



ST. PETER'S CATHOLIC PRIMARY SCHOOL

HEALTH AND SAFETY POLICY

Katherine Ryan

September 2023

Review date September 2024

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STATEMENT OF INTENT

This policy has been designed to complement and enhance existing TMBC procedures and guidance in respect to health and safety. It does not supersede any specific health and safety policy.

The school's Governing Body and Senior Leadership Team recognise and accept their responsibilities for health and safety both under civil and criminal law and also under the Services to People's directorate scheme of delegation for local management of schools.

As responsible employers and/or persons in control of premises, the requirement to provide, so far as is reasonably practicable, a safe and healthy working environment for all employees, visitors and pupils is acknowledged.

In doing so, the school will expect all staff, parents, pupils and visitors to abide by the requirements of this policy.

In compliance with the Health and Safety at Work etc. Act 1974, this school's Governing Body will ensure so far as is reasonably practicable that:

- The premises are maintained in a safe condition.
- Safe access to and egress from the premises is sustained.
- All plant and equipment is safe to use.
- Appropriate safe systems of work exist and are adhered to.
- Sufficient information, instruction, training and supervision are available and provided.

The Governing Body will ensure through the Senior Leadership Team that adequate resources are set aside from the total budget allocation for the policy statement to be properly implemented.

Consultation with employee representatives will be held as and when appropriate on all matters affecting the health and/or safety of employees concerned.

This policy statement together with the organisational structure and the following arrangements and procedures will be reviewed annually.

In addition to this general health and safety policy the school has a number of policies which relate directly to specific areas of health and safety. The detailed policies set out the responsibilities and arrangements for the management of the risks arising from these areas and are listed in the appendices.

Name: KATHERINE RYAN

Name:

Signature:

Signature:

Date:

Date:

Headteacher

Chair of Governors

1.0 ORGANISATION AND RESPONSIBILITIES

School level duties and responsibilities have been assigned to staff and governors as detailed below.

Responsibilities of the Governing Body

The Governing Body are responsible for health and safety matters at a local level including but not restricted to:

- Ensuring adherence to the local authority health and safety policy, procedures and standards.
- Formulating a health and safety statement detailing the responsibilities for ensuring health and safety within the establishment.
- Reviewing the establishment's health and safety policy annually and implementing new arrangements where necessary.
- Monitoring, reviewing and evaluating the school's health and safety performance.
- Providing appropriate resources within the establishment's budget to meet statutory requirements and the local authority health and safety policy, procedures and standards.
- Receiving from the headteacher or other nominated member of staff reports on health and safety matters and reporting to the local authority, or other body as necessary, any hazards which the establishment is unable to rectify from its own budget.
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with.
- Promoting a positive health and safety culture and high standards of health and safety within the establishment via the nomination of a named health and safety governor.
- Ensuring that when awarding contracts health and safety is included in specifications and contract conditions and takes account of local authority policy and procedures.

NOMINATED HEALTH AND SAFETY GOVERNOR:

Mrs E Birch

Responsibilities of the Headteacher

Overall responsibility for the day to day management of health and safety in accordance with the governing body's health and safety policy and procedures rests with the headteacher.

As manager of the establishment and of all the activities carried on within it, the head will advise governors of the areas of health and safety concern which may need to be addressed by the allocation of funds.

The headteacher has responsibility for:

- Co-operating with the Local Authority and governing body to enable health and safety policy and procedures to be implemented and complied with.
- Ensuring effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the governing body and Local Authority where necessary.
- Communicating the policy and other appropriate health and safety information to all relevant people including employees, visitors and contractors.
- Carrying out health and safety and accident investigations.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Reporting to the Local Authority any hazards which cannot be rectified within the establishment's budget.
- Ensuring that the premises, plant and equipment are maintained in a serviceable condition.

- Monitoring purchasing and contracting procedures to ensure compliance with local authority policy.

HEADTEACHER: Mrs K Ryan

The headteacher may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the headteacher from the overall day to day responsibilities for health and safety within the establishment.

