

Ormiston Academies Trust

Ormiston SWB Academy Premises Management Policy

Policy version control

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1. Introduction and context

Ormiston Academies Trust (OAT) has a duty to ensure that buildings under their control comply with the statutory and regulatory standards. The school needs to consider the building's:

Condition – focusing on the physical state of the premises to ensure safe and continuous operations as well as other issues involving building regulations and other non-education centric statutory requirements.

Suitability – focusing on the quality of the premises to meet curriculum or management needs and other issues impacting on the role of the school in raising educational standards.

The school premises are monitored by the premises manager and caretaking staff, who liaise with the staff responsible for health and safety and with the school business manager, responsible for support staff.

2. Scope

This policy applies to all schools and academies within OAT.

3. Definitions

Premises in this context means a school or academy, together with its land and outbuildings.

4. Responsibilities

The governing board, as the duty holder, will be primarily responsible for ensuring the proper maintenance and repair of the school.

The school business manager will be responsible for coordinating and supervising maintenance and repair work, including securing any external contractor where necessary.

The premises manager will identify and undertake all maintenance and repair work within the school.

5. Procedure – Premises Management

5.1 Asbestos

The governing board, in collaboration with the Principal, school business manager, and the premises manager, will ensure that it meets its duty to manage asbestos in the school.

The school business manager, together with the premises manager, will ensure that an asbestos survey is undertaken by a qualified contractor whenever necessary with the outcomes recorded in an asbestos register.

The school business manager, in collaboration with the premises manager, will ensure there is an asbestos management plan to manage the risks to school staff and pupils regarding exposure to asbestos.

5.2 Water supply

The premises manager will ensure that the school's water supply meets regulatory requirements by carrying out the appropriate checks at appropriate intervals so that:

- The school has a clean supply of water for domestic purposes, including a supply of drinking water
- Toilet facilities have an adequate supply of cold water and washbasins, and sinks and showers have an adequate supply of hot and cold water
- Temperatures do not exceed 43°C as stated in legislation.

5.3 Toilet and washing facilities

For pupils under 5 years of age, there will be one toilet and washbasin for every 10 pupils.

For pupils aged over 5 years of age there will be one toilet and washbasin for every 20 pupils.

Toilet and washing facilities will be planned to ensure that:

- Hand washing facilities are provided within the vicinity of every toilet
- The facilities are properly lit and ventilated
- They are located in areas that provide easy access for pupils, and allow for supervision by members of staff, without compromising the privacy of pupils.

Disabled toilets will have a toilet, washbasin and where possible, a shower or wash-down fitting.

Disabled toilets will have a door opening directly onto a circulation space that is not a staircase and can be secured from the inside.

Where possible, a number of facilities will be available, to ensure a reasonable travel distance which does not involve changing floor levels.

Where possible, shower areas will be separate from toilets, and they must provide adequate privacy.

In order to be compliant with the Equality Act 2010, an accessibility strategy will be implemented to ensure the premises are fully accessible to pupils with SEND.

The accessibility strategy will include the health and safety needs of pupils with SEND.

5.4 Drainage

The premises manager will ensure that there is adequate drainage for hygiene purposes and for the disposal of waste water and surface water by carrying out

regular visual checks and calling in external drainage specialists should problems arise in this area.

5.5 Lighting

Lighting will be provided which allows the faces of teachers and pupils to be visible for good communication

Daylight will be given priority in all spaces.

Adequate views will be available to the outside, in order to ensure comfort and avoid eye strain.

Lighting controls will be easy to use.

Blinds or other window covers will be provided, in order to avoid glare or excessive sunlight.

External lighting will be provided to ensure safe pedestrian movement after dark.

Outdoor sports facilities will have floodlights if they are likely to be used out of school hours.

Emergency lighting will be provided for areas which are accessible after dark.

