



# **Flying High Partnership**

## **Health and Safety Policy Overview March 2023**

Approved : March 2023

Review date : March 2024

# The Flying High Trust Health and Safety Policy

Refer also to local school specific Health & Safety Policy

## 1. Aims

Health and Safety is of paramount importance to all schools. The Flying High Trust (FHT) has a responsibility to support schools in the Trust in effectively managing all Health and Safety matters in line with legislation, and in ensuring that the requirements of the Health and Safety at Work etc. Act 1974 and other relevant Acts are fully enforced. The aim of this policy is to identify the responsibilities of both the Trust and the Trust Schools in working together to achieve a safe and happy learning environment for all children, staff and visitors.

In considering the Health and Safety requirements it is important to:

- ensure that children are able to experience a wide range of activities, with appropriate Health and Safety measures in place, to enable them to do them safely, while not unnecessarily restricting them, and enabling them to develop the skills to manage risks effectively.
- understand that what the law requires is what good management and common sense would lead employers to do anyway and this is to have measures in place to know and assess the risks which then enable action to take place to effectively manage or reduce the risks.
- have clearly identified policy and procedures, with appropriate training, to enable any Health and Safety matters or emergencies which arise to be responded to quickly and effectively, that relevant checks are in place to monitor effectiveness and identify any issues, and that all staff understand their responsibility in ensuring their own health and safety and understanding how they can support the health and safety of others.

This policy aims to identify:

- The Health and Safety expectations of all schools in the Trust, in line with Health and Safety regulations
- Reporting and recording requirements, including communication with the Trust
- How the expectations will be monitored, including the support and challenge provided by the Trust
- Training available to support schools, including staff, in order to ensure that staff can keep themselves and children safe and that risks are managed effectively

## 2. The Scope of this Policy

This policy will cover responsibilities in relation to Health and Safety in relation to the workplace, including activities which take place both on and off-site.

## 3. Health and Safety within the Workplace

The main legislation covering this area of Health and Safety is the Health and Safety at Work etc. Act 1974, in particular, the Management of Health and Safety at Work Regulations 1999. In considering this Policy other relevant Acts and guidance documents have been considered. To support schools in developing their own policies and procedures information in relation to other relevant documents, legislation and guidance is provided as Appendix II

### ***Health and Safety Policy/ Compliance with Health and Safety Legislation***

In line with the Health and Safety at Work etc. Act 1974 it is the responsibility of employers to ensure Health and Safety is effectively managed, and therefore it is the overall responsibility of head teachers, supported by their Governing Body, to ensure that an effective Health and Safety Policy is in place which is clearly understood by all members of

the school community. It is also the responsibility of the Trust to provide support for Trust schools in relation to the development of Health and Safety Policy and Procedures, and also to ensure that all schools effectively comply with Health and Safety Legislation.

In response to the above the FHT will: (Updated the role of the Trust to reflect the same list of R&R as appears in the school level policy)

- Provide relevant Health and Safety updates for schools to support them in keeping policies and procedures up-to-date and ensure the FHT policy is reviewed annually
- Work with schools to assess the effectiveness of Health and Safety procedures within their schools, including compliance with Health and Safety legislation
- Provide Health and Safety support, as required, for individual or groups of schools in line with identified need, or support schools in accessing external support from external sources
- Provide access to relevant Health and Safety Training in line with the identified needs of FHT schools or in response to individual school requests
- Support schools in monitoring Health and Safety incidents
- Provide an annual compliance audit to review, ensure compliance and to identify any wider support required
- Ensure each school has in place external Health and Safety support for external audit and support with compliance
- Ensure induction for all schools new to the Trust and key staff with Health and Safety responsibilities newly appointed to role/a Trust school. - added

### ***Health and Safety Policy and Procedures***

All FHT schools are required to have an effective Health and Safety Policy and Procedures and that these are known and understood by all staff, in particular those with delegated responsibilities. Health and Safety procedures, practices and expectations should be part of both general school practice and specific periodic checks. In response to this it is expected that all FHT schools will have procedures in place to support the monitoring of Health and Safety practice and incidents, including effective recording and reporting procedures, enabling Health and Safety concerns to be identified early and for swift action to be taken.