The task of overseeing some aspects of health and safety on the site has been delegated by the head to:

School Business Manager: Mrs K Murray

Site Manager: Mrs M Taylor

Responsibilities of staff holding posts of special responsibility (as named above)

- Apply the school's health and safety policy to their own area of work and be directly responsible to the headteacher for the application of the health and safety procedures and arrangements.
- Maintain or have access to an up to date library of relevant published health and safety guidance from sources including CLEAPSS, AfPE etc., and ensure that all subordinate staff are aware of and make use of such guidance.
- Ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented.
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control.
- Resolve health, safety and welfare problems members of staff refer to them, and inform the head/individual with delegated authority of any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- Ensure that all accidents, incidents and near misses occurring within their department are promptly reported and investigated using the appropriate forms and are submitted to TMBC.
- Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.

Responsibilities of Employees

Under the Health and Safety at Work etc. Act 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health, safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Report immediately to their line manager any shortcomings in the arrangements for health and safety.
- Ensure that they only use equipment or machinery that they are competent/have been trained to use.

- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

2.0 POLICY REVIEW

The Headteacher/individual with delegated responsibility for health and safety will undertake the necessary arrangements for procedures to be examined and workplaces to be inspected to ensure that precautions remain suitable and sufficient by ensuring that a whole school Annual Risk Assessment and Safety Review is conducted. Feedback from this process will be referred to the Governing Body.

Governors are required to take steps to ensure that they are kept informed of Tameside Metropolitan Borough Council's advice and guidance on health and safety matters.

Health and safety is a regular, termly meeting:

Autumn: 28-11-23

Spring: 06-02-24

Summer: 20-05-24

The health and safety policy is reviewed on an annual basis. The review process is:

Policy is reviewed by headteacher during school summer holiday

Amended and adapted policy is shared with all staff as early as possible in the Autumn term

Policy is shared with governors as an agenda item at the Autumn term meeting of the health and safety sub-committee/ at the full governing body meeting (whichever comes first). Governors ask challenging questions about the policy and its implementation. Any subsequent changes or additions are then made and are communicated by the headteacher to all staff. The policy is then ratified by governors.

The policy is communicated/made available to all staff as follows:

The policy is communicated to all staff during the September INSET Day or as soon as possible thereafter. Staff sign to state their reading and understanding of the policy. An electronic copy of the policy is saved on the school intranet (T: drive), from which paper copies may be printed by staff for personal use.

Staff are advised on the health and safety policy during the induction process.

3.0 SCHOOL HEALTH & SAFETY COMMITTEES

School Governance Arrangements

The Governing Body has an oversight of on-going health and safety issues through the health and safety sub-committee meetings which are then reported in their minutes to the full governing body once per term.

Any inspections, audits or incidents, policy or practice changes are reported and signed off by the Chair of Governors and Headteacher as an evidential audit trail which can be used by the school if any incident should occur.

The committee is made up of:

Mrs E Birch – Chair of the Committee
Mr P Murphy – Chair of Governors
Mrs A M Worrall – Vice Chair of Governors
Mrs E Wills – Foundation Governor
Mrs K Ryan – Headteacher

IN ATTENDANCE: Mrs K Murray – School Business Manager
Mrs M Taylor – Site Manager

FREQUENCY OF MEETING: Termly

STANDING AGENDA ITEMS:

- Update on building works
- Fire extinguisher checks
- Fire evacuation drills/ emergency evacuation/ lockdown procedures
- COSHH assessments
- Landscaping
- Legionella testing
- Checks on outdoor play equipment
- Review of the maintenance for the school heating system
- Update from the latest Governor Premises Walk
- Attendance
- Accidents
- Policy reviews, updates and risk assessments as relevant to the committee
- Health and Safety issues in relation to the Self Evaluation Strategy, School Development Plan and budget plan
- Business Continuity Plan
- Asbestos

4.0 Arrangements

a) Competent Person(s)

The school gets their competent health and safety advice from: **Vulcan Fire**

b) Fire

The school will ensure that a fire drill or emergency evacuation drill is completed at least once per term and will record the date, time taken to evacuate and any other relevant details in the fire log.

The fire log will be kept up to date with entries for weekly fire alarm checks and fire door (means of escape) checks, monthly emergency lighting checks and fire extinguisher checks and any contractor visits or false alarms.

Arrangements are in place for evacuating disabled people (a personal emergency evacuation plan PEEP).

