



Health and Safety Policy

This policy has been adopted by Pathfinder Multi Academy Trust and is applicable across all schools that make up the Trust. In line with the MAT's Scheme of Delegation, this Policy must be duly applied by each Local Governing Committee and the Headteacher of each school in Pathfinder Multi Academy Trust.

Where there are specific details or any discretions in the policy that apply to an individual school or Local Governing Committee this has been made clear within the wording of the policy.

This policy will be reviewed in line with the agreed timetable for policy review or sooner as events or legislation changes require.

Date Adopted: **October 2025**

Date for Review: **October 2026**

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2025-26 changes to this policy:

- Re-instated reference to SMS into Policy
- Legal Framework updated
- Trust Board H&S Representative named
- CEO responsibilities
 - Added 'Reporting to the Board'
- Pathfinder MAT H&S Coordinator
 - Added 'The Pathfinder MAT Health and Safety Coordinator is the Estates & Facilities Manager (or an appropriate designate) who will':
 - The word 'Monitor' has been replaced with 'Review and report'
 - Amended sentences to read: Produce reports for the CEO to update the board and advise them of current standards across the Trust. Co-ordinate the control of contractors employed by the Trust on site when work is being undertaken. Ensure only contractors who are capable of working safely are selected and engaged
- School Headteachers
 - Added Appendix A - Statement of Intent document
 - Amendment to sentences: That appropriate co-ordination and control of contractors on site when work is being undertaken.
 - Local Governing Body replaced with Local Governing Committee
- Contractors, agency and partnership staff & volunteers
 - Added: [Contractors Only] Assessing their own risk and providing their own first aid kit, suitable for treating minor injuries.
- Arrangements
 - Added: Safety Management System Directory on the PMAT portal
 - Detailed requirements for specific topics including, where appropriate, policies and procedures.

1 Statement of Commitment

At Pathfinder Multi Academy Trust (PMAT), we are committed to the health and safety of our staff, pupils and visitors. Ensuring the safety of our community is of paramount importance, and this policy reflects our dedication to creating a safe learning environment.

We are committed to:

- Reducing accidents and work-related ill health as far as reasonably practicable.
- Ensuring compliance with statutory requirements as a minimum standard.
- Assessing and controlling risks from curriculum and non-curriculum work activities.
- Providing a safe and healthy working and learning environment for staff and students.
- Ensuring safe working methods and providing safe work equipment.
- Ensuring all employees are competent to undertake their role(s) by providing effective information, instruction and training.
- Consulting with employees and their representatives on health and safety matters.
- Monitoring and reviewing our systems and prevention measures to ensure that they are effective.
- Setting targets and objectives to develop a culture of continuous improvement.
- Ensuring adequate welfare facilities exist throughout PMAT.
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.
- Learning from our own health and safety experiences and share learning opportunities with other schools.

Signed by: Chair of the Board of Directors

Signature:

Name: Mr J Hattam

Date:

Signed by: Pathfinder MAT Chief Executive Officer

Signature:

Name: Mr A Daly

Date:

2 Legal Framework

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

- Health & Safety at Work etc Act 1974
- The Workplace (Health, Safety & Welfare) Regulations 1992
- The Management of Health & Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013
- The Construction (Design & Management) Regulations 2015
- The Personal Protective Equipment at Work Regulations 2002
- The Education (School Premises) Regulations 1999
- The Ionising Radiation Regulations 2017 (IRR17)
- The Manual Handling Operations Regulations 1992
- The Provisions and Use of Work Equipment Regulations 1998
- The Work at Height Regulations 2005 (as amended)
- The Regulatory Reform (Fire Safety) Order 2005
- The Food Information (Amendment)(England) Regulations 2019 (Natasha's Law)
- The Animal Welfare Act 2006