Incidents which occur within schools must be reported by the school in line with HSE Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 2013 (RIDDOR). Some schools in FHT currently use Wellworker, or similar, to support them in relation to this aspect of reporting and this can continue. Schools should ensure that relevant leaders are aware of the incidents which are required to be reported and that relevant records are then retained in school. In summary it is:

- Death of a person (if it has arisen from a work-related accident, including an act of physical violence to a worker)
- Specific Injuries
- Where a worker has been incorporated for over seven days (it has to be recorded where a worker has been incorporated for over 3 days but does not at this stage need reporting)
- Non-fatal accidents to non-workers where they are taken from the scene to hospital for treatment (this does not include precautionary checks)
- Occupational diseases
- Dangerous occurrences (including specified near-miss events)
- Gas incidents

In line with the Emergency Policy requirements/reporting procedures all incidents which require reporting in line with HSE RIDDOR requirements also meet the threshold for reporting to the Trust. In response to this relevant support will be provided from the Trust, in line with the severity of the incident and need of the school. (Refer to FHT Emergency Policy).

In addition to the Health and Safety incidents which are reported to HSE it is expected that all FHT schools will have appropriate procedures for recording other lower level accidents/injuries e.g. accident log, which can be referred to, if required, at a later date.

Assessment and Risk Management is a key aspect of Health and Safety Management and involves the consideration of school practices, both on and off school premises, in line with risks to Health and Safety and the identification of steps/action which could be taken to or eliminate risk. The Management of Health and Safety at Work Regulations 1999 require employers to:

- Assess the risks to staff and others affected by school activities in order to identify the health and safety measures that are necessary and, in certain circumstances, keep a record of the significant findings of that assessment
- Introduce measures to manage those risks (risk management)
- Tell the employees about the risks and measures to be taken to manage the risks
- Ensure that adequate training is given to employees on health and safety matters.

In line with the requirements identified above it is recognised that Assessment and Risk Management does not necessarily mean that a separate written risk assessment is required for every activity, but that a common sense and proportionate approach should be taken. The expectation of the Trust is that written Risk Assessments will be carried out where there is a higher level of risk in relation to any planned activity or aspect of schools practice. In relation to Off-site Visits/Residential activities, FHT schools identify that they currently use 'Evolve' or similar to support them in risk assessing and managing risks. In relation to other activities/school procedures which have been risk assessed and after management strategies applied there still remains a high risk then these should be discussed with the FHT team. As this may involve the Trust seeking additional external advice and support, the assessment planning stage should begin early in order to enable proper planning and assessment support.

In addition to the key areas of the Health and Safety Policy identified above all FHT schools should ensure that their Health and Safety Policy covers the expectations and procedures relating to all aspects of school practice – refer to Health & Safety Policy template for schools to adapt and adopt.

It is recognised nationally that it is not possible to eliminate every risk but that policy and procedures should ensure that 'so far as it is reasonably practicable' everything had been done to prevent the Health and Safety incident from occurring.

To support schools in the development of their Health and Safety Policy and Procedures and for monitoring/checking these on an annual basis the FHT will support schools in carrying out an annual assessment of their policy and procedures (refer to Appendix I) – this document will be completed as part of the annual Partnership Review, schools may use this to prepare for the review and then on receipt of the report from the Partnership Review team, act on areas to address and update to reflect the implemented action(s). This checklist is intended to provide more detailed support for schools and to act as a bridge between the

three-year external H&S check which is currently carried out by the Local Authority. The outcomes of this checklist will inform individual and FHT development needs.

