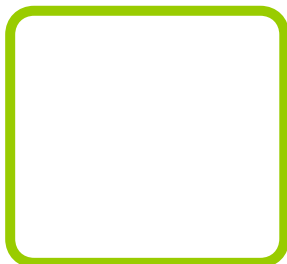
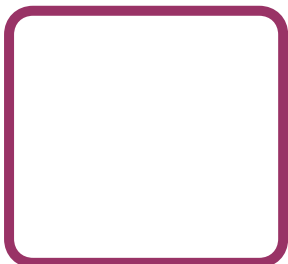


Organisation & Arrangements for Health & Safety At Work



This Policy applies to:

- Community Schools
- Voluntary Controlled Schools
- Residential Centres
- Pupil Referral Units

This Policy is recommended for adoption by:

- Voluntary Aided Schools
- Foundation Schools

March 2004

Schools Issue

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Appendix B - Incident Form

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General Statement

I fully uphold the commitments laid down in the Corporate Health and Safety Policy.

I am committed to matters of health and safety having an equal place alongside business objectives.

I recognise that health and safety is a line management function. Those who are allocated duties and responsibilities under this policy shall receive such information, instruction and training through the Council's training arrangements so as to be able to discharge such duties and responsibilities.

I will support the Council's arrangements in order to ensure that all employees in Education and Lifelong Learning have or achieve the appropriate levels of competence to carry out their duties, without significant risks to themselves or to others.

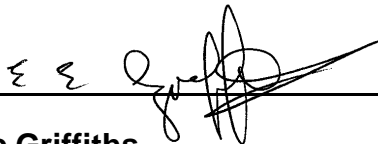
I will ensure that all those involved in Education and Lifelong Learning activities are consulted on health and safety matters, so that a positive approach can be taken to address both the needs and concerns of employees and others.

Where required, with the Council's policy and guidelines safe systems of work will be developed and become an integral part of the Education and Lifelong Learning accident and ill-health prevention programme. Out-posted Health and Safety Officers will support the Heads of Service in securing the regular monitoring, with appropriate line management involvement. All monitoring will be reviewed for any system or organisational weakness and action taken to ensure continued development and improvement.

I will co-operate with auditing of health and safety management systems, and implement the recommendations of such audits.

I recognise the importance of health and safety committees and will implement their recommendations.

This Policy and the Corporate Health and Safety Policy will be brought to the attention of all Education and Lifelong Learning employees including those of Foundation and Voluntary Aided Schools that have adopted this policy.

Signed:  Date: 30 March 2004

Eric Griffiths
Executive Director
Education and Lifelong Learning

Policy Objectives

These are the Education and Lifelong Learning objectives:

To work towards the prevention of occupational injury and ill health to all involved in or affected by the Education and Lifelong Learning activities.

To work with the Council to ensure that those using premises are not subjected to unacceptable risk as a result of activities of Education and Lifelong Learning or those working for them.

To actively manage health and safety, and to encourage constant awareness amongst all employees with regards to health and safety.

To work with the Council to ensure that contractors and agents of the Council are aware of and work towards the standards set out in both the Corporate and Education and Lifelong Learning Policies.

To maintain an annual formal review of achievement of these objectives and to implement improvements where necessary to enable them to be met.

To co-operate fully in the appointment of Safety Representatives and to provide such facilities and assistance as they may reasonably require to fulfil their functions.

To develop and maintain a proactive health and safety culture and set standards for continuous improvement in matters of health and safety. Education and Lifelong Learning will achieve this by: -

- maintaining effective systems of **communication** on health and safety matters with the support of the out-posted Health and Safety Officers.
- ensuring that there is sufficient **competency** within the organisation in terms of health and safety support and advice.
- establishing and maintaining **control** by setting clear health and safety objectives and providing strong leadership.
- securing **co-operation** between individuals, safety representatives and working groups.

Organisational Responsibilities

***The organisation chart for
Education and Lifelong Learning
is shown on the following page.***

If any person is unclear as to the nature of their responsibilities from the following, they must raise the matter with their immediate manager. If the responsibilities remain unclear, then further advice should be sought from the Health and Safety Team (Client Services Unit) Tel No. 0121-569 8160/8328

Organisation

Who:	Including:	Responsibility:
Health and Safety Policy Makers	Executive Director of Education and Lifelong Learning/Governing Bodies of Voluntary Aided and Foundation Schools	Overall responsibility for producing policy on health and safety at a strategic level, and to promote and maintain the School's health and safety management system. Making sure that this Policy is taken into account, as appropriate when organisational decisions are made.
Health and Safety Planners	Governors/Head Teacher	Responsible for developing and maintaining policies and procedures. Putting in place management arrangements for the identification, elimination and control of hazards.
Health and Safety Implementers	Health and Safety Governor/School Senior Management Team/Premise Manager/Employees	Responsible for implementing policies and procedures at a local level. Making sure that risk assessments are carried out, and that workplace precautions developed in order to control risks are implemented.
Health and Safety Assistance and Audit	Health and Safety Officers/Health and Safety Competent Persons/Health and Safety Co-ordinators/Safety Representatives	Assistance comes from those who are competent and trained to provide advice, information, auditing and support with regards to the management of health and safety and the requirements of associated legislation.

1. **Executive Director of Education and Lifelong Learning/
Governing Bodies of Voluntary Aided and Foundation
Schools (Health and Safety Policy Makers)**
 - 1.1 To take overall responsibility for the implementation of the Education and Lifelong Learning and School Health and Safety Policies.
 - 1.2 To actively support Head Teachers in their allocated responsibilities.
 - 1.3 To support at all times the objectives of the Education and Lifelong Learning and School Health and Safety Policies.
 - 1.4 To demonstrate commitment by taking a proactive approach in health and safety matters.