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

- DfE (2022) "Health & Safety; responsibilities & duties for schools"
- DfE (2017) "Safe storage & disposal of hazardous materials & chemicals"
- HSE (2024) "Sensible health & safety management in schools"
- DfE (2022) First Aid in Schools
- UK Health Security Agency (2024): Health Protection in Children and Young People settings including education

This policy should be applied, in addition to and alongside the Estate and Facilities Policies outlined on the PMAT Portal. In addition individual school plans and procedures:

- Personal Emergency Evacuation Plan (PEEP)
- Asbestos Management Plan and Register
- COSHH Information Sheets
- Fire Evacuation Plan
- Lockdown Procedure (partial and full lockdown)

3 Pathfinder MAT Roles and Responsibilities

In order to achieve compliance with the statement of commitment, specified roles within the PMAT's management structure will have additional responsibilities assigned to them as detailed below.

3.1 The Board of Directors

The Board's nominated Health and Safety representative is Mr Jake Drummond.

The board of directors has the following responsibilities:

- All reasonable steps are taken so that PMAT is complying with health and safety legislation.
- Promote a sensible approach to health and safety within PMAT.
- Seek and accept advice from competent health and safety advisers.
- Ensure persons have sufficient experience, knowledge and training to perform the tasks required of them.
- Work with the PMAT Chief Executive Officer and school headteachers to adopt a sensible attitude towards health and safety management – ensuring a proportionate response to reduce the health and safety risks in the PMAT.
- Ensure sufficient resources are made available in respect of finance, time, equipment and people to manage health & safety across PMAT.
- Ensure health and safety performance of PMAT is measured both actively and reactively.
- The PMAT health and safety policy and performance is reviewed as a minimum biennially, or when there is a change of personnel in PMAT or following a significant event.

3.2 Pathfinder MAT Chief Executive Officer

The CEO is accountable to the Board of Directors and their particular responsibilities are to ensure that:

- Sufficient budgetary resources are available to ensure an acceptably safe and healthy working environment.
- Health and Safety is properly addressed and performance is monitored through the Central Services Team.
- Ensure clear procedures are created which assess the risk from hazards and produce safe systems of work across all Schools.
- The Trust sets strategic health and safety objectives.
- A process is in place for detailing the responsibilities and accountabilities of all managers and supervisors.
- Health and Safety requirements are included in the annual budgetary review process and adequate local resources are made available.
- Health and Safety performance and compliance is monitored across all schools and any gaps are properly addressed.
- Ensure that the Pathfinder MAT is working to legal standards for health and safety.
- Continuing improvement in local health and safety performance is promoted across each school and experiences and lessons learned are shared with peers across the PMAT.
- Reporting to the Board.

3.3 Pathfinder MAT Health & Safety Coordinator

The Pathfinder MAT Health and Safety Coordinator is the Assistant Estates & Facilities Manager (or an appropriate designate) who will:

- Review and report on the annual risk assessment and revision process across the PMAT.
- Review & report the workplace inspections and active monitoring process across all the PMAT.
- Review & report provision for the inspection and maintenance of work equipment throughout the trust, including the statutory examination and testing of specific equipment.

- Management of Asbestos, Legionella, Fire Risk Assessment and all property compliance issues for each site.
- Ensure relevant documentation is completed correctly in advance of all Educational Visits by the School EV Coordinator.
- Review & report accidents and near misses across the PMAT and undertake trend analysis.
- Produce reports for the CEO to update the board and advise them of current standards across the Trust. Including; property statutory compliance issues (e.g. asbestos/legionella/fire risk/gas/electricity), activity risk assessment compliance and monitoring, staff training, Educational Visits and accident and near miss data.
- Review & report the keeping of records of all health and safety activities.
- Review & report on staff training.
- Co-ordinate the control of contractors employed by the Trust on site when work is being undertaken.
- Ensure only contractors who are capable of working safely are selected and engaged to undertake works within the Trust
- Provide support to the Schools Health and Safety Coordinator, in regard to health and safety.
- Ensure PMAT is audited annually in regard to Health and Safety.
- Chair the Termly PMAT Health & Safety Committee Meetings