#### **4. Communication, Reporting and Recording**

FHT schools are responsible for ensuring that all Health and Safety matters are recorded, reported, actioned and appropriately filed for future reference. This should include:

- All incidents/accidents, including those reported to HSE
- Health and Safety Checks/Inspections and monitoring information
- Risk Assessments and Action to reduce risks, including those relating to Off-Site Visits
- Health and Safety reported concerns
- External Health and Safety Reports/Visits
- Management of asbestos and associated inspection, monitoring and review via an external specialist contractor

All FHT schools should ensure that there are relevant procedures in place to ensure that Health and Safety information, in particular incidents which are reported to HSE, outcomes of Health and Safety Checks/ Inspections or External Health and Safety Reports, are reported to Governors and that an identified Governor is identified to support the school in ensuring Health and Safety legislation is complied with.

In summary it is for individual schools in partnership with their governors to decide the level of information provided but the following H&S matters should be reported **to the central team. Governor updates are for information and to support their role as the voice of the school community, marketing of the school and to ensure an understanding of the impact any key Health and Safety issues may have on the reputation and financial position of the school:**

- Findings of H&S internal/external checks or inspections
- Summary information regarding incidents reported to HSE
- Incidents which meet the FHT threshold for reporting
- Fire drills
- Information in relation to H&S training
- Any other significant H&S concerns, including near misses or low level regularly repeated incidents

FHT schools, in line with the requirements of the FHT Emergency Plan, are also required to report high level H&S matters / incidents to the FHT. Incidents which should be reported are incidents which:

- Involve the emergency services and/or are required to be reported to the HSE as part of RIDDOR (excluding ambulances as part of general first-aid)
- Involve potential concerns amongst parents
- Involve potential media interest or publicity
- Involve the school closing
- Are regular and repeated incidents or near misses

The procedures for reporting these, in line with follow up action by the FHT is identified in the FHT Emergency Plan. Other key information should also be provided, in particular any high risk findings of either internal or external monitoring/visits. In addition to this where a FHT school is receiving support for the development of Health and Safety Policy and Procedures, additional information may be required in order to support the Trust in identifying the impact

of the support and the impact on improving the effectiveness of Health and Safety Policy and Procedures within the school.

**In summary schools should report/provide the following H&S information for the FHT:**

- H&S incidents which meet the FHT threshold for reporting as identified above/in the Emergency Plan
- External H&S Inspection Report and action plan
- Annual internal H&S check and action plan
- Any other external or internal H&S checks which schools feel would be useful for the FHT to receive, or in relation to high level priority development work
- Any high level Risk Assessments (for discussion prior to activities taking place)
- Priority H&S training and support needs
- Annual Asbestos Management review through asbestos register review (and update where applicable) and update of the Academy Local Asbestos Management Plan (ALAMP)

**5. Monitoring**

In line with the Trust's responsibility to ensure that all schools in FHT are compliant with Health and Safety Legislation the FHT will monitor the effectiveness of FHT School Health and Safety Policy and Procedures on an annual basis via:

- An annual check/assessment carried out by the school with an external H&S inspection every 3 years
- Incident data/information from schools regarding internal and external Health and Safety monitoring or visits
- Annual Flying High Health and Safety Audit

In response to the outcomes of this the FHT will work with relevant schools to support them in carrying out any required action. Where there are any urgent Health and Safety concerns then the individual school will be required to carry out the required action, with additional support, within an agreed timeline. Although it is not anticipated that any schools in the Trust will have significant Health and Safety concerns, where this is the case then the FHT may seek an additional external Health and Safety Review in order to ensure the concerns are clearly identified and an appropriate support plan can be put in place. The importance is to ensure the safety of all those involved in the school, to ensure that FHT schools are fulfilling the onus which is placed on them to ensure that the limits of what is practicable to achieve safe schools is achieved, and to ensure that the FHT is supporting and challenging schools to achieve this.

Relevant summary Health and Safety information will be provided for the FHT Finance, People and Resources Committee, including Health and Safety incidents reported to the Trust, key Health and Safety concerns. **Governors will continue to present any Health and Safety concerns they are made aware of to the headteacher and escalated to the Flying High central team or Trustees as appropriate.**

**6. Training and Support**

Schools will need to ensure that appropriate training is undertaken by key staff, and whole staff level where appropriate.