Pupils with SEND have additional needs, some of these may include:

- Colour and contrast, which helps in locating doors and handles, stairs and steps
- Glare will be avoided, including high gloss paint
- Where possible, light sources, such as high frequency fluorescent luminaires, will be used to avoid subliminal flicker
- Large areas of glazing will be clearly marked in order to avoid accidents.

5.6 Security

The school business manager and the premises manager will ensure that the school has adequate security arrangements in place for the grounds and buildings by ensuring that each building is securely locked and alarmed each night; that each building has a secure entrance; and that the school's perimeters are sufficiently secure.

The school's security arrangements are based on a risk assessment, regularly reviewed by the school business manager, premises manager and senior leadership team, explicitly taking into account the:

- Location of the school
- Physical layout of the school
- Boarding accommodation

- Movements needed around the site
- Arrangements for receiving visitors
- Staff/pupil training in security.

5.7 Lettings

The school business manager will ensure that premises used for a purpose other than conducting the school's main business are organised to ensure that the health, safety and welfare of pupils are safeguarded and their education is not interrupted by other users.

5.8 Weather

The premises manager will ensure that the school buildings provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground by conducting regular visual checks. Any issues identified will be relayed to the school business manager.

5.9 Evacuations

The premises manager will ensure there is sufficient access so that emergency evacuations can be accomplished safely for all pupils, including those with special educational needs and disabilities (SEND), by ensuring that all exits are kept clear and unobstructed, and by carrying out regular checks.

5.10 Accessibility

The premises manager will ensure that access to the campus allows all pupils, including those with SEND, to enter and leave the campus in safety by ensuring entrances are well maintained, unobstructed and wheelchair accessible.

5.11 Suitability

The school business manager will ensure, as much as is reasonably possible, that the school premises have not been condemned by the Environmental Health Authority through reference to appropriate documentation.

The school business manager and premises manager will further ensure that, in terms of the design and structure of school buildings, no areas of the school compromise health or safety.

5.12 Welfare

The school business manager and the premises manager will ensure that there are sufficient washrooms for staff and pupils, including facilities for pupils with SEND, taking into account that:

- All single and double sanitary fittings contain one or two washbasins respectively
- The number of washbasins is at least two-thirds that of the toilets/urinals in senior school

- Separate washrooms for girls and boys are provided for pupils aged 8 years or older and separate washrooms are provided for staff and pupils
- Staff washrooms are adequate for the number of staff at the school
- Changing facilities, including showers, provided for pupils are accessible from the playing field/sports hall where the exercise takes place.

The school business manager will further ensure that there are appropriate facilities in place for pupils who are ill, including:

- A room for medical or dental examination
- A washbasin.

5.13 Fire safety

Fire risk assessments will be undertaken in order to identify the general fire precautions needed to ensure the safety of occupants in the case of a fire.

Procedures will be in place for reducing the likelihood of fire including fire detection and alarm systems.

Staff and pupils will be familiarised with emergency evacuation procedures.

Risk assessments will be updated if there are any significant changes to the premises.

5.14 Catering

The school business manager, in consultation with the catering manager, will ensure that where food is served, there are adequate facilities in place for its hygienic preparation, serving and consumption.

5.15 Cleaning

The school business manager will ensure that classrooms and other parts of the school are maintained in a tidy, clean and hygienic state by monitoring standards.

5.16 Acoustics

Learning spaces will be designed in a way to enable people to hear clearly, understand and concentrate.

There will be minimal disturbance from unwanted noise.

Some learning spaces, such as music rooms or open areas, will require higher acoustic standards.

5.17 Mechanical services

The premises manager will ensure that the lighting, heating and ventilation in classrooms and other parts of the school are satisfactory in that:

- Each room or space in the school has lighting appropriate to its normal use
- Each room or space in the school has a system of heating appropriate to its normal use
- Adequate measures are taken to prevent condensation and noxious fumes in kitchens and other rooms

This will be done through a programme of monitoring and systematic feedback from staff.