3.4 School Headteachers

Head teachers have the following responsibilities to ensure:

- Staff understand and accept their roles and responsibilities in ensuring effective health and safety management within the School.
- Consultation takes place with employees and their representatives on health and safety matters.
- Continuing improvement in local health & safety performance is promoted within their School and also for sharing experiences and lessons learned with peers across the Trust.
- That educational visits/off site learning is managed in line with the Evolve system adopted by PMAT.
- Key Health & Safety roles identified in the Schools statement of intent (Appendix A) are given to named individuals or positions, the roles are the Schools Health & Safety Co-ordinator, Educational Visits Coordinator, Site Asbestos & Legionella Coordinator, Workplace Inspectors, Responsible Person for Fire Safety, First Aiders, First Aid Lead & Fire Wardens
- That appropriate co-ordination and control of contractors on site when work is being undertaken.
- That each nominated person has sufficient time and resources to carry out the requirements placed upon them through the SMS and H&S legislation.
- A sensible approach to health and safety is promoted within all school activities.
- Sufficient budgetary resources are available to ensure an acceptably safe and healthy working environment.
- A lead Governor for Health & Safety has been appointed to the Local Governing Committee.

3.5 School Health & Safety Coordinator

The School Health and Safety Coordinator will attend the Termly Health & Safety Meetings and will ensure that:

- All accidents and incidents are reported in the correct way and that the PMAT Health and Safety Coordinator is notified of all incidents or accidents on site.
- The school is following the risk assessments and safe systems of work to ensure that appropriate arrangements exist within their trust to effectively manage risks.
- The School co-ordinate and manages the annual risk assessment review and revision process for their School.
- The School co-ordinate the workplace inspections and active monitoring process for their School.
- The School makes provision for the inspection and maintenance of work equipment throughout their school, including the statutory examination and testing of specific equipment.
- The School manages the local Fire Risk Assessment, Fire Drills and Emergency evacuations including developing any Personal Emergency Evacuation Plans.
- The School manages the keeping of records of all health and safety activities and monitoring.
- Staff are adequately instructed in health and safety matters in connection with their specific work place and the PMAT generally.
- Systems are in place to identify lapsed health and safety training and work with the PMAT Health and Safety Coordinator to provide suitable and timely staff Health & Safety training.
- The School liaise with the PMAT Health and Safety Coordinator to ensure only contractors who are capable of working safely are selected and engaged – for higher risk work they are accredited by a SSIP (Safety Scheme in Procurement) member organisation, this includes any sub-contractors.
- Effective communication is maintained throughout the school to ensure that all staff, pupils, visitors and contractors receive appropriate health and safety information.
- They promote the need for continuing improvement in local health & safety performance within their school and also for sharing experiences with peers across the PMAT.

3.6 School Governing Body/Health & Safety Governor

The School Health and Safety Governor will:

- Help and support the School in the implementation of any health and safety directive put forward by the Trust.
- Raise matters of evident concern with the School Health & Safety Coordinator/ School Head Teacher or the PMAT Health and Safety Coordinator.
- Be the link between the governing body and the School in relation to Health & Safety.
- Meet with the School Health & Safety Coordinator regularly.
- Actively monitor and review Health & Safety performance across the School through Work Place inspections.
- Follow up and monitor any Health and Safety performance issues within the school.

- Undertake a Termly Health & Safety inspection of the School, providing a report and action plan to the School and the Local Governing Body
- Keep the Local Governing Body up to date with any health and safety concerns across the School.

3.7 Health and Safety Committee

The Health and Safety Committee will consist of the Pathfinder MAT Health & Safety Co-ordinator and the School Health and Safety Coordinators. The committee will meet once per term to:

- Review incidents.
- Identify trends.
- Identify training needs.
- Review processes and identify improvements to current practices.