**7. Policy Links**

This policy links with the following policy:

- Local school Health & Safety Policy

- FHT Emergency Planning Policy
- School Business Continuity Plan
- Personnel/Staff Management Policies
- FHT Improvement Planning
- [H&S Compliance tracker](#) – completed via Partnership Reviews and maintained by school staff to ensure ongoing compliance and urgent address of overdue items
- Academy Local Asbestos Management Plan (ALAMP)

### 8. Policy Review

This policy will be reviewed annually in partnership with:

- Headteachers and Site Managers from the FHT schools

The FHT Board of Trustees will be responsible for approval of this policy.

### Health and Safety Trust Leads:

Nick Layfield	Operations Manager	0115 9891915
	07495 554755	<a href="mailto:nlayfield@flyinghightrust.co.uk">nlayfield@flyinghightrust.co.uk</a>
Dave Morris	Estates Project & Development Manager	0115 9891915
	07766 415826	<a href="mailto:dmorris@flyinghightrust.co.uk">dmorris@flyinghightrust.co.uk</a>
Simon Chambers	Site Compliance and Standards Support Manager	0115 9891915
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*Appendix I – Health & Safety Compliance Audit – this sheet will be completed on an annual basis by the Trust Lead Professionals as part of the Partnership Review and can be used by schools to prepare for the audit. The completed form should then be used by the school to address any gaps.*

<b>Name of School</b>	
<b>Head teacher</b>	
<b>Site Manager</b>	
<b>Date of audit</b>	

<b>Health and Safety Policy</b>		<b>Yes / No</b>	<b>Comments</b>
<b>1</b>	Do the school have a written H&S policy?		
<b>2</b>	Has the policy been signed and dated by the Headteacher and Chair of Governors?		
<b>3</b>	Does it identify key roles and responsibilities?		
<b>4</b>	Does it reflect the current arrangements? Has it been reviewed in the last 12months?		
<b>5</b>	How is the policy communicated to staff? Is a record maintained?		
<b>6</b>	Does the School have a up to date H&S Audit?		
<b>7</b>	Is the HSE Law Poster Displayed?		
<b>8</b>	Does the School Display an Energy Performance Certificate?		

<b>Risk Assessment</b>		<b>Yes / No</b>	<b>Comments</b>
<b>1</b>	Have all significant risks within the school been assessed? (Generic/Specific)		
<b>2</b>	Have the assessment(s) been recorded, signed and dated by the assessor?		
<b>3</b>	Have those with a responsibility to complete risk assessments been trained?		
<b>4</b>	Have the findings of risk assessments been communicated to the relevant parties?		

<b>Fire Safety</b>		<b>Yes / No</b>	<b>Comments</b>
<b>1</b>	Is the latest fire risk assessment on site and reviewed (as required)?		
<b>2</b>	Have all remedial actions been completed? Signed and dated?		
<b>3</b>	Are records in the fire logbook completed?		
<b>4</b>	Does the school display a fire plan within the school?		
<b>5</b>	How frequently are fire drills conducted? Is a record maintained?		
<b>6</b>	Have staff received fire safety awareness training? (3years)		

<b>Asbestos</b>		<b>Yes / No</b>	<b>Comments</b>
1	Is the latest asbestos register on site does it reflect surveys/removals?		
2	Have the school fully implemented an ALAMP? Has it been reviewed? (12months)		
3	Is the condition of asbestos being monitored and recorded (minimum termly)?		
4	Has asbestos awareness training been received and have staff received an annual briefing?		
5	Is the school aware of the Asbestos Code of Practice/AF Forms? Briefing attended?		
6	Have the school implemented the disturbance procedure?		
7	Does the School have a School Asbestos Policy?		

<b>Legionella</b>		<b>Yes / No</b>	<b>Comments</b>
1	Is the latest Legionella risk assessment on site and reviewed (as required)?		
2	Have all remedial actions been completed? Signed and dated?		
3	Are monitoring records up to date?		
4	Have the school made arrangements for monthly monitoring? Who?		