- 1.5 To ensure that Head Teachers and school based employees are aware of and undertake their duties and responsibilities with regard to health and safety.
- 1.6 To allocate resources through the LEA scheme for the "Financing of Schools" to enable the requirements of this policy to be fulfilled.
- 1.7 To ensure that procedures are in place for all school based employees to receive necessary health and safety training, and in particular to ensure that detailed health and safety information, instruction and training is given to all new employees.
- 1.8 To monitor and review the effectiveness of this policy.
- 1.9 To be aware of statutory health and safety requirements sufficient to discharge these duties.
- 1.10 To discuss any actions required with regard to health and safety concerns raised by any Head Teacher/school employee.
- 1.11 To support at all times the intent of this policy to secure the health and safety of employees and others.
- 1.12 To receive reports identifying success in the prevention of work related accidents and illness, and action taken to promote safety via the Safety Committee.
- 1.13 To bring to the attention of the Executive Director of Education and Lifelong Learning, any serious health and safety matters of concern which may have implications for Education and Lifelong Learning or the Council.
- 1.14 To ensure that a school based health and safety policy is prepared and revised on an annual basis.
- 1.15 To appoint a member of the Governing Body to champion Health and Safety within the school.
- 1.16 To provide information on Health and Safety issues as part of the Annual Report to Parents.

2. Governors and Head Teachers (Health and Safety Planners)

- 2.1 To oversee the implementation of the Education and Lifelong Learning and School Health and Safety Policies.
- 2.2 To nominate a competent person to fulfil the role of Premise Manager.
- 2.3 To recognise the importance of employee consultation on Health and Safety matters through health and safety committees.
- 2.4 To actively support Head Teachers in their allocated responsibilities.
- 2.5 To support at all times the objectives of the Education and Lifelong Learning and School Health and Safety Policies.

- 2.6 To demonstrate commitment by taking a proactive approach in health and safety matters, ensuring that health and safety is a standing agenda item at all appropriate meetings.
- 2.7 To ensure that all school based employees and other employees are aware of and undertake their duties and responsibilities with regard to health and safety.
- 2.8 To allocate resources to enable the requirements of this policy to be fulfilled.
- 2.9 To ensure that procedures are in place for all employees to receive necessary health and safety training, and in particular to ensure that detailed health and safety information, instruction and training is given to all new employees.
- 2.10 To monitor and review the effectiveness of this policy and the School based health and safety policy.
- 2.11 To be aware of statutory health and safety requirements sufficient to discharge these duties.
- 2.12 To discuss any actions required with regard to health and safety concerns raised by any manager or school employee.
- 2.13 To support at all time the intent of this policy to secure the health and safety of employees and others.
- 2.14 To report termly to the Governing Body, identifying success in the prevention of work related accidents and illness, and action taken to promote safety.
- 2.15 To bring to the attention of the Executive Director of Education and Lifelong Learning, and where necessary the Governing Body, any serious health and safety matters of concern which may have implications for the School, Education and Lifelong Learning or the Council.

3. School Senior Management Team and Employees (Health and Safety Implementers)

- 3.1 To be familiar with the contents of the Education and Lifelong Learning and School Health and Safety Policies .
- 3.2 To ensure that the Corporate and Education and Lifelong Learning and School Health and Safety Policies are implemented.
- 3.3 To demonstrate commitment by taking a proactive approach in health and safety matters by ensuring that health and safety is an agenda item at staff meetings.
- 3.4 To ensure that all school employees are aware of and undertake their health and safety duties and responsibilities.
- 3.5 To actively support employees in their allocated responsibilities.
- 3.6 To ensure that all hazards within their area of responsibility are identified.

- 3.7 To ensure that risk assessments are undertaken and that workplace precautions are implemented to control risks.
- 3.8 To ensure that all risk assessments are recorded, monitored and reviewed according to the level of risk identified.
- 3.9 To involve relevant employees in the risk assessment process.
- 3.10 To ensure that all works undertaken within their area of responsibility take into account the health and safety of any person likely to be affected by such works including employees and non-employees.
- 3.11 To ensure the effective use of resources available to achieve health and safety objectives. To bring to the attention of the Head Teacher and/or Governing Body any inadequacy in the allocated resources.
- 3.12 To ensure that all school employees, whether permanent or temporary, are given adequate safety information, instruction and training to enable them to reach a minimum level of competence to carry out their duties without undue risk to their own or others health and safety.
- 3.13 To ensure that competent persons are nominated to implement and meet the requirements of any relevant health and safety legislation.
- 3.14 To ensure that adequate monitoring of health and safety standards is undertaken.
- 3.15 To ensure that all incidents eg accidents, near misses, violence and aggression are properly reported, investigated and actions take to avoid recurrence.
- 3.16 To take appropriate action under established disciplinary procedures for any employee failing not complying with their duties, responsibilities or safe working practices as laid down in policies and procedures.

4. Employees (Health and Safety Implementers)

- 4.1 To be familiar with the contents of the Education and Lifelong Learning Health and Safety Policy and School Health and Safety Policy plus any other policies affecting their area of work.
- 4.2 Co-operate to ensure the implementation of the Education and Lifelong Learning Health and Safety Policy and School Health and Safety Policy and all relevant policies, procedures and safe systems of work.
- 4.3 To assist as required with the carrying out of risk assessments.
- 4.4 To report to the School Management Team any matter that they consider presents a risk to the health and safety of anyone who may be affected by the activities being undertaken.
- 4.5 To attend training as directed and all briefings in respect of matters of health and safety, and act upon the information, instruction and training given.
- 4.6 To report to their manager or any reason instructions on health and safety cannot be implemented.

- 4.7 To cease work where there is imminent danger of harm, and to report immediately to the School Management Team.
- 4.8 To use all plant, equipment, personal protective equipment and clothing in a safe manner and in accordance with instructions provided.
- 4.9 To report to the School Management Team, equipment defects in accordance with established systems. To report anything where maintenance or repair is necessary.
- 4.10 To report to the School Management Team, defects, loss or damage to personal protective clothing and equipment, in accordance with established systems. To report anything where maintenance, repair or replacement are necessary.
- 4.11 To co-operate with health surveillance where a formal system has been identified as necessary.
- 4.12 To report all hazards, accidents, near misses and incidents of violence and aggression whether or not they result in injury or property damage, in accordance with the Education and Lifelong Learning procedure.
- 4.13 To ensure that all employees follow the policies and procedures set out in this document.
- 4.14 Not to interfere with or misuse anything provided for health, safety or welfare.
- 4.15 To seek and offer advice as appropriate to improve health and safety performance.
- 4.16 To behave in a manner at all times so as not to put themselves or others at risk.