3.8 All Pathfinder MAT staff

Consistent with general good practice, the following are responsibilities and accountabilities relating to all employees. All employees must:

- Take reasonable care of their own Health & Safety, and that of others, who may be affected by what they do at work including contractors, colleagues and pupils.
- Cooperate with colleagues, contractors and others to ensure that the school and PMAT remains safe.
- Follow health and safety rules, instructions and procedures.
- Understand that failure to follow reasonable health & safety rules, instructions and procedures is an offence under Health & Safety legislation and could result in the employee being disciplined under PMAT disciplinary procedures or possibly prosecuted by the HSE in the event that the failure to follow instructions resulted in an accident/incident.
- Not undertake work for which they are not competent.
- Not undertake work for which there are inadequate instructions or which they believe to be unsafe.
- Report all incidents and other identified problems to their line manager as soon as possible.
- Be accountable to their immediate line manager for complying with these basic requirements.
- Display a positive attitude towards health and safety by raising any concerns about health and safety with the School Head Teacher and/or School Health & Safety Coordinator and suggesting improvements to existing procedures which would improve health and safety and the learning experience.
- Discharge any specific health and safety duties in accordance with current safety instructions.
- Attend health and safety training as directed by the PMAT/Head Teacher/School Health & Safety Co-ordinator's
- All staff have a responsibility to advise the PMAT Chief Executive Officer/Head Teacher/School Health & Safety Co-ordinator of situations or activities that are potentially hazardous to the health and safety of staff, pupils, contractors and visitors.

3.9 Contractors, agency and partnership staff & volunteers

All such staff must be accountable to their employer. However, they have a duty to:

- Comply at all times with PMAT and school's requirements (as a minimum) while on PMAT premises or working under the control of PMAT.
- Report all incidents, and other matters of Health & Safety concern, to Schools Health and Safety Co-ordinator.
- [Contractors Only] Assessing their own risk and providing their own first aid kit, suitable for treating minor injuries

Failure to comply with these requirements will be considered a serious breach of trust and may result in the contractor's employee being barred from further work for PMAT.

4 Arrangements

4.1 Pathfinder MAT Safety Management System (SMS)

The SMS comprises of a number of inter-dependent parts. These are aimed at providing the framework for delivering a high level of health and safety performance in the workplace. This aim is consistent with PMAT's values and the Statement of Commitment.

The following headings show the basic components.

Pathfinder MAT Health and Safety Policy

Made up of the following:

- Policy Statement
- Statement of commitment
- Organisations roles and responsibilities
- Arrangements

Safety Management System Directory on the PMAT portal

- Detailed requirements for specific topics including, where appropriate, policies and procedures.
- Documentation which are set to control the standards and quality across the trust.
- Centrally located documents accessed by all PMAT Schools.
- Local Premises Handbook.

Individual school's statement of intent (Appendix A template)

- Signed document by the Head Teacher and the Chair of Governors regarding the management of health and safety at their school.
- Roles and responsibilities of the organisation at the school
- Outline of specific roles assigned to specific people within the school's organisation.

4.2 Monitoring and Review

There are elements to the monitoring and reviews which will be undertaken as outlined in the responsibilities above.

PMAT Review

This will be a review of the health and safety across all the schools and will be informed by the individual school's health and safety audits undertaken by a qualified Health & Safety person annually.

Estates and Facilities Health Check

The PMAT annual health check forms part of the Estates and Facilities review which will review the use and compliance with the systems put in place by the trust.

Active Monitoring

Active monitoring will take place at each of the PMAT schools; these include active monitoring of risk assessments and the schools should monitor a sample of the assessments they have in place. Active monitoring demonstrates the legal requirement for supervision and helps to close the loop in respect of successful health and safety management by demonstrating so far as reasonably practicable that the PMAT have carried out their legal responsibilities.