<b>Hazardous Substances (COSHH)</b>		<b>Yes / No</b>	<b>Comments</b>
1	Have all hazardous substances been assessed and are MSDS sheets available?		
2	Is the chemical/cleaning store marked, kept locked and access restricted?		
3	Are the quantities of hazardous substances controlled?		
4	Have assessors and users been trained?		
<b>Medicines and Infection Control</b>			
1	Does the school have an administration of medicines policy?		
2	Is infection control guidance available?		

<b>Contractors</b>		<b>Yes / No</b>	<b>Comments</b>
1	Does the school have an induction procedure in place? Are records maintained?		
2	Have the school implemented a contractor induction file?		
3	Is the school aware of the notification procedure for building work? (Landlord consent, NOBW, AF Forms?)		
4	Is the school aware of their responsibilities under the CDM Regulations 2015?		
5	Do the school assess contractors prior to appointment?		
6	Do the school consider the interaction between contractors, school & staff/pupils?		

<b>Transport and Vehicles</b>		<b>Yes / No</b>	<b>Comments</b>
1	Are vehicles maintained (school & private)?		
2	Do drivers have a permit to drive minibuses		
3	Are seat belts and car seats used?		
4	Are checks completed for competence of driver, licence and insurance?		
5	What emergency procedures are in place?		
6	Site traffic management – parking, access/egress, vehicle movement, pedestrian interaction		

<b>Emergency Preparedness and Response</b>		<b>Yes / No</b>	<b>Comments</b>
1	Does the school have an emergency plan which reflects current arrangements?		
2	Can the plan be accessed off site?		
3	Has the plan been tested? Are records maintained?		
4	Have arrangements for alternative accommodation been agreed?		
5	Has site security been considered?		
6	Is there an adequate provision of first aid trained personnel and equipment?		
7	Is there a Snow Plan in Place?		

<b>Competence, Training and Awareness</b>		<b>Yes / No</b>	<b>Comments</b>
1	Is induction training provided for new staff? Are records maintained?		
2	Has adequate training been provided?		
3	Has a member of the management team received IOSH training?		
4	Has a member of the site team received premises management training?		
5	Are internal briefings/safety talks conducted? Are records maintained?		
6	Does the School have DSE Forms?		

<b>Communication, Participation and Consultation</b>		<b>Yes / No</b>	<b>Comments</b>
1	How is H&S communicated to staff?		
2	Do staff have access to policies, procedures, guidance?		
3	Are staff aware of how to report hazards and concerns?		
4	How does the school keep up to date with legal and other requirements?		

<b>Checking and Corrective Action (Inc. Inspections)</b>		<b>Yes / No</b>	<b>Comments</b>
<b>1</b>	Are Governor inspections conducted termly? Records maintained?		
<b>2</b>	Are site inspections conducted		
<b>3</b>	Is there a system to archive documentation?		
<b>4</b>	Do the school conduct an internal audit (self-assessment)?		
<b>Other Inspections</b>			
<b>5</b>	Kitchens (Fans/Electric Equipment/PAT Testing /Gas LEV's /shutters)		
<b>6</b>	PAT Testing (Annual)		
<b>7</b>	Fixed Electrical Wiring (5 Yearly)		
<b>8</b>	Gas / Boilers / Biomass /Gas Tightness Certificate		
<b>9</b>	Pressure Vessels (written scheme, thorough examination)		
<b>10</b>	Lifting Equipment (Goods/Persons Hoists/ Lifts examination)		
<b>11</b>	Play / PE Equipment? (Annual, visual checks)		
<b>12</b>	Ladders (Termly, visual checks and register)		
<b>13</b>	Powered Gates (RA, maintenance, emergency procedures)		
<b>14</b>	Tree Survey (2 years)		
<b>15</b>	Intruder Alarm Service		
<b>16</b>	Emergency Lighting Service		
<b>17</b>	Lighting Conductor Inspection		
<b>18</b>	Safety Inspection of general Areas		
<b>19</b>	Air Conditioner Units Service		
<b>20</b>	Solar Panel Inspection		
<b>21</b>	CCTV		
<b>Accidents</b>			
<b>1</b>	How does the school record accidents/near misses? (Local/Wellworker)		
<b>2</b>	Is the school aware of Wellworker reporting and RIDDOR requirements?		
<b>3</b>	Are all Wellworker incidents reviewed/closed?		
<b>4</b>	Does the school conduct accident investigations?		