5. Health and Safety Officers (Health and Safety Assistance)

- 5.1 The Health and Safety Officers will co-ordinate and monitor this policy and inform the Executive Director of Education and Lifelong Learning of any failure in its implementation.
- 5.2 To advise on planning for health and safety including the setting of realistic short and long-term objectives. Deciding priorities and establishing adequate systems and performance standards.
- 5.3 To advise and assist the Executive Director of Education and Lifelong Learning on health and safety matters.
- 5.4 To inspect sites, premises, places of work, systems of work and report their findings.
- 5.5 To investigate as necessary or assist in the investigation of accidents, incidents or work related illness.
- 5.6 To assist in the identification of health and safety training needs and the delivery of training.

-
- 5.7 To provide an information service on health, safety and welfare matters for Education and Lifelong Learning.
- 5.8 To conduct internal audit exercise to monitor policy implementation.
- 5.9 To examine by audit, the health and safety management systems within service areas in order to measure compliance with the Corporate and Education and Lifelong Learning Health and Safety Policies. To report the findings of audits to the Executive Director of Education and Lifelong Learning.
- 5.10 To receive and report incidents to the Health and Safety Executive in accordance with “The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995”.
- 5.11 To report immediately to the Council’s Health, Safety and Welfare Officer any of the following:
- accidents, diseases or dangerous occurrences reportable under “The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995”,
 - cases of industrial disease,
 - fires,
 - instances where enforcement notices are issued by the Health and Safety Executive or Fire Authority,
 - any serious incident, including ‘near misses’, which could have resulted in serious injury.
- 5.12 To take appropriate action where, in his/her opinion, there is imminent risk of injury or ill health to any person. Such action may include the closure of premises or part thereof or the giving of instructions to cease activities.
- Where such action is taken the Health and Safety Officer must immediately inform the following:
- relevant senior person(s) on site
 - Executive Director of Education and Lifelong Learning
 - Council’s Health, Safety and Welfare Officer.
- In addition, form SHW001 must be completed and a copy given to the senior person on site.
- 5.13 To assist in any revision of the Education and Lifelong Learning Health and Safety Policy.
- 5.14 To advise on formulating and developing health and safety policies, not just for existing activities but also with respect to new acquisitions or processes.
- 5.15 To advise Education and Lifelong Learning on promoting a positive health and safety culture and securing the effective implementation of the health and safety policy.

- 5.16 To attend relevant Health and Safety Committees and Risk Management Groups as required.
- 5.17 To review performance and audit the whole health and safety management system.

6. Premise Managers (Health and Safety Implementers)

- 6.1 Some employees may have additional responsibilities as the premise manager.

In this context, premise managers have overall responsibility for the health and safety of all persons and will be expected to work in conjunction with the School's Senior Management to ensure the health, safety and welfare of all persons within the workplace. Further guidance is available within the corporate document 'A Guide for Premise Managers on Health and Safety in Council Premises'.

7. School Safety Committee

- 7.1 The Executive Director of Education and Lifelong Learning supports the appointment of safety representatives and recognises their value in promoting and maintaining a health and safety culture. All reasonable facilities and assistance will be provided for persons appointed.
- 7.2 The following aim to ensure that adequate provision for safety representatives is given and that any health and safety matters are dealt with via a Safety Committee system that ensures that problems are dealt with as near as possible to the point at which they occur. Accordingly, school based health and safety matters should be dealt with by one of the following methods:-
 - (a) the full Governing Body (with Area Representatives and School Safety Representatives in attendance for safety issues);
 - (b) a previously established Sub-Committee of the Governing Body (with Area Representatives and School Safety Representatives in attendance for safety issues);
 - (c) a newly constituted Sub-Committee of the Governing Body to be known as the School Safety Committee.

For the purpose of this document any reference to School Safety Committee shall mean (a), (b) or (c) above.

- 7.3 The purpose of the Committee will be as follows:-
 - (i) The Committee shall consider any reports by safety representatives that have been submitted to the Head Teacher and which are referred to the Committee by any Committee representative.
 - (ii) The Committee shall keep under review the measures taken to ensure the health, safety and welfare at work of employees within the school.

- (iii) The Committee shall consider accidents, notifiable diseases and incidents of violence to employees whilst at work, statistics for the school and trends so that reports can be made to the Governing Body and Council together with recommendations where appropriate.
 - (iv) The Committee will consider reports by the Health and Safety Executive on inspection of the school and recommend appropriate action.
 - (v) The Committee may assist in the formulation of school safety rules and procedures and may also consider safety training.
 - (vi) The Committee may also make joint inspections of the school where it is felt that such an inspection is appropriate.
 - (vii) The Committee will promote and develop measures to ensure the Health, Safety and Welfare of employees.
- 7.4 If the Governors of a school determine that there shall be a 'School Safety Committee' that Committee shall consist of the duly appointed safety representatives, Area Representative, the Head Teacher and representatives of the School Governing Body. The Executive Director shall have the right to attend meetings in an advisory capacity. If the Governing Body decide that the duties of the 'Safety Committee' should be discharged by an existing Sub-Committee or the full Governing Body, the Governors should ensure that such representation is arranged when safety matters are discussed.
- 7.5 A copy of the minutes of each meeting will be referred to the Governing Body.
- 7.6 The School Safety Committee will meet at least termly.
- 7.7 The Executive Director of Education and Lifelong Learning recommends that Governors of Voluntary Aided and Foundation Schools, as employers, endorse and recognise the importance of Safety Committees.

8. Schools Central Safety Committee

- 8.1 The purpose of the Schools Central Safety Committee is to consider and make recommendations to the Cabinet Members for Education and Lifelong Learning as necessary on:-
- (a) Major safety policy issues.
 - (b) Identification of trends and requirements for remedial action in particular through:-
 - (i) referrals on policy from School Safety Committees;
 - (ii) referrals on policy matters by Area Safety Representatives;
 - (iii) consideration of summaries of accidents at schools.

