.co.uk">www.gazprom-energy.co.uk</a>
Gas Emergency Call Out	Cadent 0800 371787 / 0800 111999 <a href="mailto:wecare@cadentgas.com">wecare@cadentgas.com</a>
Water Supplier	Anglian Water 0345 791 9155 <b>Emergency 0800 771881</b>
Contracted Plumber	JT Wilding 01473 611744 On Call 07739 946019 <a href="mailto:R.smith@jtwilding.co.uk">R.smith@jtwilding.co.uk</a>
Electricity Supplier	UKPN 0800 3163105 <a href="http://Ukpowernetworks.co.uk">Ukpowernetworks.co.uk</a>
Electrical Contractor	Addison Electrical Alan Hunter 07768 120875 <a href="mailto:Alanhunter14@sky.com">Alanhunter14@sky.com</a>
Local Accident & Emergency Department	Ipswich Hospital, Heath Road, Ipswich IP4 5PD 01473 712233 or West Suffolk Hospital, Hardwick Lane, Bury St. Edmunds IP33 2QZ

School Competent Person	NAVITAS
Fire Safety	Please refer to the Seckford Education Trust Fire Policy
<b>SET Beccles School</b> Fire Officer Deputy Fire Officer Fire Book location	Neil Ketteringham Ben Willgress Front Office
<b>SET Ixworth School</b> Fire Officer Deputy Fire Officer Fire Book location	Pia Parker Mike Jackson Front Office
<b>SET Saxmundham School</b> Fire Officer Deputy Fire Officer Fire Book location	Neil Philpott Abby Mellor Site Manager's Office

#### 4. Management of Healthy and Safety (all departments)

The Schools expect Health and Safety to be proactively managed and this Policy and its procedures fully implemented. It recognises that this takes time to achieve, and a regular departmental review must to be undertaken to maintain Safe Operating Procedures (SOP).

A comprehensive safety management system has been provided which comprises of:

- This Safety Policy, including SOP's (Safe Operating Procedures).
- Online Generic Risk Assessments.
- Departmental Guidance on Health and Safety information required, including access to CLEAPSS.
- Management training on successfully managing safety and implementation of this policy. Access to Group Safety Advisors who carryout audit visits, provide training where requested and operate a 24hr helpline service.

Note: For the Trust Operations Manager, this will involve the completion of the 6 monthly Online Declaration.

Managers who have specific responsibility for Health and Safety must ensure that their responsibilities are carried out; their failure to do so may leave them liable to criminal and/or civil legal action.

It needs to be recognised that there will be certain statutory works which require external contractor support, e.g. asbestos survey/register, Legionella risk assessment, boiler and lift inspections. These need to be organised and regularly reviewed as part of the company strategy with reference to compliance with statutory requirements.

Use of the Online NAVITAS Compliance Diary may help with organising and monitoring of all statutory testing.

## 5. Heads of Department (Departmental Manager) documentation (all departments)

All Departmental Managers must ensure that they implement all relevant sections within this policy and ensure they maintain effective and reasonable documentation. They also need to ensure that staff carry out their duties in accordance with this policy.

The following documentation should be completed and filed for each department using the Departmental File Index (Form 1):

- Policy Statements
- Employee Declaration Form Emergency Contact Information Department Policy Responsibilities\* Department Risk Assessments Accident Reporting Procedures Relevant NAVITAS/ESB Briefing Notes
- Departmental training Records (or held centrally) Health and Safety Committee Meeting Minutes
- The section headed Department Policy Responsibilities\* requires all relevant sections and SOP's from this document
- to be printed and retained within the file, alongside any necessary CLEAPSS guidance.

Where the section is headed "All Departments" this is required. Otherwise, only relevant sections are needed. No other information is required in the file other than that listed above. The department file should be reviewed every 6 months by the Departmental Manager and signed off. This file may be assessed during the NAVITAS/ESB Audit.

## 6. Training (all departments)

A range of training is required within the Schools departments in order to maintain a level of competency with reference to staff and work activities. The following training should be considered within this:

- Induction Training
- Management Training – where necessary
- Fire Safety Training

- Manual Handling Training
- Accident Reporting
- SOP training

The School Management acknowledge the importance of their responsibility for training and are committed to ensuring that all staff receive adequate and proper training in issues of Health and Safety and Safe Operating Procedures. A regular review of department risk assessments will help determine the level of training needed for each staff position.

### 6.1 Induction Training

All new staff are given both School and department induction training using a training system in Health and Safety which will include: relevant sections of the safety policy, fire arrangements including evacuation procedures, first aid information, and details of any site-specific hazards relating to their workplace.

Where possible, specific on the job training will be undertaken, including guidance on establishing Safe Operating Procedures (manual handling, chemical safety, etc.). Induction training will be carried out within two weeks of the employee commencing work and ideally before starting. Supervision of all new staff is also vital. A review of their induction documentation should be completed after three months.