The Headteacher/governing body will ensure a fire risk assessment is completed and reviewed at least annually or more frequently if there is a significant change to the building or number/types of pupils.

All staff are responsible for ensuring that pupils and visitors evacuate in an orderly and timely fashion in the event of the alarm sounding.

All staff are responsible for ensuring evacuation routes and doors are kept clear at all times.

For further details please see the school's fire procedures.

c) Accident Reporting Procedure

The school reports in accordance with the Local Authority's accident/incident reporting procedure, which requires employees to report accidents, violent incidents, dangerous occurrences and near misses using TMBC's accident report form.

School accident reports are monitored for trends on a termly and annual basis and a report made to the Governors at the next scheduled meeting.

The Headteacher, or their nominee, investigates accidents and takes remedial steps to avoid similar instances recurring.

Any accidents reportable to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) will be completed using the HSE's online reporting system. <http://www.hse.gov.uk/riddor/>

Responsibility for RIDDOR reporting lies with: **Tameside MBC**
(NB As school buys competent health and safety advice through a service level agreement with TMBC H&S team this responsibility is delegated to them)

d) Administering of Medicines

The school follows DfES guidance on the dispensing of medicines within school.

Records of administration will be kept by: **Mrs K Murray (School Business Manager) and first aiders administering medication**

See also the Policy for Supporting Pupils with Medical Needs.

e) First Aid

An up to date list of all first aiders is displayed **in the following locations: Nursery unit, Infant kitchen, Y3/4 corridor, Y5/6 corridor, school office, cleaning office, school kitchen.**

The appointed first aiders are:

Name	Duties
Kirsty Broadbent	Teaching Assistant – First aid at work / Paediatric
Joanne Callaghan	Teaching Assistant - Paediatric
Kaye Murray	Business Manager - First aid at work/ AED
Katie Cooper	Teacher - Paediatric
Sam Evans	Teaching Assistant - Paediatric / First aid at work
Cath Green	Teaching Assistant - First aid at work / Paediatric / AED
Melissa Hughes	Teaching Assistant / Midday First aid at work (lunchtime duty)
Gemma O'Brien	Teaching Assistant - First aid at work
Marianna Meola	Teaching Assistant - Midday First aid at work (lunchtime duty)
Clara Walker	Teaching Assistant – First aid at work
Karen Walker	Teacher - Paediatric

First aid kits are located **in: Nursery unit, Infant kitchen, Y3/4 corridor, Y5/6 corridor, school office, site manager's office, school kitchen.**

Location	Responsible for checking and replenishment
School Office	Kaye Murray
Cabin	Kaye Murray
Cleaning office	Michelle Taylor
Year 3 / 4 junior corridor	Marianna Meola / Joanne Callaghan
Year 5 / 6 sink area	Clara Walker/ Melissa Hughes
Infant kitchen area	Kirsty Broadbent / Cath Green / Gemma O'Brien
Nursery Unit	Karen Walker / Sam Evans
School Kitchen	Zoe Murray

Portable kits are available for off-site trips and visits.

f) Health Care Plans

Health care plans are in place for those pupils with complex medical needs eg chronic or ongoing medical conditions.

The plans are reviewed annually by **the school business manager, in consultation with parents and carers.**

g) Display Screen Equipment (DSE)

The duties under the Display Screen Equipment Regulations 1992 require the employer to assess the risks to the health and safety of its employees from the use of DSE.

All staff who habitually use computers as a significant part of their normal work (continuous or near continuous spells of an hour at a time) will be asked, in the first instance, to complete a DSE Self-Assessment.

h) Training

The Headteacher will ensure that all staff have suitable and sufficient training to complete the tasks required of them.

All members of staff, as part of their Induction to the school, will receive training on the requirements of this policy.

The school will ensure that all training is recorded and refresher training is completed where required.

i) Managing Contractors

The school-based person appointed to liaise and monitor contractors on site is: **Mrs M Taylor, site manager**

The school will ensure that pre-qualification checks are carried to verify the contractor has the appropriate insurances and competencies to carry out the works.

j) Asbestos

Asbestos Responsible Person: **Mrs K Ryan, headteacher**

The Asbestos Responsible Person has received Asbestos Awareness Training delivered by **TMBC on 31-01-2023**.