The Committee will cover employees at educational establishments maintained by the Authority. It is not intended that this Committee will deal with individual school issues unless Area Safety Representatives or School Safety Committees have referred them as policy matters.

8.2 The Committee will meet on a termly basis. Additional meetings will take place in exceptional circumstances at the instigation of the Director of Education or with the support of the Director of Education requested by a Governing Body or an Area Representative.

8.3 The Committee will be made up of the following membership:-

Officers of the Council (Education and Lifelong Learning, Urban Form and Policy and Corporate Governance)	7 places
Area Representatives (Employee Representation)	4 Places
Representatives of the recognised Teacher Associations	5 Places
Representatives of recognised Non-Teaching Staff Trade Unions	4 Places
Governing Body Representatives	8 Places
Teacher Representatives on the Education Scrutiny Committee	2 Places
Total Places 30	

The total number of Council/School representatives shall not exceed the total number of staff side representatives.

9. Employee Representation

9.1 For Health and Safety purposes the LEA will be divided into 13 areas, each with its own area representative. The representatives will be responsible for systematic and routine safety checks at schools in their area, attendance at School Safety Committee Governing Body meetings as required and liaison with school safety representatives. The representatives will also be the employee representative on the Schools Central Safety Committee.

9.2 Appropriate time of with pay will be given to Area Representation to allow them to carry out their function.

9.3 In addition to time off with pay, area representatives may claim travelling expenses for site inspections and meetings in accordance with current LEA procedures.

9.4 Schools will be reimbursed with .15 of the actual salary costs including 'on costs' of any area representative whose salary costs fall on that school's budget.

- 9.5 Car mileage costs will be a direct charge to Education and Lifelong Learning.
- 9.6 One member of staff at each Residential Centre will be appointed by agreement with the recognised trade unions as a 'Safety Representative'. This representative will be responsible for routine and systematic checks at that Centre only. The Safety Representative will be eligible to claim travelling expenses as detailed above, for attendance at Schools Central Safety Committee and the centres will be reimbursed for the representatives 'time of' to attend such meetings. As there is no requirement for inspections of other schools/centres, compensatory staffing/funding issues will not arise in relation to these staff other than for attendance at schools Central Safety Committee.

Area Grouping

Area Safety Representatives are allocated to each of the following areas for further details please contact the Joint Consultative Panel Secretary on 0121-555 6351:

SW1	Grace Mary Primary	SE1	Perryfields High
SW1	Oakham Primary	SE1	Abbey Infants
SW1	Rounds Green Primary	SE1	Abbey Junior
SW1	Springfield Primary	SE1	Annie Lennard Infant
SW1	Tividale Hall Primary	SE1	Brandhall Primary
SW1	Tividale Community Primary	SE1	Christ Church C.E. Primary
SW1	The Meadows School	SE1	Lightwoods Primary
SW1	Tividale High	SE1	Moat Farm Infant
SW1	SPARC (Oakham Centre)	SE1	Moat Farm Junior Beacon
		SE1	Perryfields Primary
		SE1	St Francis Xavier R.C.
		SE1	St Hubert's R.C.
		SE1	Bristnall Hall High
SW2	Langley High	SE2	Holly Lodge High
SW2	St Michael's C.E. High	SE2	Albion Junior
SW2	Warley High	SE2	Brasshouse Infant
SW2	Bleakhouse Junior	SE2	Devonshire Infant
SW2	Causeway Green Primary	SE2	Devonshire Junior
SW2	Langley Primary	SE2	George Betts
SW2	Rood End Primary	SE2	Key Stage 4 PRU (Arden)
SW2	Rowley Hall Primary	SE2	The Orchard School (2 sites)
SW2	Warley Infant	SE2	Ruskin House PRU
SW2	St James CE Primary		
SW3	Whiteheath PRU	SE3	Shireland Language College
SW3	Heathfield Foundation	SE3	Bearwood Primary
SW3	Timbertree Nursery	SE3	Cape Primary
SW3	Blackheath Primary	SE3	Victoria Park Primary
SW3	Brickhouse Primary	SE3	Crocketts Lane Infant
SW3	Corngreaves Primary	SE3	Shireland Hall Primary
SW3	Highfields Primary	SE3	St Gregory's R.C. Primary
SW3	Old Hill Primary	SE3	St Mathew's C.E. Primary
SW3	Reddal Hill Primary	SE3	St Phillip's R.C. Primary
SW3	Temple Meadow Primary	SE3	Uplands Manor Primary
SW3	Timbertree Primary		

NW1	Stuart Bathurst R.C. High	NE1	George Salter High
NW1	Wodensborough Community	NE1	Guns Village Primary
NW1	Wood Green High C of S	NE1	Holy Trinity CE Primary
NW1	Albert Pritchard	NE1	Lodge Primary
NW1	The Priory Primary	NE1	Lyng Primary
NW1	Park Hill Primary	NE1	Newtown Primary
NW1	St Mary's R.C	NE1	Ryders Green Primary
NW1	Tameside Primary		
NW1	Wood Green Junior		
NW2	Willingsworth High	NE2	Dartmouth High
NW2	Batmans Hill PRU	NE2	Ferndale Primary
NW2	Glebefields Primary	NE2	Grove Vale Primary
NW2	Holyhead Primary	NE2	Hamstead Infant
NW2	Jubilee Primary	NE2	Hamstead Junior
NW2	Mesty Croft Primary	NE2	Holy Name RC Primary
NW2	Ocker Hill Infant	NE2	St Margaret's C.E. Primary
NW2	Ocker Hill Junior	NE2	Whitecrest Primary
NW2	Princes End Primary	NE2	Shenstone Lodge
NW2	St John's CE Primary	NE2	Whittington Grange
NW2	Wednesbury Oak Primary		
NW2	Batman's Hill Nursery Annexe		
NW3	Alexandra High	NE3	Menzies High
NW3	Burnt Tree Primary	NE3	Fir Tree Primary
NW3	Great Bridge Primary	NE3	Hall Green Primary
NW3	Joseph Turner Primary	NE3	Harvills Hawthorn Primary
NW3	Locarno Primary	NE3	Hateley Heath Primary
NW3	Victoria Infants	NE3	Kent Close Primary
NW3	Sacred Heart RC Primary	NE3	Moorlands Primary
NW3	St Martin's C.E. Primary	NE3	St John's RC Primary
NW3	St Paul's C.E. Primary	NE3	Yew Tree Primary
NW3	Tipton Green Junior	NE3	Westminster (West Bromwich & Tipton)
		NE3	St John Bosco RC Primary
		NE4	All Saints C.E. Primary
		NE4	King George V Primary
		NE4	Charlemont Primary
		NE4	Cronehills Primary
		NE4	Hargate Primary
		NE4	Hollyhedge Primary
		NE4	St Mary Magdalene CE Primary