### 6.2 Continued Training

Refresher training on specific should be carried out when required, for example, following an accident or near-miss. Staff should be retrained regarding fire evacuation procedures annually or as procedures change. Formal refresher training on manual handling, fire safety, accident reporting and SOPs should be completed annually.

It is important to ensure that where there are language differences, provision must be made to ensure training is understood.

### 6.3 Temporary Staff

All temporary staff will be properly inducted within the training system and having regard to their particular role and duties. In particular, they must be:

- Treated as if they were permanent staff.
- Issued with appropriate safety equipment and personal protective equipment.
- Shown around the building and acquainted with fire procedures.
- Made aware of the location of the staff notice board and the general risk assessments.
- Re-trained in manual handling and safe use of any dangerous work equipment.
- Told who they must report any hazards to within the workplace.
- Made aware of whom the staff safety representatives are.

### 6.4 Training Records

All Health and Safety training must be recorded in The National College Online Training. A copy of relevant department training is to be kept in the departmental safety file, or centrally as defined by School procedures. Other recording systems including personal record cards can be used as long as the training required by this record is undertaken at

the required frequency. A company training plan should be established and regularly reviewed.

There should be a periodic review of departmental staff training files. Access to departmental training files will be required as part of the Safety audit of the School.

## 7. School Risk Assessment (all departments)

### 7.1 What is a risk assessment?

A risk assessment is simply a careful examination of what, in the School environment, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent occupational injury or ill health. Management have a duty to protect employees and those visiting the premises from harm and must implement reasonable control measures to this effect. The Schools risk assessments will be comprised of online Generic Risk Assessments detailing typical tasks and hazards encountered. The generic assessment list should be tailored to the School, including all those relevant hazards and tasks considered applicable. To clearly identify risks and truly reflect working practices, all assessments must be developed with reference to all individuals that are potentially exposed to the hazards in the workplace.

It is unlikely that every task will be captured by these assessments and you will be required to complete some additional site-specific risk assessments, based on the same format, that are unique to your department within the School.

There are also detailed specific risk assessments required by law which have to be undertaken when circumstances for them arise. These include assessments for hazardous substances (COSHH), Manual Handling Operations, Display Screen Equipment (DSE), vulnerable groups of workers and others described in this policy.

### 7.2 Standalone Policy

SET Schools have a standalone Risk Management and Assessment policy which covers all the Schools in Seckford Education Trust. This must be read in conjunction with this policy and SOP.

### 7.3 Generic Risk Assessments

**In-School operations:** There are common activities given the nature of the business which enable "Generic" risk assessments to be produced. These risk assessments are based on the various departments in the School. They are produced on a simplified risk assessment format and will need to be reviewed against current practices, risk-rated and, if required, further actions recorded necessary to minimise the risk of injury or to health. The generic risk assessment must be made Site-Specific.

#### 7.4 Other Risk Assessments

Other hazard related risk assessments also need to be carried out. Some of these also relate to specific groups of activities or workers. They include COSHH, Manual Handling, Young Persons, New and Expectant Mothers, Lone Workers, Display Screen Workers and Personal Protective Equipment.

Detailed guidance for completing manual handling, COSHH assessments are given after the guidance on general risks assessments. For all the above assessments, blank and named forms have been provided within this document and are available online within the Documentation Library, which will also guide assessors on completion.

NOTE: The Generic Risk Assessments are available on the School NAVITAS/ESB webpage using your unique School username and password.



## How long should I keep the records?

	YEARS									
	1	2	3	4	5	6	10	20	40	50
Accident Records <ul style="list-style-type: none"> <li>• Minimum of 3 years since the last entry, or if it involves a child until they reach the age of 21.</li> <li>• RIDDOR – 3 years</li> </ul>			X							
Air Monitoring Records <ul style="list-style-type: none"> <li>• up to 50 years.</li> </ul>										X
Asbestos- <ul style="list-style-type: none"> <li>• Records documenting assessment to determine presence of asbestos - elimination of asbestos 5 years.</li> <li>• Update register whenever any work is done on asbestos materials – 40 years.</li> <li>• Records documenting conduct and results of risk assessments of work which exposes employees to asbestos where exposure of employees may exceed the action level – completion of all associated work – 40 years.</li> </ul>					X				X	

<p><b>Audits</b></p> <ul style="list-style-type: none"> <li>Records documenting the conduct and results of audits of Health and Safety management systems and action plans detailing how any issues were addressed – 5 years.</li> </ul>					X					
<p><b>COSHH</b></p> <ul style="list-style-type: none"> <li>Health records to be kept for at least 40 years. (If a business ceases to trade, its health records should be offered to the HSE for safekeeping).</li> <li>COSHH assessments and Environmental Risk Assessments – keep until revised.</li> <li>Data Sheets – 10 years from last manufacture.</li> <li>COSHH record of examination and maintenance of control equipment – 5 years.</li> </ul>					X		X		X	
<p><b>Driving at Work</b></p> <ul style="list-style-type: none"> <li>Records documenting the conduct and significant findings of risk assessments - date of assessment/SSOW – 5 years.</li> </ul>					X					