The Asbestos Responsible Person will ensure that:

- The asbestos register is maintained and that any changes are recorded and notified to the authority.
- Any person undertaking works on the site are shown the asbestos register and complete an asbestos permit to work.
- An annual visual inspection of asbestos containing materials on site is conducted and is recorded in the asbestos log.

The Asbestos Register is held in the site manager's office and an electronic copy is held on the headteacher's drive. The asbestos report is held on the maintenance drive. The asbestos risk assessment is stored electronically on Staff Shared (T: drive).

k) Electrical Installations

Arrangements are in place for the testing of fixed wiring and fixed appliances by competent electrical engineers. Fixed wiring is tested by Sure Facilitators every 5 years. Fixed appliances are tested every 12 months.

l) Portable Electrical Appliances

The school will have all portable appliances inspected and tested by a competent person as per the schedule in the appendices.

All staff will visually inspect electrical equipment before use for obvious defects.

Personal items of electrical equipment will not be brought into school for use by staff or pupils.

m) Control of Substances Hazardous to Health (COSHH)

All substances which may be considered hazardous to health must have been assessed.

A copy of the health and safety data sheet and COSHH assessment is available in the file in the site manager's office.

Any person using these chemicals must ensure they have seen and that they follow the information given on the COSHH assessment (including the wearing of any identified PPE).

Staff must not bring any hazardous chemical onto the school site unless prior permission has been sought and a COSHH assessment has been completed.

n) Legionella

The school has a legionella risk assessment which is held in the site manager's office and on the maintenance drive.

The Headteacher is responsible for ensuring that any monthly temperature checks are completed and the weekly flushing records are completed.

o) Health and Safety Monitoring and Inspections

Regular visual inspections of the site and installations, from which defects are documented, is carried out by the **site manager**.

A general inspection of the site, which is documented, is carried out termly by the **health and safety sub-committee**.

This is reported back to both the relevant sub-committee and full governing body meetings.

p) Manual Handling

The school completes risk assessments on any significant manual handling tasks.

Employees who complete manual handling tasks will have suitable and sufficient training. Where employees are required to lift pupils they will receive training in appropriate moving and handling techniques along with training in the use of any specific equipment they may be required to use, such as hoists and slings.

q) Lone Working

Staff are encouraged not to work alone in school. Where lone working is deemed necessary it is risk assessed and monitoring systems put in place. The headteacher must be made aware of anyone who is lone working, and regular contact amongst staff is essential. Please see risk assessment for lone working in T: drive (Staff Shared).

r) Security

The Site Manager is responsible for opening the school in the morning. In the absence of the site manager, the headteacher and deputy headteacher arrange unlocking of the school premises.

The site manager is responsible for checking all external doors, fire doors and windows before setting the intruder alarm and locking the school.

All visitors to school are registered at reception and issued with a visitor's badge / lanyard along with a Visitor and Volunteer leaflet on their first visit to the school.

Contractors undertaking works to be issued with a TMBC Permit-to-Work by the Site Manager or School Business Manager.

s) Offsite Visits

The school follows TMBC's Educational Visits and Activities Guidance, with reference to OEAP National Guidance. The headteacher took part in training in OEAP in July, 2023. Please see our Educational Visits policy.

t) Work Equipment

All work equipment will be purchased from a reputable supplier.

Before purchase the following considerations must be given:

- The installation requirements
- The suitability for purpose
- The positioning and or storage of the equipment
- Maintenance requirements (contracts and repairs)
- Training and use of the equipment.

Staff must not use new items of work equipment unless appropriate training has been given. A risk assessment must be completed for the work equipment, and staff using the equipment must have access to and comply with the risk assessment.

All plant and equipment requiring statutory inspection, testing and maintenance, (for example steam boilers, pressure cookers, lifting equipment, local exhaust ventilation) will be inspected by an approved contractor (if the school does not use an approved contractor, it will ensure a competent contractor is used).

Any personal protective equipment (PPE) required for the use of work equipment will be supplied free of charge by the school. All employees must wear the PPE when operating such equipment.

u) Risk Assessments

The Head is responsible for the maintenance of risk assessment records.