Arrangements for Health and Safety

1. Executive Director of Education and Lifelong Learning

The Executive Director of Education and Lifelong Learning is responsible for coordination of this policy and monitoring its implementation.

2. Education and Lifelong Learning Senior Management Team

The Education and Lifelong Learning Senior Management Team will consider all health and safety matters of concern brought to their attention via the School Central Safety Committee. The Education and Lifelong Learning Senior Management Team will decide upon appropriate courses of action and will, so far as is reasonably practicable, identify appropriate resources to implement the Education and Lifelong Learning Health and Safety Policy.

Health and Safety will be a regular item on the agenda for meetings of the Education and Lifelong Learning Senior Management Team.

3. School Senior Management Teams

Health and Safety will be a standing agenda item on School Senior Management Team meetings.

4. School Based Health and Safety Policy

Governing Bodies in schools will be responsible for producing their own safety policy in order to ensure organisation and arrangements are in place for the health and safety of all employees, pupils, visitors, contractors or any persons who may be affected by their activities.

5. Policy Review

This health and safety policy will be reviewed in accordance with normal consultative procedures.

6. Health and Safety Plan

A health and safety plan will be prepared by the Education and Lifelong Learning Senior Management Team (Health and Safety Planners) and kept under review. The Executive Director (Health and Safety Policy Maker) will also need to be involved. This will combine items from the Corporate Plan and significant items within the Education and Lifelong Learning Theme. In order to establish planning priorities, planning meetings will take place on an annual basis. Outcomes from the planning process will influence health and safety strategy, objectives and targets. Safety Committees will also be important stakeholders in the health and safety planning process. Health and Safety Officers will offer suitable advice as to the planning process.

7. Competent Persons

- 7.1 Competent persons are defined as people with sufficient training and experience or knowledge and other necessary qualities to enable them to apply the provisions of health and safety legislation. Appropriate training will be given to enable them to fulfil this role.
- 7.2 Other persons who are competent to assist are:
- (i) Health and Safety Officers from the Council's Health and Safety Unit;
 - (ii) Any other employee who has received appropriate training in a specific or relevant area.

8. Risk Assessment

- 8.1 Assessments will be carried out by nominated competent persons and will include:
- (i) the risks to the health and safety of employees to which they are exposed whilst they are at work, and
 - (ii) the risks to the health and safety of other persons arising out of or in connection with work activities.
- 8.2 The significant findings of the assessment will identify:
- (i) hazards,
 - (ii) risks,
 - (iii) group(s) of people especially at risk,
 - (iv) the existing control measures already in place,
 - (v) the effectiveness of those measures,
 - (vi) a measure of the remaining risk,
 - (vii) the control measures needed to comply with the requirements or prohibitions of health and safety legislation.

Appropriate forms are available and should be used to record risk assessments.

- 8.3 For new operations, substances, plant and equipment, it is particularly important that assessments are completed before commencement/introduction. Safety must be considered at the planning stage.
- 8.4 Assessments must be reviewed at least every 12 months. In addition assessments must be reviewed whenever there is reason to suspect that they are no longer valid or there have been significant changes to related matters.
- 8.5 Generic risk assessments may be produced to assist with commonly occurring hazards and risks. Where generic risk assessments are available, these may be used as a template for a more detailed assessment.

9. Premise Managers

In addition to their established duties and responsibilities, Premise Managers should ensure that the contents of the corporate document “A Guide for Premise Managers on Health and Safety in Council Premises” are implemented.

10. Monitoring

10.1 The following are the monitoring arrangements for Education and Lifelong Learning:

- Head Teachers will report annually to the Education and Lifelong Learning Senior Management Team, confirming whether risk assessments are completed and reviewed in accordance with this policy. In addition, this report will confirm whether inspection checklists are completed and acted upon.
- The Head Teacher will report to the Governing Body each term in order to monitor the effectiveness of risk control systems to ensure they continue to protect persons at risk.
- Safety Inspections
 - (i) The purpose of safety inspections is to ensure the continued effective operation of safe workplaces and safe systems of work etc.
 - (ii) The Executive Director, Head Teachers, Governors and Health and Safety Committee(s) may carry out safety inspections at any time.
 - (iii) In addition to the safety inspections carried out in (ii) above, a standard checklist is in operation in Education and Lifelong Learning and must be completed on a termly basis.
 - (iv) Necessary remedial actions must be implemented following safety inspections. It is the responsibility of the person carrying out the safety inspection to bring the findings to the attention of the Head Teacher for action.

10.2 Head Teachers should monitor the effectiveness of reporting procedures for accident/incidents.

10.3 Absence as a result of ill health or injury is monitored in accordance with the Personnel Policy Guidelines issued by the Education and Lifelong Learning Personnel Service.

In addition, incidents of work-related ill health and industrial injury will be brought to the attention of the Education and Lifelong Learning Health and Safety Officer.

10.4 The Performance Management interview and staff briefings are important management tools. Head Teachers should use these as a platform for both formal and informal monitoring of health and safety issues. Employees should be encouraged to discuss such issues during these meetings.

11. Training

11.1 The Executive Director of Education and Lifelong Learning will ensure that adequate Health and Safety training opportunities are available for all members of staff.