Work Place Inspections

The schools will undertake workplace inspections to internally monitor and review the health and safety on their school sites. These are crucial to ensuring a safe workplace. The objective is to ensure that potential causes of injuries and ill health are identified and eliminated at an early stage. Experience shows that workplace inspections can have a significant impact on reducing the common causes of slips trips and falls etc. In addition, an annual inspection of the workplace will be undertaken by an external accredited Health & Safety person

SMS review and sub policies and procedure reviews

The content of the safety management system's sub policies and procedures will be reviewed annually by the PMAT Health and Safety Coordinator with guidance from an external provider, if any changes to legislation are apparent then these documents will be modified.

4.3 Sharing and learning

The key objective is to ensure that any lessons learnt (from risk assessments, workplace inspections, incident investigations, active monitoring, claims, enforcement action and prosecutions etc) are shared to all interested parties across PMAT. The objective of sharing is to prevent a recurrence of the incident, unsafe working practice or hazard.

PMAT Approach

- Investigate in line with the Incident Reporting & Investigation Procedure.
- Ensure issues are shared locally with the Head in whose School the issues have been identified
- Share Outcomes with appropriate departments within PMAT with key issues raised.

Outcomes with the potential for application in other schools must be shared

Given that the issues will arise from a range of sources, it is inappropriate to prescribe a 'format' for the sharing of information at this time. This will be kept under review as experience of sharing information is gained.

4.4 Audit

In order to specifically monitor the progress of health and safety across PMAT, a number of key areas have been identified and are outlined in the PMAT Health and Safety Audit proforma, the aim is to monitor both negative and positive aspects of our

performance to celebrate the successes and prioritise the areas that require assistance.

Audit Process

Audits are a qualitative assessment of Health & Safety performance by qualified professional Health & Safety Advisers. The Health & Safety Advisers will be assessing legal compliance against the industry and legislative standards and what the current risk gap is in relation to legal compliance.

The role of the Health & Safety Advisers will be to carry out audit visits across PMAT schools. This information will go to the School in the first instance, then collated by the Pathfinder Central Team, then reported up the chain to CEO and board level. This information can also be shared with Trade Unions if requested. Once the Health & Safety Advisers have carried out the assessment, they will produce a summary report outlining how to achieve compliance and give a timescale for this

The schools must provide an action plan within 30 days of the audit visit stating how they are going to address the issues identified as requiring action in the audit report. Providing appropriate evidence where required. Failure to produce this action plan within the 30-day timescale will result in the matter being escalated to the PMAT Central Team and then subsequently the CEO of PMAT or the health and safety representative at Pathfinder Board level.

4.5 Premises Handbook

The local Premises Handbook forms the procedures for each school. The Handbook is owned by the Trust and will be used to inform the monitoring and auditing process. This is updated annually.

5 Appendix A - PMAT Statement of Intent

Health and Safety at Work etc. Act 1974

THIS IS THE HEALTH AND SAFETY STATEMENT OF <insert name of school>

Our statement of intent is:

- Implement the requirements of PMAT Health and Safety Policy;
- to make adequate arrangements for the health, safety and welfare of staff and pupils;
- to provide adequate control of health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- co-operate with PMAT in matters related to health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, clear instructions, and supervision for employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions;
- provide personal protective equipment;
- implement emergency procedures, including evacuation in case of fire or other significant incident; and
- to review and revise this policy as necessary at regular intervals.

Signed:

Headteacher

Signed:

Chair of Governors

Date:

Review date:

HEALTH AND SAFETY POLICY

RESPONSIBILITIES

Overall responsibility for health and safety within the school is that of:

<insert name of Head Teacher>

<insert name of Chair of Governors>

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

<insert name and responsibility area eg. Health and Safety Governor, SBM, Site Manager>

All employees have to:

- co-operate with supervisors and managers on health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety and of others; and
- report all health and safety concerns to an appropriate person (as detailed in this policy statement).