Risk assessments are completed for any significant risks. These cover curriculum-based activities in school, school visits and the running of the school building and grounds.

Responsibility for ensuring risk assessments are completed lies with **the headteacher, the SBM, the site manager or with the member of staff completing the activity involving the potential hazard.**

Risk Assessments for curriculum activities involving a potential hazard are held centrally **in PDF form in Staff Shared (T: drive) – Health and Safety Guidance and Templates - Risk Assessments** and are available for all staff to view.

These risk assessments are working documents and must be viewed by staff carrying out the activity.

Risk assessments for educational visits must be completed and handed to the headteacher and SBM two weeks prior to the date of the visit.

Risk assessments for curriculum activities involving a potential hazard must be completed and handed to the headteacher and SBM one week prior to the activity.

Risk assessments will be reviewed on an annual basis or whenever there is a significant change to the activity/task /personnel, or following an accident or incident.

Specific risk assessments relating to individual staff members are held on their personnel files. They are stored electronically on the head's drive and a paper copy is locked away in the personnel filing cabinet in the headteacher's office.

Specific risk assessments relating to children are held in PDF form in the Staff Shared drive. They must not be downloaded or copied and taken off site unless this is to share with adults outside of St.

Peter's who are going to be involved with that child during an educational visit. These risk assessments will be undertaken by the child's teacher or the teacher's line manager as required.

v) Work at Height

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc.

Staff must not use access equipment unless appropriate training has been given. A risk assessment must be completed for the access equipment or task, and staff using the equipment must have access to and comply with the risk assessment.

The access equipment should be visually checked before each use. An inventory is required for all access equipment, with a formal written 6-monthly check (tower scaffolds require specialist and more frequent checks).

[Working at height guide](#)
[Working at height / ladders](#)

w) Statutory Checks

This table details contracts in place to ensure compliance in terms of statutory checks required by legislation.

	On Site Y/N	Contractor	Contact Number	Frequency of Visit	Location/File service report held
Air Conditioning	Y (Computer room)	Kool-It Ltd	0161 877-4030	3 times per year	Index 6
Asbestos	Y	Asbestos Assessment and Control Ltd	0161 762-0201	Annual survey	Site Manager's office - asbestos management plan, asbestos survey report and asbestos risk assessment
Catering Equipment	Y	Robertson's	0161 366-6104	Annual	School kitchen
Catering Ventilation System	Y	Robertson's	0161 366-6104	Annual	School kitchen
Electrical Installations	Y	Sure Facilities	07773 906-726	Every 5 years	Separate file - electrics
		Fixed Appliance Testing: Bradwell	0161 355-0011	Annual	
PAT Testing	Y	Electro Test PAT	0161 330-9911	Annual	Separate file - electrics
Fan Convactor Heaters	Y	Nursery: High Efficiency Heating Ltd	0161 330-2774	Bi-annual	Nursery: Index 3 School: Index 5 Mobile: red book
		School: Stanley Roberts Ltd	01244 382-118		
		Mobile: Site Manager			
Fire Risk Assessment	Y	Vulcan Fire	0845 017-9783	Annual	'Fire' file
Fire Door Safety Check	Y	Andrew Forrest Joinery	07801 068-233	Bi-annual	Index 8
Fire Alarm (service)	Y	Vulcan Fire	0845 017-9783	Bi-annual	'Fire' file

Fire alarm (testing)	Y	Site Manager		Weekly (Tues 4.30-5.30)	Logbook
Fire shutter (kitchen door)	Y	Vulcan Fire		Annual	'Fire' file
Emergency Lighting	Y	Sure Facilities	07773 906-726	Annual	Certificate in H and S file 1 – section 4
Fire Fighting Equipment	Y	Vulcan Fire	0845 017-9783 07824 483-875 (John)	Annual	'Fire' File
Fume Cupboards	N				
Local Exhaust Ventilation Systems (LEV)	N				
Gas Installations	Y	Nursery boiler: High Efficiency Heating Ltd	0161 330-2774	Annual	Index 3
		Schol boilers: Senate Ltd	0151 222-3411	Annual	Index 4
Gates and Barriers	Y	Advance Security	0161 785-8000 0844 334-5007	Annual	Site Manager's office
Ventilation Systems	Y	Sure Facilities	07773 906-726	Annual	Index 7
Legionella	Y	Please see programme of legionella testing at St. Peter's – section (x)			
Lifting Equipment used for lifting people (eg, lifts and hoists)	N				
Lifting Equipment	N				
Playground Equipment Adventure Play Equipment	Y	Sovereign Play Systems Ltd	01702 291-129	Termly	Separate file
		<p>Site Manager carries out half termly risk assessments on school and Nursery play equipment. These are located in the Site Manager's file.</p> <p>Nursery and Reception play equipment is monitored daily by class staff. Monitoring sheets are handed to the SBM.</p> <p>Infant, junior, Reception and Nursery playgrounds are monitored daily. See Site Manager's file for reports.</p>			
PE Equipment	Y	Sport Safe	0333 300-0032	Annual	Health and Safety file Section 3
Stage Sound Equipment	N				