11.2 Governing Bodies will ensure that adequate resources are allocated for Health and Safety training.

11.3 Health and safety training needs may be identified corporately or by the Executive Director of Education and Lifelong Learning, Heads of Service, Head Teachers or Governing Bodies.

11.3 Management Training

The required standard for Head Teachers is the Institution of Occupational Safety and Health Course 'Managing Safely'. Other members of staff may also be nominated if the nature of their job requires a higher level of health and safety competence.

The Executive Director recommends that Governing Bodies of Voluntary Aided and Foundation Schools adopts this level of management training.

11.4 Employee Training

Employees are required to attend health and safety training where it is identified as necessary. Employees must co-operate with their employer by attending training as directed.

The identification of training needs will be as a result of:

- (i) risk assessment;
- (ii) monitoring activities;
- (iii) the occurrence of accidents and incidents of violence and aggression;
- (iv) new legislation;
- (v) updated information and technology;
- (vi) new procedures or changes to existing procedures;
- (vii) Education and Lifelong Learning health and safety plans;
- (viii) health and safety audits.

Where appropriate use of new technologies to support training will be used.

11.5 A list of Health and Safety training requirements for school-based staff is contained within Appendix A.

11.6 A list of available Health and Safety training courses is maintained on the Education and Lifelong Learning website.

12. Safety Audits

12.1 The Executive Director of Education and Lifelong Learning will commission Health and Safety Officers to undertake a regime of safety audits at school. Each year audits will consist of:

- opening meeting with Senior Management prior to the audit
- full Health and Safety audit at school
- closing meeting with Governing Body.

12.2 The Executive Director of Education and Lifelong Learning will commission additional safety audits to be undertaken if required.

12.3 All employees are required to co-operate with the safety audit process.

12.4 The results of completed safety audits will be communicated to the school governing body and the School Central Safety Committee.

13. Safety Representatives (School Based and Area)

13.1 Education and Lifelong Learning recognises the importance of Safety Representatives properly appointed by recognised trades unions.

13.2 Safety Representatives have specific functions, which are detailed in the Safety Representatives and Safety Committees Regulations.

13.3 Safety Representatives will be provided with such facilities and assistance as they may reasonably require to fulfil their functions.

13.4 Safety Representatives may be invited to accompany any officer carrying out safety monitoring activities.

13.5 Safety Representatives have the right to carry out safety inspections and investigations of any safety related matter. Employees must co-operate with Safety Representatives fulfilling this function.

13.6 To assist them in fulfilling their role, Safety Representatives have a right to consultation with employers on the risk assessment process. Head Teachers must give Safety Representatives access to the risk assessments they have carried out, together with any associated documentation.

13.7 Safety Representatives have a right to be consulted on health and safety matters that may affect the health, safety and welfare of represented employees. To this end, Head Teachers must ensure full consultation as appropriate, and in particular before any changes to working practices with a health and safety implication.

13.8 Safety Representatives are expected to set a good example on health and safety matters.

14. Schools Central Safety Committee

Copies of the constitution of the Schools Central Safety Committee are available from the Health and Safety Team based in the ELL Client Services Unit.

15. Occupational Health Service

- 15.1 The Human Resources Division of the Council administers the corporate contract for occupational health services. Arrangements for referrals are administered by the Personnel Units based within each theme.
- 15.2 A Head Teacher requiring occupational health advice and/or services for their staff must in the first instance contact the Education and Lifelong Learning Personnel Service. Employees in Education and Lifelong Learning Personnel Service are the authorised officers permitted to make contact with the occupational health contractor at the initial stage of any new case or issue.
- 15.3 For school-based staff, the Personnel Service as part of the LEA's core function undertakes arrangements for pre-employment medical checks. All other referrals to the Occupational Health Unit are elements of the traded service offered by "Personnel Services for Schools". Referrals are made by officers within the Personnel Service, in accordance with the Service Level Agreement(s) in operation.
- 15.4 Details of the services provided by the occupational health contractor are available in the Personnel Policy Guidelines handbook, which is available for perusal in the Education and Lifelong Learning Personnel Unit.

16. Accidents

- 16.1 Definition: an accident is any unplanned event, which results in, or might have resulted in, personal injury or damage to property, plant and equipment. This definition includes fire and near misses.
- 16.2 Reporting:
 - (i) All employees are required to report all accidents.
 - (ii) Head Teachers must maintain a supply of incident report forms for the staff within their work area. A copy is attached in Appendix B.
 - (iii) In the event of an accident to a member of the public, an incident report form must be completed by an employee, not by the member of the public.
 - (iv) In all cases the accident should be investigated and the Head Teacher must sign off the completed form.
 - (v) In the following cases, a report must be telephoned immediately to the Health and Safety Team on 0121-569 8160/8328. An incident report form must also be completed.

- (a) any fatal or major injury to an employee whilst at work, or to any other person as a result of an accident whilst on School premises,
- (b) any person being taken from the scene of an accident to a hospital for treatment,
- (c) any of the dangerous occurrences listed in the Education and Lifelong Learning incident procedure,
- (d) any fire.

The Health and Safety Officer is responsible for notifying:

- (a) the Health and Safety Executive,
- (b) the Council's Health, Safety and Welfare Officer
- (c) Risk Management Services, if applicable.

16.3 Investigation:

- (i) For every accident, Head Teachers must ensure an investigation is undertaken and complete the appropriate section of the accident report form to indicate the remedial action taken.
- (ii) Advice and/or assistance is available from the Health and Safety Team when completing investigations.

17. Violence and Aggression

17.1 Sandwell LEA is aware that acts of violence against its employees present an occupational hazard and is committed to taking positive action to reduce or eliminate the risks to which employees are exposed. Sandwell LEA aims to ensure, so far as is reasonably practicable, that employees are protected from potentially violent incidents whilst undertaking their work duties.

17.2 All acts of violence either of physical or verbal nature should be recorded on the Council's accident/investigation report form. Completed forms should be forwarded to the Health and Safety Team as soon as possible following the incident.