<p>DSE</p> <ul style="list-style-type: none"> <li>Records documenting the conduct and significant findings of risk assessments – elimination of risk – 5 years. OR: review/updating of assessment – 20 years.</li> </ul>					X			X		
<p>Electrical Safety</p> <ul style="list-style-type: none"> <li>PAT testing – until superseded as per company policy (usually completed on an annual basis).</li> <li>Installation – maintenance and testing results to be kept throughout the working life of an electrical system.</li> </ul>	X									
<p>Fire Safety</p> <p>Records documenting:</p> <ul style="list-style-type: none"> <li>Nomination/appointment of fire safety Coordinator – until termination of employment. Provision of training for fire safety Co-ordinator – 5 years.</li> <li>Assessment for fire safety equipment, installations and other provisions – 5 years.</li> <li>All tests, maintenance and inspections of all fire safety equipment, installations and other provisions – date of test – 5 years.</li> </ul>	X		X	X	X					

<ul style="list-style-type: none"> <li>• Fire drills – current year to 3 years.</li> <li>• Procedures for evacuation of disabled persons – date of PEEPS – 4 years.</li> <li>• Fire safety awareness checks – date of check – 1 year.</li> </ul>										
<p>First Aid</p> <ul style="list-style-type: none"> <li>• Appointment of first aiders/training – 5 years.</li> </ul>				x						
<p>Gas Safety</p> <ul style="list-style-type: none"> <li>• Compressed Gas safety – (gas cylinders – rented, used bought outright) – records documenting annual in-house inspections of gas regulators, to include date of manufacture, date of last inspection,</li> </ul>										

<p>inspection report, date of replacement, indication of pass or fail – date of examination – 2 years.</p> <ul style="list-style-type: none"> <li>• Compressed Gas Safety (gas regulators) – records documenting annual in-house inspections of gas regulators to include date of manufacture, date of last inspection, inspection report, date of replacement, indication of pass or fail – date of inspection – 2 years.</li> <li>• Compressed Gas Safety (installed systems) – records documenting annual statutory examination and testing of each installed system by an independent and competent person to include written scheme of examination, details of repairs, details of out of service periods and storage conditions, any agreement to postpone an examination and subsequent notification to enforcing authority – date of examination – 2 years.</li> <li>• Gas Safety – (natural gas) – records</li> </ul>		x								
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<p>documenting the conduct, findings of inspections of gas appliances, fittings and flues – date of inspection – 2 years.</p>										
<p>Health Surveillance</p> <ul style="list-style-type: none"> <li>Health records or a copy should be kept in a suitable form for at least 40 years from date of last entry because often there is a long period between exposure and the onset of ill-health.</li> </ul>								x		
<p>Inspection Records</p>			x							

<ul style="list-style-type: none"> <li>Recommended that records or routine inspections to be kept for a minimum of 3 years or at least as long as the interval between 3 years of consecutive inspections of the same area/s. The rationale is that a 2<sup>nd</sup> inspection may exceptionally identify items not satisfactorily rectified since the 1<sup>st</sup>.</li> </ul>										
<p>Legionella</p> <ul style="list-style-type: none"> <li>Records should be retained throughout the period for which they remain current and for at least 2 years after that period.</li> <li>Records kept in accordance with any monitoring, inspection, test or checks carried out should be retained for 5 years.</li> </ul>		x			x					
<p>Noise at Work</p> <ul style="list-style-type: none"> <li>Records documenting the conduct and significant findings of noise assessments - 40 years.</li> </ul>									x	
<p>Maintenance</p> <ul style="list-style-type: none"> <li>Maintain, inspect and test engineering controls of equipment - 5 years.</li> </ul>					x					

<p>Pressure Systems</p> <ul style="list-style-type: none"> <li>Records documenting statutory thorough examination, testing or repair of pressure systems – date of examination – 5 years.</li> </ul>					X					
<p>Risk Assessments</p> <ul style="list-style-type: none"> <li>Records documenting the conduct and findings of general and specific risk assessments – elimination of risk – 5 years; OR</li> <li>Review/updating of assessment – 40 years.</li> </ul>					X				X	
<p>Training Records</p> <ul style="list-style-type: none"> <li>6 years from the end of employment.</li> </ul>						X				
<p>Working at Height</p> <ul style="list-style-type: none"> <li>Reports of inspections or work equipment as specified in working at height regs. – date of inspection – 5 years.</li> </ul>					X					



<p>Work Equipment</p> <ul style="list-style-type: none"> <li>Records documenting statutory and non- statutory inspections of safety-critical equipment and/or components, e.g. LEV systems, lifting equipment, power presses, pressure systems, mobile working platforms, interlock systems, emergency stops, etc. – date of inspection – 5 years.</li> <li>For work equipment that has been decommissioned, decontaminated and disposed of where necessary – date of issue – 5 years.</li> </ul>					x					
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NOTE: Anything not mentioned, as a rule of thumb, Health and Safety records should be kept for at least 5 years