Management Review		Yes / No	Comments
1	Does school conduct a management review annually? (SR86)		
2	Does the HT report to Governors include H&S? (3 x full Governing Body meeting)		
3	Does the school identify key targets and objectives for H&S?		

Site Inspection / Additional Notes:

Signed by Assessor	Signed by Caretaker / Site Manager	Date

## Important Health and Safety legislation

Besides the Health and Safety at Work Act the following Health and Safety legislation applies across the full range of workplaces:

- 1. Management of Health and Safety at Work Regulations 1999**  
Require employers to carry out risk assessments, make arrangements to implement necessary measures, appoint competent people and arrange for appropriate information and training
- 2. Workplace (Health, Safety and Welfare) Regulations 1992:**  
Covers a wide range of basic health, safety and welfare issues such as ventilation, heating, lighting, workstations, seating and welfare facilities
- 3. Health and Safety (Display Screen Equipment) Regulations 1992**  
Sets out requirements for work with Visual Display Units (VDUs)
- 4. Personal Protective Equipment at Work Regulations 1992**  
Requires employers to provide appropriate protective clothing and equipment for their employees
- 5. Provision and Use of Work Equipment Regulations 1998**  
Requires that equipment provided for use at work, including machinery, is safe
- 6. Manual Handling Operations Regulations 1992**  
Covers the moving of objects by hand or bodily force
- 7. Health and Safety (First Aid) Regulations 1981**  
Covers requirements for first aid
- 8. The Health and Safety Information for Employees Regulations 1989**  
Requires employers to display a poster telling employees what they need to know about health and safety
- 9. Employers' Liability (Compulsory Insurance) Act 1969**  
Requires employers to take out insurance against accidents and ill health to their employees
- 10. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)**  
Requires employers to notify certain occupational injuries, diseases and dangerous events
- 11. Noise at Work Regulations 1989**  
Requires employers to take action to protect employees from hearing damage
- 12. Electricity at Work Regulations 1989**  
Requires people in control of electrical systems to ensure they are safe to use and maintained in a safe condition
- 13. Control of Substances Hazardous to Health Regulations 2002 (COSHH)**  
Requires employers to assess the risks from hazardous substances and take appropriate precautions
- 14. Corporate Manslaughter and Corporate Homicide Act 2007**  
Requires managers to be aware that a serious management failure could result in a gross breach of a duty of care.
- 15. Health and Safety at Work Act 1974**  
Occupational health and safety in the workplace.

In addition to the above, specific regulations cover particular areas, for example asbestos and lead and is available on the website, if required.

**Further Information:**

Health and Safety Law: What you should know (Second edition) Poster HSE Books 1999  
ISBN 0 7176 2493 5 (this needs to be displayed in school)

**Example Mini-Bus Driver Checklist**

**Name of Driver:**

**Date of Journey:**

**Time check carried out:**

<b>Check</b>	<b>YES</b>	<b>NO</b>	<b>Action Taken to minimise/ eliminate any Health and Safety Risk</b>	<b>Defect reported to</b>
<b>Fuel level OK?</b>				
<b>Oil level OK?</b>				
<b>Windscreen wipers/ washers working?</b>				
<b>Lights/ brake lights working?</b>				
<b>Indicators working?</b>				
<b>Tyres in good condition?</b>				
<b>Brakes (hand and pedal) working?</b>				
<b>Fully stocked first-aid kit available?</b>				
<b>Fire extinguisher?</b>				
<b>Paperwork available (insurance/ driving license/ road service information (if applicable))</b>				
<b>Permit displayed?</b>				
<b>Seatbelts working properly?</b>				
<b>Mobile phone available?</b>				