18. Fire or Bomb Threat

18.1 Premise Managers should undertake level 1 fire risk assessments on an annual basis and complete a fire logbook for all premises under their control to include:

- Special responsibilities
- Details of fire alarm
- Details of fire alarm tests
- Fire drills
- Staff training
- Fire fighting equipment
- Fire alarm inspections
- Emergency lighting inspections
- Visits by Fire Officer

- 18.2 Sufficient competent persons will be identified at each school to implement evacuation procedures ie fire marshals and deputies.
- 18.3 Fire drills will be held at all buildings on a termly basis and recorded in the Fire Log Book.
- 18.4 All fires must be reported and an investigation carried out as per accident/incident procedures (see section 16).
- 18.5 All employees will undertake training in the action to be taken in the event of a fire, and periodic refreshers on the fire and bomb alert procedures and general fire precautions.

19. **Other Serious or Imminent Danger**

- 19.1 All employees have a responsibility to take action in response to events that they reasonably believe to be a serious or imminent danger to themselves and/or others, including the public.
- 19.2 Employees who believe there is serious or imminent danger have the authority to take action accordingly.
- 19.3 Actions by employees, without further instructions from more senior employees, could include:
- evacuation of a building or site,
 - isolation of part of a building or site,
 - closing off an access to a building or site.
- 19.4 The employee taking such action must inform the Head Teacher and Executive Director, immediately or as soon as is practicable
- 19.5 The Head Teacher or Executive Director must investigate the incident immediately, or as soon as is practicable.

20. **First Aid Arrangements**

- 20.1 The school will appoint designated first aiders as indicated by risk assessment.
- 20.2 Head Teachers must ensure that notices are displayed for their area of responsibility identifying the current first aiders and the location of the first aid kits.
- 20.3 A first aider must ensure that a record of all treatment given is kept with the first aid kit and ensure that an incident form is completed.

21. **Protective Clothing and Equipment**

- 21.1 Protective clothing and equipment will only be provided when an assessed risk cannot be eliminated or controlled by some better means, or where it is required by law.

- 21.2 Where protective clothing or equipment is provided, employees must make full and proper use of it at all times, and as instructed.
- 21.3 Employees must keep protective clothing and equipment clean, so far as is reasonably practicable, carry out user checks as required, and make it available for maintenance.
- 21.4 Head Teachers must ensure that protective clothing and equipment is kept clean, properly maintained and properly used.
- 21.5 It is the duty of all employees to report loss or defects in protective clothing and equipment.
- 21.6 Head Teachers issuing protective clothing and equipment must obtain a clearly identifiable signature of the recipient (eg signature and name printed in capitals), dated at the time of issue.
- 21.7 Head Teachers must ensure that employees needing to use protective clothing and equipment are given necessary training, information or instruction on its purpose, use and care, and that such training, information and instruction is updated periodically and to incorporate changes.

22. Contractors and Service Providers

- 22.1 Definition: a person or persons specifically engaged to carry out specified tasks or repairs at any building or site.
- 22.2 Many officers in the Council administer contracts and oversee contractors as a part of the professional role for which they are employed. Such officers will need to ensure that health and safety legislation and guidance is implemented in a variety of areas eg Control of Asbestos, Hot Work Procedures, Construction (Design and Management), Electricity at Work, Gas Safety etc. In such cases, it is the responsibility of the Head Teacher to ensure that:
- (i) procedures are in place that meet the needs of these requirements;
 - (ii) appropriate information/instruction is given to the individual employees concerned and that their training needs are identified.
- 22.3 Those with a responsibility for contractors should refer to the Corporate "Guidance for Premise Managers".
- 22.4 The Premise Manager has a responsibility to ensure that contractors on site do not endanger the health and safety of employees, visitors, service users and the public.
- 22.5 Contractors must not start work on any site without first consulting the Premise Manager.
- 22.6 Contractors must not be allowed to start work until the Premise Manager is satisfied that the work can be undertaken, so far as reasonably practicable, without risk to employees, visitors, service users and the public. A Contractors Safety Checklist is attached as Appendix C.

- 22.7 If a contractor starts work without permission or consultation, the Premise Manager must take appropriate action:
- (i) inform the contractor of this policy in relation to contractors and/or,
 - (ii) stop the work until proper consultation has taken place and/or,
 - (iii) if necessary, order the contractor off site until the operation can be isolated and/or further advice obtained.
- 22.8 The Premise Manager must obtain the contractor's:
- risk assessment relating to the operation,
 - method statement for the operation.
- 22.9 The Premise Manager must inform the contractor of any local hazards, which may present a risk to the contractor whilst on site.

23. Portable Electrical Equipment

- 23.1 The Electricity at Work Regulations requires that all electrical equipment is properly maintained. Guidance to these Regulations in respect of portable and electrical equipment, recommends the following maintenance regime ie user checks, formal visual inspections (on a termly basis), and combined inspection and tests.
- 23.2 When Contractors are engaged to undertake combined inspections and tests:
- (i) Head Teachers are responsible for ensuring that all portable electrical equipment is made available for the contractors when they carry out the inspection/test at each location.
 - (ii) any item failing an inspection/test is taken out of service immediately, until such time as it can be repaired and retested, or a decision is made to scrap the item.
 - (iii) suitable and sufficient records should be maintained of schedules of electrical equipment tested and certificates of failure for failed items.
 - (iv) new electrical equipment may be put into service immediately, and will be included for inspection/testing at the next round.
 - (v) **second hand or acquired electrical equipment, or employees own equipment, may not be used in the Council's premises until it has been inspected and tested.**
- 23.3 Head Teachers will need to arrange for a formal visual inspection of items of electrical equipment to be undertaken on a termly basis.
- 23.4 Head Teachers will ensure they have access to a person competent to carry out formal visual inspections.

A standard record form for formal visual inspections is available from the Health and Safety Team.

23.5 Head Teachers are advised to encourage their employees to visually inspect the electrical equipment they use for obvious signs of damage. This is particularly important for portable equipment, eg kettles, desktop fans, portable tools etc, and for equipment where its position increases the risk of damage.

24. **Asbestos Policy**

The Council's current policy on asbestos should be read in conjunction with this policy.