5.18 Maintenance

The business manager will ensure that there is a satisfactory standard and adequate maintenance of decoration by implementing the school's planned maintenance programme, including the statutory and best practice checks outlined in Appendix A.

Most of this work will take place during holiday periods, but smaller tasks may be completed during term time.

5.19 Furnishings

The business manager, in consultation with the headteacher and relevant heads of department, will ensure that the furniture and fittings are appropriately designed for the age and needs (including any SEND or medical conditions) if all pupils registered at the school.

Consideration will be given to specific requests for furniture and fittings generated as a result of the annual departmental review of furniture and fittings conducted by the premises manager.

5.20 Playing fields

Under section 77 of The School Standards and Framework Act 1998, playing fields are protected from development,

[For academies] Any playing fields which have been in use for over 10 years are protected.

5.21 Grounds

The business manager, in consultation with the headteacher, deputy headteacher and heads of (PE), will ensure that there are appropriate arrangements for providing outside space for pupils to play and exercise safely.

The condition of all playground areas will be monitored by the premises manager and deficiencies addressed.

5.22 Health and safety audit

The business manager will ensure that the school's premises are subject to a regular health and safety audit.

The premises manager will monitor that risk assessments are completed annually for each department.

6. Related Documents

- OAT Health and Safety Policy
- Risk assessments
- The Control of Asbestos Regulations 2012
- The School Premises (England) Regulations 2012
- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- DfE (2000) 'Guidance on first aid for schools'
- DfE (2014) 'Health and safety: advice on legal powers and duties'
- DfE (2017) 'Managing asbestos in your school'

7. Monitoring and review

This policy is reviewed annually by the headteacher in conjunction with the governing body; any changes made to this policy will be communicated to all members of staff.

All members of staff are required to familiarise themselves with this policy as part of their induction programme.

Appendix I.

Health and Safety Audit

Aspect	Existing document (Y/N)	Requirement	Review date
Access audit		Survey, report and access statement covering learning, teaching and physical access.	
Air conditioning		Dependent on refrigerant gas used, testing and servicing quarterly, six monthly or annually. Regular inspection required. ACEA – A/C Energy assessment every five years.	
Asbestos		Asbestos register and management plan.	
Car parking and vehicle/pedestrian segregation		General risk assessment required.	
Building and grounds condition survey		Inspection of building and facilities for asset management planning (AMP).	
Classroom assessment		Annual assessment with termly review.	
Control of substances hazardous to health (COSHH) risk assessment		For storage and use of any hazardous substances.	
Display energy certificate (DEC)		Requirement for buildings with floor area over 1000m ² to display the energy	

Aspect	Existing document (Y/N)	Requirement	Review date
		use of the school buildings.	
Duct hygiene (air conditioning, plenum heating)		Inspection and testing, thorough cleaning routine determined from testing/inspection results.	
Electrical - Portable appliance testing (PAT)		Safety checking and testing of electrical appliances.	
Electrical – Fixed wire testing		Testing of all fixed wiring boards and all distribution boards every three to five years.	
		Testing of all distribution boards in mobile accommodation annually.	
Electrical – Stage lighting		Annual test and inspection by a competent person.	
		Inspection and testing of portable dimmer racks with no fixed cabling, plugs, sockets, flexible leads every three months.	
Emergency lighting		Inspection and testing of system, monthly checks by the premises manager to check functionality and battery discharge tests.	