Stage Lighting Equipment	Y	Bradwell	0161 355-0011	Annual	Separate file - electrics
Tree Survey	Y	Greater Manchester Tree Station	0161 231-3333	Annual	Site Manager's file
Garden Maintenance	Y	Bancroft Amenities	0161 368-1869	Twice per month	SLA file

x) Legionella Testing

LOCATION	CONTROL MEASURES	PERIODIC REVIEW DATE	Tested by:	DATE LAST TESTED	Term due date	Service due date:	COMMENTS
School, mobile and nursery buildings	Legionella Risk Assessment	Every 5 years	Pure-Tech Uk	27.02.2020	Spring	February 2025	
School, mobile and nursery buildings	Legionella Audit	Annually	Pure-Tech Uk	06/04/2023	Spring	April 2024	Survey & report kept in Site Manager's office.
School, mobile and nursery buildings	Flushing of any outlet that is infrequently used	Weekly	Site Manager / Senior Cleaners	See comments	Ongoing		See Site Manager's Legionella Logbook Section 1
School, mobile and nursery buildings	Temperature checks	Monthly	Site Manager / Senior Cleaners	See comments	Ongoing		See Site Manager's Legionella Logbook Section 2
	Sentinel TMV supply temperatures Cleaning office - near point Infant – distant point	Monthly	Site Manager / Senior Cleaners	See comments	Ongoing		See testing / cleaning information below
	Clean and disinfection of spray/tap school main kitchen	Quarterly	Site Manager	See comments	Ongoing		See Risk Assessment in Legionella Logbook section 3

LOCATION	CONTROL MEASURES	PERIODIC REVIEW DATE	Tested by:	DATE LAST TESTED	Term due date	Service due date:	COMMENTS
School Boiler house Nursery Boiler house	Take temperature using thermostatic cuff	Monthly	Site Manager	See comments	On-going		See Site Manager's Legionella Logbook Section 2
School, mobile and nursery buildings	Calorific Blow Down (x2), Flushing of Expansion Vessel (x1), TVCC samples (x2), LP Samples (x3), POU's water heaters temperature/usage checks (x5)	Six monthly	Pure-tech UK	21/12/2022	Summer Winter		See Site Manager's Legionella Logbook Section 7
School, mobile and nursery buildings	Visual Inspection of Calorific/Water Heater (x2), Visual Inspection of POU's (x5), Servicing of TMV's (x9), Heating sample – Chemical analysis (x1), Heating	Annually	Pure-Tech UK	07/06/2022	Summer	June 2023	See Site Manager's Legionella Logbook Section 7
	sample – Microbiological activity (x1)						

Appendix 1 – Related Health and Safety Policies, Procedures and Guidance

1. Fire Policy and Procedures
2. Accident Reporting Procedure
3. First Aid and related Procedure and Policies
4. Policy for Supporting Pupils with Medical Needs in School
5. DSE Guidance
6. Control of Contractors procedures
7. Asbestos Management Plan
8. COSHH file
9. Legionella Procedures
10. Manual Handling Guidance
11. Lone Working risk assessment
12. Educational Visits Policy
13. Risk Assessments relating to the building, individual children and curriculum activities
14. Stress Policy
15. Work at Height Guidance
16. Asthma Policy
17. Attendance Policy
18. Risk Assessment: use of hand tools and machinery