The school has appointed a designated competent person as required by Regulation 7 of the Management of Health and Safety at Work Regulations 1999. The designated person is:

Dale Barton, NYES Health and Safety Service 07788 564533

ARRANGEMENTS

HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

Risk assessments are the overall responsibility of:

<insert name of person who has overall responsibility for ensuring RA's are being undertaken eg. Headteacher, Asst Heads, Classteachers, faculty heads>

The findings of the risk assessments will be reported to:

All staff

Action required to remove/control risks will be approved by:

<insert name of person and the staff member undertaking activity>

The person responsible for ensuring the action required is implemented is

<insert name of person and the staff member undertaking activity>

Checks that the implemented actions have removed/reduced the risks will be carried out by:

<insert name of person and the staff member undertaking activity>

Assessments will be reviewed:

In the event of an accident, annually or when the work activity changes, whichever is soonest.

CONSULTATION WITH EMPLOYEES

Employee Representative(s) are:

<insert names>

Consultation with employees is provided by: eg. Staff weekly meeting, briefings, training days etc <insert what is relevant to your school>

SAFE PLANT AND EQUIPMENT

Safe Plant and Equipment in schools requires responsibility for the following to be clearly identified:

- **Identifying equipment/plant needing maintenance.**
- **Ensuring maintenance procedures are drawn up.**
- **Implementing identified maintenance.**
- **Reporting problems with plant/equipment.**
- **Checking equipment health and safety standards before purchase.**

<name of person in school>

<maintenance company eg. DBE, NYC>

<name of cleaning contractor or in-house name of responsible person>

<name of catering contractor or in-house name of responsible person>

SAFE HANDLING AND USE OF SUBSTANCES

Safe handling and use of substances in schools requires responsibility for the following to be clearly identified:

- Identifying substances which need a COSHH assessment.
- Undertaking COSHH assessments.
- Ensuring that all actions identified in the assessments are implemented.
- Ensuring all relevant employees are informed about COSHH assessments.
- Checking that substances can be used safely before they are purchased.

<name of person in school>

<maintenance company eg. DBE, NYC>

<name of cleaning contractor or in-house name of responsible person>

<name of catering contractor or in-house name of responsible person>

<name of ground maintenance company>

INFORMATION, INSTRUCTION AND SUPERVISION

The Health and Safety Law poster is displayed at:

<insert where in your school the H&S Law Poster is located>

Health and safety advice is available from your NYES Health and Safety (HandS) Service Safety Risk Adviser:

Dale Barton NYES Health and Safety (HandS) Service (Head of Service)
Mobile 07788 564533

<insert name of dedicated adviser>

Supervision of young workers and trainees will be arranged/ undertaken/monitored by:

<insert name of person in school>

Ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information is the responsibility of:

<insert name of person in school>

COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

<insert name of person in school>

Job specific training will be provided by:

NYC training dept.

HandS Service

<insert name of person in school>

Health and Safety Training Requirements:

Asbestos/Legionella training

First Aid training

Fire Awareness/Fire Warden Training

Working at Height/Safe Ladder use

Manual handling

Educational Visit Coordinator Training

Training records are kept:

<where in school are the training records kept for ALL training>

Training will be identified, arranged and monitored by:

<insert name of person in school>

ACCIDENTS, INCIDENTS, FIRST AID AND WORK-RELATED ILL HEALTH

Locations of First Aid Boxes:

<state where they are kept in your school>

The first aiders are:

<name and give details of what qualifications they hold>

All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept:

<state where accidents are recorded – electronically? Who has access, name them>

The person responsible for reporting accidents, diseases and dangerous occurrences to the NYC Health and Safety Team (BSafe) is:

<insert name of person in school>

MONITORING

To check our working conditions, and ensure our safe working practices are being followed, we will undertake and record these on Every compliance (electronically):