Aspect	Existing document (Y/N)	Requirement	Review date
Extraction systems, including fume cupboards		Inspection and testing of dust extraction equipment.	
		Local exhaust ventilation.	
Fire risk assessment		Inspection and annual review, or whenever any changes are made that will affect the assessment.	
Fire alarm and detection systems		Weekly fire bell test, six monthly fire drill and annual service and inspection.	
Fire doors		Check correct functioning regularly.	
Fire extinguishers and appliances		Inspection and testing of equipment, if a sprinkler is installed, this may need more frequent testing to comply with insurance requirements.	
First aid equipment		Regular checks recommended replenishing equipment/stock and replacing out-of-date items.	
Floor plans		Up-to-date floor and roof plans are created when changes are made.	
Fuel oil storage		Plan of pipework and main isolation points annual update. Visual inspection and	

Aspect	Existing document (Y/N)	Requirement	Review date
		maintenance checks on all pipework devices.	
Gas safety		Inspection and certification, identification and location of gas equipment and supplies – update.	
Gas appliance		Annual servicing for efficient operation and combustion.	
Gas pipework		Visual inspection and testing.	
Glazing		Requirement to survey buildings to identify where safety glazing should be and ongoing checks that any replacements are with the required glazing.	
Hydrotherapy and swimming pools		Risk assessment updated annually.	
Incoming services and isolation points		Do you know where your incoming water, gas and electrical mains are? This is useful for emergency planning in the case of an unexpected event.	
Lifts and hoists		Thorough examination, full maintenance and inspection.	

Aspect	Existing document (Y/N)	Requirement	Review date
Lightning conductors		Inspection and full test to assess adequacy of earthing, evidence of corrosion.	
Mobile classroom stability		Structural inspection of mobile classrooms.	
Planned preventative maintenance (PMP)		Do you have a PMP in place for all your buildings, plant and equipment?	
		Do you have current servicing records?	
		Do you carry out annual maintenance inspections?	
Fixed playground and gym equipment		Inspection and testing.	
Radon		Risk assessment carried out and updated as necessary.	
Shared premises		Risk assessment carried out and updated as necessary.	
Slips and trips		Risk assessment carried out and updated as necessary.	
Tree safety		Risk assessment carried out and updated as necessary.	

Aspect	Existing document (Y/N)	Requirement	Review date
Water hygiene and safety, legionnaires' disease – water systems, cold water systems		Risk assessment and management plan for setting control measures where risks of legionella are identified. Visual condition and compliance inspection. Tank condition and water quality checks will be regularly undertaken.	
Legionnaires' disease – Low pressure hot water systems		Visual condition inspection. Maintenance checks on all pipe work, devices, valves, pumps etc.	
Water and surface temperature		Risk assessment and/or review.	
Workstation assessment		Analysis of all workstations to assess any health and safety risks.	
Working at height		Risk assessment	
Working at height – Safety eye bolts and cradles		Inspection and testing.	

Appendix 2 – Asbestos Management Checklist

Criteria	Yes	Further action needed
<p>Is the school management team aware who has the overall legal responsibility for the management and repair of the school buildings? The responsibility for managing asbestos falls to whoever is responsible for maintenance and repair of the school premises – this is the duty holder.</p>		
<p>Has the duty holder undertaken a management survey? A management survey should identify what type of asbestos containing materials (ACMs) are present and where they are.</p>		
<p>Does the management survey highlight the location of ACMs? All areas of the school premises should be included: storerooms; yards; outbuildings; underfloor services; pipes; ceiling voids; corridors, etc.</p>		
<p>Has the duty holder assessed the potential risk from the ACMs? The assessment should consider the condition of the ACMs, whether they are likely to be disturbed and the action that is necessary to manage the risks.</p>		
<p>Does the duty holder have a management plan detailing how to manage the risks from any ACMs at your school? The plan should bring together all the available information. It should outline what is going to be done, when it is going to be done, and how it is going to be done – both reactive and planned checks. It should set out clear lines of responsibility.</p>		
<p>Are precautions in place to ensure that anyone who may disturb ACMs is provided with information about any asbestos present? The precautions should ensure anyone in-house or who comes to undertake any work on the premises does not start before they are given the information about any asbestos present.</p>		