**THIS FORM MUST BE RETURNED TO THE RELEVANT MEMBER OF STAFF**

## **Minimum guidance regarding contents of a first-aid container (based on HSE recommendations)**

### **Main first-aid containers**

- A leaflet giving general advice on first aid (Basic advice on first aid at work (1997) IND(G)215L – free leaflet or available in priced packs ISBN 0 7176 1070 5)
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- Two sterile eye pads
- Four individually wrapped triangular bandages (preferably sterile)
- Six safety pins
- Six medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings
- Two large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings
- One pair of disposable gloves

Travelling first-aid containers (any additional potential risks should be assessed prior to the off-site visit and additional contents added in relation to these additional risks)

- A leaflet giving general advice on first aid (see above)
- Six individually wrapped sterile adhesive dressings
- One large sterile unmedicated wound dressing – approximately 18cm x 18cm
- Two triangular bandages
- Two safety pins
- Individually wrapped moist cleansing wipes
- One pair of disposable gloves

### **Public Service Vehicles**

Transport Regulations require that all minibuses and public service vehicles used either as an express carriage or contract carriage have on board a first-aid container with the following items:

- Ten antiseptic wipes, foil packaged
- One conforming disposable bandage (not less than 7.5 cms wide)
- Two triangular bandages
- One packet of 24 assorted adhesive dressings
- Three large sterile unmedicated ambulance dressings (not less than 15cm x 20 cm)
- Two sterile eye pads, with attachments
- Twelve assorted safety pins
- One pair of rustless blunt-ended scissors

In relation to all of the above, the first-aid container must be:

- Maintained in a good condition
- Suitable for the purpose of keeping the items referred to above in good condition
- Readily available for use
- Prominently marked as a first-aid container.

## **Guidance List of Health and Safety Documents/ Record Keeping**

### **General**

- Health and Safety Policy
- Emergency Plan
- Internal/ External Assessment or Reviews regarding H&S and Emergency Plans
- Recorded documentation in relation to any significant incidents/ emergencies
- Health and Safety Incidents Log
- Health and Safety Incidents reported to HSE (in some cases via Wellworker, in line with RIDDOR) and FHT Central Team
- Health and Safety Reported Concerns
- Risk Assessments (including any Risk Assessments for Off-Site Visits in partnership with Evolve) and other High Risks which are reported to FHT
- Monitoring of Safety in relation to Transport on site/ movement of pupils
- Missing Pupils information
- Information or near misses regarding H&S matters
- Termly analysis of relevant H&S information
- Health and Safety Training Provided, including dates of when key information provided for staff
- Records and data relating to violence/ threatening or abusive behaviour to staff (this will also be linked into Personnel Management)
- School Emergency Plan

### **First Aid/ Medical**

- First Aid Treatment
- First Aid Box Checks
- Administering of Medication Records
- Availability of Specific First Aid needs in the school
- Termly analysis of First Aid Data
- First Aid Training Provided, including dates of when key information provided for staff and specific training in relation to individual needs within the school e.g. Epi-pen

### **Mini-Bus**

- Relevant documents – MOT/ Insurance etc.
- Mini-Bus Checks
- List of Mini-Bus Drivers and any relevant documentation
- Training

## Site/ Equipment

- Fire Log Book, including evaluation/ drill information and dates/ timings, Fire equipment and signage checks and training
- Personal Emergency Evacuation Plan and training in relation to these
- Alarms and lifts checks
- Latest Asbestos Survey and any amendments to this
- Induction for Contractors on site, including location of asbestos, fire / evaluation procedures/ site security
- Legionella checks
- Gas Safety Checks
- PAT testing
- Learning Equipment Annual Checks e.g. PE Equipment/ Large Scale Play Equipment/ DT Equipment
- Hazardous Substances on school premises information/ risk assessments in relation to this/ stock limits
- Any external inspections re COSHH
- Waste disposal records

**The FHT Health and Safety Policy (March 2023) was reviewed and adopted on:**

**School:** .....

**Date:** .....

**Signed:**  
**(Head teacher)** .....