Legionella testing
Asbestos inspection
Termly Visual H & S inspection
Establishment Hands Service Inspection
PAT testing
Fixed appliance electrical testing
Extraction fans maintenance
Property Services Condition Survey
Prioritised programme of risk assessment
Boiler room annual inspection
Gulleys and Gutters checked and cleaned
Pest control
Sports and Gym equipment maintenance

The person responsible for investigating accidents is:

<insert name of person in school>

The person responsible for investigating work-related causes of sickness absences is:

<insert name of person in school>
NYC Occupational health

The person responsible for acting on investigation findings to prevent a recurrence is:

<insert name of person in school>
NYC Occupational health

ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

<insert name of person in school>

The Asbestos Risk Management file is electronic and is referred to as Asbestos Smart:

<name where the Asbestos Poster is located in school>

Site plans showing the location of asbestos containing materials (ACM's) are kept in:

Asbestos Smart

Ensuring that contractors are made aware of the location of ACM's and that they sign the relevant permit to work is the responsibility of:

<insert name of person in school>

Asbestos risk assessments will be arranged by:

PMAT Central E&FM

Visual inspections of the condition of ACM's will be undertaken by and recorded on Every compliance:

<insert name of person in school>

LEGIONELLOSIS MINIMISATION

The two 'Nominated Persons' for Water Management at the premises are:

<insert name of persons in school>

Risk assessments detailing on-site tasks for the minimisation of *Legionellosis* risk are kept in:

Water Management Arrangements Folder

The person responsible for carrying out the on-site tasks set out in the above assessments is:

<insert name of person in school>

Record showing that the above on-site tasks have been undertaken are kept in:

Water Management Arrangements Folder

WORK AT HEIGHT

All work at height in the school must be authorised by:

<insert name of person in school>

Risk assessments for working at height are to be completed by:

<insert name of person in school> and all members of staff

Equipment used for work at height is to be checked by and records kept on Every compliance (electronically)

MANUAL HANDLING

All manual handling in the school must be authorised by:

<insert name of person in school>

Risk assessments for manual handling are to be completed by:

<insert name of person in school> and all members of staff

Equipment used for manual handling is to be checked by and records kept on Every compliance (electronically)

EDUCATIONAL VISITS

Off-site educational visits must be recorded on Evolve and be authorised by:

NYC, *<insert name of persons in school – Head and EVC>*

The Educational Visits Co-ordinator(s) is/are:

<insert name of person in school>

Risk assessments for off-site visits are to be completed by:

<insert name of person in school>

PMAT EVC Policy, Procedures & Guidance for Educational Visits are kept in:

Electronically on PMAT Portal and Evolve

Details of off-site activities are to be logged onto Evolve by:

<insert name of person in school>

EMERGENCY PROCEDURES – FIRE AND EVACUATION

The person responsible for ensuring that the fire risk assessment is undertaken and implemented is:

<insert name of person in school>

Escape routes are checked by/every:

All staff

Daily

Fire extinguishers are maintained and checked by/every:

<insert name of person in school>
and contractor

Termly
Annually

Alarms are tested by/every:

<insert name of person in school>
And contractor

Weekly
Bi-Annually

Emergency evacuation will be tested:

Termly and recorded on Every compliance

APPENDICES

List here any other guidance documents relevant to health and safety e.g. *Medicines Policy, Educational Visits Policy etc.*

Premises Handbook
Emergency Response Guide
Safeguarding Policy
Safeguarding Audit
Lockdown Procedure
Disaster Recovery Procedure
Educational Visits Policy
Display Screen Equipment Procedure
Emergency Procedures
Events Procedure
Fire Safety Procedure
First Aid and Medicines Procedures
First Aid at Work Procedure
Intimate Care Procedure
Laptop and Tablet Procedure
Lettings Procedure
Lone Working Procedure
Midday Supervisor Procedure
Missing Child Procedure
Nappy Changing Procedure
Snow and Ice Procedure
Gritting Plan
Use of Chemicals at Work Procedure
Use of Sunscreens Procedure
Working at Height Procedure