<p>Are any in-house staff, who may undertake maintenance work, adequately trained? Training needs to be appropriate for the work.</p> <p>Awareness training – this is for staff whose work could expose them to asbestos while carrying out their everyday tasks. Awareness training is not sufficient for staff planning to carry out any work on ACMs.</p> <p>Training for work with asbestos that does not require a licence from the HSE – this is for staff who plan to carry out any work on ACMs where the likelihood of exposure is much higher e.g. installing cables in areas containing undamaged asbestos materials.</p> <p>Training for asbestos work that does require a licence from the HSE – this includes most work of asbestos insulation, asbestos insulating board and lagging, including sealing and removal. Licensed contractors must carry out most work with these higher risk ACMs.</p>		
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Further action needed

Action required	Action taken	When	Initialled

Name (and position):	Signature:	Date:
Name of school:		

Appendix 3: External Premises Checklist

Risk	How can the risk cause harm?	Potential impact if occurs 1-5	Are measures in place/adequate? ✓/X	What action needs to be taken?	Person(s) responsible for action
Defective floor (uneven, slippery, damaged)	Slips, trips, falls				
Liquid spillages	Slips, trips				
Trailing electrical cables	Trips, falls				
Open/broken windows	Cuts, injuries				
Damaged play equipment	Cuts, abrasions, injuries				
Access points	Trips, falls, fire risk, obstructed escape				
Fire	Property damage, smoke inhalation, burns, other physical injury				
Slipped roof tile	Trips, falls, cuts				
Broken glass	Cuts, injuries				
Dangerous objects in school field	Serious injury				
Dangerous work equipment (paint, ladders)	Trips, falls				
Car park	Serious injury				

Checks took place on: ___/___/___

Checked by: _____ Signature: _____

Date of next check: ___/___/___

Appendix 4: Classroom Checklist

	Questions you should ask concerning your classroom environment:	Yes/No:	Further action required:
Movement around the classroom (slips and trips)	Is the internal flooring in 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, for example water and blood from cuts?		
	For stand-alone classrooms:		
	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' step-stool 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, for example 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, for example a TV placed on a suitable trolley?		
	Where window restrictors are fitted to upper-floor windows, are they in good working order?		
	Are hot surfaces, such as radiators, protected where necessary to prevent the risk of burns to vulnerable young people?		
Manual handling	Have trolleys been provided for moving heavy objects, for example 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	Are fixed electrical switches and plug sockets in good repair?		

and services	Are all plugs and cables in good repair?		
	Has portable electrical equipment, for example laminators, been visually checked and tested at suitable intervals to ensure that they are 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 unobstructed, 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?		

Please note, this is not an exhaustive list and you should identify any other hazards associated with the daily use of the classroom in the additional tables below, including any further actions needed. If necessary, discuss your concerns with a senior leader in your school.

Additional issues

Additional issues:		Yes/No:	Further action required:

Further action needed

Hazards noted:	Action taken and when:

Name:		Classroom number:	
Job role:		Classroom location:	
Signature:		Date:	

Appendix 5

Playground risk assessment

Assessment conducted by:	Job title:	Covered by this assessment: teachers, teaching assistants, volunteers, supervising adults and pupils.
Date of assessment:	Review interval: annually	Date of next review:

Related documents
Health and Safety Policy, First Aid Policy, Risk Assessment Policy, Site Safety Checklist,

	Risk rating	Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill-health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Maintenance		<ul style="list-style-type: none"> • Routine visual inspections of the playground and any equipment are conducted on a weekly basis by the site manager. • The site manager uses the Site Safety Checklist to conduct a visual assessment of the playground and equipment, and removes any litter and harmful objects, animal faeces, objects blocking pathways, poisonous plants, etc. • The site manager conducts a weekly physical check to ensure stability of the equipment in the playground. • The site manager conducts an annual inspection of playground equipment alongside an independent inspector to ensure overall safety. • Any faulty equipment or dangerous/uneven surfaces are coned off immediately and are out of use. • Any hazards or defects are reported to the Principal immediately. • Appropriate repair is organised for faulty equipment or dangerous/uneven surfaces. 				
Supervision and security		<ul style="list-style-type: none"> • The ratio of staff to pupils in the playground is _____ (e.g., 1 : 30) • A lead member of staff is on duty during lunchtimes and break times. • The lead member of staff checks that all gates are closed or locked at the beginning of duty. • All members of staff remain alert to any children wandering near gates or off the premises; no child leaves the premises without an adult. • All members of staff remain alert to any intruders or animals attempting 				

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<p>to enter the school playground.</p> <ul style="list-style-type: none"> • Pupils are informed not to enter the playground unless a member of staff is present. • Any areas that are identified as high-risk for pupils are out of bounds. • Where possible, alternative routes are planned for visitors away from play areas. • Any blind spots, due to walls, trees, etc., are identified and staff supervise from an alternative location in the playground. 				
Use of equipment and the playground		<ul style="list-style-type: none"> • Expectations of pupils' use of equipment is pre-determined and communicated to all staff and pupils. • All staff are trained in the school rules on appropriate behaviour and how to deal with situations of bullying and violence. • All supervising staff are familiar with the school's Anti-Bullying Policy and are trained in identifying and preventing bullying. • All supervising staff are familiar with the school's Physical Restraint and Reasonable Force Policy. • Appropriate storage areas are determined and all equipment is put away after use, or at the end of every break/lunchtime. • Staff who are supervising pupils keep a close eye on their use of any equipment. • Any pupil who is noticed as misbehaving is instructed to stop their play and appropriate discipline is actioned. • Inappropriate games are banned. 				

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Injury and health and safety		<ul style="list-style-type: none"> • Playground equipment and apparatus is regularly checked for defects and is formally maintained annually – supervising staff are trained in the reporting of defects. • The number of pupils permitted to use apparatus at one time is controlled, enforced and made clear to pupils. • Equipment and apparatus used by pupils is age appropriate, and impact absorbing surfaces are present where there is a significant risk of falling (not required for equipment below 60cm). • Lunchtimes and break times are staggered by age group to avoid over-filling the playground. • Pupils are not allowed to use the apparatus when slippery or wet. • Pupils are set clear rules on using the apparatus safely, e.g. no hanging upside down from the monkey bars. • Pupils are only to use equipment for its intended use. • Activity locations are controlled, and pupils only play games in the appropriate location. • Pupils are informed about any unavoidable irritant plants, such as nettles, and warned not to touch them. • Pupils are taught not to touch any dangerous litter, such as glass and needles, and instructed to report any litter to a supervising staff member. • Pupils are taught not to touch any animals that wander around the school playground, or any animal waste, and to report it to a supervising member of staff. • Equipment for the safe removal of faeces is provided. 				

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Response to accidents and injuries		<ul style="list-style-type: none"> • At least one qualified first aider is readily available at all times. • First aid kits are located nearby at (name of location). • All supervising staff members are made aware of the designated first aider. • Walkie-talkies are used to allow for immediate communication between supervising staff members. • An emergency response is pre-determined and communicated to all members of staff. • In the event of an injury, the first aider attends to the pupil immediately; emergency services are contacted if necessary. • All accidents and injuries are recorded and are used to inform future risk assessments. 				
Weather conditions		<ul style="list-style-type: none"> • During adverse weather conditions, decisions are made by the lead staff member on duty in conjunction with the Principal regarding which areas of the playground, if any, are suitable for use. • An inspection of the playground is made by the person on duty before, during and after use in the event of adverse weather conditions. • If no or limited areas are suitable for play, pupils have their break/lunchtime as 'wet play' indoors. • In sunny weather, pupils are encouraged to bring and wear sunscreen and hats, seek shade and drink plenty of water. • In snowy/rainy weather, pupils are instructed to wear the appropriate outdoorwear and footwear. 				

Appendix 6: Premises Risk Assessment

Risk	Who is at risk?	How can the risk cause harm?	Likelihood 5 high 1 low	Impact if occurs 5-1	Normal control measures	Are measures in place/ adequate?	Person(s) responsible for action	Date of next review
Defective floor	All	Slips, trips, falls			<ul style="list-style-type: none"> Condition of premises checked regularly. Defects are promptly repaired. Adequate external lighting is switched on during working hours. 			
Liquid spillages	All	Slips, trips			<ul style="list-style-type: none"> Pupils are supervised when using liquids in class. All spillages are dealt with immediately. Wet floor signs are used. Appropriate footwear is worn. 			
Items stored in corridors/walk ways	All	Trips, falls, fire risk, obstructed escape			<ul style="list-style-type: none"> Good housekeeping is maintained. Regular inspections take place. Corridors/walkways are kept clear. Designated storage areas. 			
Trailing electrical cables	All	Trips, falls			<ul style="list-style-type: none"> Trailing leads kept to a minimum. Extension leads and adaptors are used only when necessary and are not obstructive. Cable covers used. 			

Risk	Who is at risk?	How can the risk cause harm?	Likelihood 5 high 1 low	Impact if occurs 5-1	Normal control measures	Are measures in place/ adequate?	Person(s) responsible for action	Date of next review
Electrical equipment and sockets	All	Electrical shocks, burns, fire hazard			<ul style="list-style-type: none"> Electrical equipment is PAT tested before use. All appliances are allocated a test date and next test date. System in place for reporting faults and taking equipment out of service. 			
Hot surfaces/water	All	Burns, scalds, shock			<ul style="list-style-type: none"> Low surface temperature radiators are used. Hot surfaces are supervised and warning signs are clear. Temperatures are monitored. 			
Open/broken windows	All	Falls, cuts, injuries			<ul style="list-style-type: none"> Opening limiters fitted to windows. Windows to be appropriately marked/etched. Any broken windows to be dealt with immediately/area restrictions put in place. 			
Defective furniture/equipment	All	Cuts, abrasions, physical injuries			<ul style="list-style-type: none"> Furniture and fittings are monitored regularly and defects reported. Staff are aware of arrangements of furniture. 			
Access points	All	Trips, falls, fire risk, obstructed escape			<ul style="list-style-type: none"> Space, circulation routes and emergency exits are adequate. Access points are clearly labelled and well-lit at all times. 			

Risk	Who is at risk?	How can the risk cause harm?	Likelihood 5 high 1 low	Impact if occurs 5-1	Normal control measures	Are measures in place/adequate?	Person(s) responsible for action	Date of next review
Fire	All	Property damage, smoke inhalation, burns, physical injury			<ul style="list-style-type: none"> • Fire Risk Assessment conducted and reviewed annually. • Rubbish not allowed to accumulate. • Storage areas kept tidy. • Staff are familiar with safe evacuation strategy. • Fire alarms/drills/extinguishers/doors checked regularly and emergency exits clearly marked. 			
Service cupboards	All	Fire, major injury, property damage, electrical shocks			<ul style="list-style-type: none"> • All areas to be locked, kept tidy, and access restricted to authorised persons. • Appropriate signage put in place. • Adequate lighting available. 			
Inadequate lighting/other welfare facilities	All	Stress, fatigue, headaches, eye strain			<ul style="list-style-type: none"> • Lighting sufficient for tasks. • Sufficient supply of drinking water. • Hot water, soap and paper towels available. • Sanitary disposal bins provided and waste collection procedure is in place. 			
Poor water quality	All	Infection, disease, coliforms, legionella			<ul style="list-style-type: none"> • Water Risk Assessment conducted and Water Log Book is completed. • All taps run for several minutes after prolonged absence. • Showers disinfected/descaled frequently. • Tanks sterilisation conducted. 			