25. **Maintaining Schools – Services and Standards Agreement**

Schools that do not buy back the Landlord functions (specialist services) from the Council must provide evidence of the following:

- A Level 2 Fire Risk Assessment – the Workplace (Fire Precautions) Regulations 1997 (as amended).
- A Glazing Risk Assessment – the Workplace (Health, Safety and Welfare) Regulations 1992.
- A Risk Assessment of the building structure – the Management of Health and Safety at Work Regulations 1994.
- Asbestos Surveys – Control of Asbestos at Work Regulations 2002.
- Specialist reports detailing the results of the Inspection of Fixed Electrical Installations – 5 Yearly Electricity at Work Regulations – Electricity at Work Regulations 1989.
- Legionella Risk Assessments – Control of Substances Hazardous to Health Regulations 2002.
- Six Monthly Inspection of Lists – Lifting Operating and Lifting Equipment Regulations 1998.
- Annual (LGI), 5 Yearly (LGS) and 10 Yearly (LG10) Examination/Tests for Lifts (Lifting Operation and Lifting Equipment Regulations 1998).
- 2 Yearly Inspection of Steel and Brick Chimneys – Management of Health and Safety at Work Regulations 1999.
- Annual Inspection of Local Exhaust Ventilation – Control of Substances Hazardous to Health Regulations 2002.
- Annual Testing and Inspection of Fire Fighting Appliance – The Workplace (Fire Precautions) Regulations 1997 (as amended).
- Quarterly Testing and Maintenance of Fire Detection Systems – The Workplace (Fire Precautions) Regulations 1997 (as amended).
- Monthly Testing and Maintenance of Emergency Lighting – The Workplace (Fire Precautions) Regulations 1997 (as amended).

26. Other Health and Safety Policies and Guidance

The following Policies and Guidance are available from the Health and Safety Team, Client Services Unit and should be read in conjunction with this policy:

- Manual Handling
- Display Screen Equipment
- Control of Substances Hazardous to Health
- Off-Site Visits
- Physical Intervention Guidelines
- Medication Policy
- School Security
- Stress
- Arrangements for preventing and dealing with violence at work
- Fire Safety
- Management of Asbestos in Education Facilities
- Corporate Document 'A Guide for Premise Managers on Health and Safety in Council premises'.

Appendix A

Health and Safety Training for School Based Staff

Once staff have been designated with responsibility, they must receive appropriate training to enable them to discharge their duties competently.

Induction

The following basic training should form part of the induction training for all new members of staff:

- The School’s Health and Safety Policy and its implementation.
- Any statutory requirements with regards to Health and Safety.
- The major hazards, which exist within the School (the location of any asbestos for example).
- Risk Assessment procedures.
- Safe working methods and accident prevention procedures.
- Fire and Emergency procedures.
- First Aid arrangements.

Training Requirements

The following is a list of Health and Safety training courses that are currently available from Sandwell MBC or other training providers. The list below is indicative of Health and Safety training requirements and is not exhaustive. Additional advice can be obtained from the Health and Safety Team. A suitable and sufficient risk assessment will also indicate the type and level of training required.

Name of Course	Category of Employee
IOSH Managing Safely	Head Teachers, Members of School Management Team, Senior Member of Staff with responsibility for Health and Safety, Governor with responsibility for Health and Safety.
CIEH Supervising Health and Safety	Heads of Department, Site Managers
Basic CIEH Course (2 day, basic Health and Safety)	Site Managers, Assistant Site Manager, Non-Teaching staff.
Accident Investigation	Member of School Management Team, Senior Member of Staff with responsibility for Health and Safety.
Risk Assessment	Member of School Management Team, Senior Member of staff with responsibility for Health and Safety, Head of Department.

Name of Course	Category of Employee
COSHH Risk Assessment	Member of School Management Team, Senior Member of Staff with responsibility for Health and Safety, Head of Department, Site Manager.
Manual Handling Risk Assessment	Member of School Management Team, Senior Member of Staff with responsibility for Health and Safety, Head of Department, Site Manager.
Manual Handling – Safe Lifting Techniques (objects)	Site Manager, Cleaning and Catering Staff, any member of staff identified at risk via risk assessment process.
Manual Handling – Safe Lifting Techniques (people)	Any member of staff identified at risk via risk assessment process.
Level 1 Fire Risk Assessment	Member of School Management Team, Senior Member of Staff with responsibility for Health and Safety, Site Manager,
Fire Awareness Training – What to do in the event of fire	All staff employed at the school.
General Risk Assessment	Member of School Management Team, Senior Member of staff with responsibility for Health and Safety, Head of Department, Site Manager.
Display Screen Equipment User/Assessor	Member of School Management Team, Senior Member of Staff with responsibility for Health and Safety, Head of Department, Members of Staff designated as “Users” under the regulations.
Health and Safety Inspections	Member of School Management Team, Senior Member of Staff with responsibility for Health and Safety, Site Manager.
Managing “Portable Electrical Equipment”	Member of School Management Team, Senior Member of Staff with responsibility for Health and Safety, Site Manager.
Woodwork Machinery Competency Course	All staff that use Woodworking Machines.
Radiological Protection Advisor	Head of Science.
Educational Visits Training	Member of Staff with responsibility for “Off- Site” visits (Educational Visits Co-ordinator).

Appendix C

Tick Box List To Assist Premise Managers Before Contractors Start Work

Advice and guidance on getting work done is available in the corporate document "Guidance for Premises Managers: Building Alterations, Improvements and/or Repairs", or from your Health and Safety Officer.

The purpose of this document is to give you a simple checklist of items to help you make sure the proper controls are in place before work starts at the site or building for which you are the Premise Manager.

The checklist will not tell you how to minimise various risks, or what arrangements to put in place, but acts as a prompt for you to ensure this is done. So for instance, question 13 asks whether fire and other emergency procedures have been agreed with the contractor. Answering yes to this question may mean you have given the contractor a copy of the existing procedures, and that this is all that is required. But depending upon the site and the work taking place it could also mean you have agreed additional procedures with the contractor for the duration of the works. In this latter case you would be well advised to keep a record of the additional procedures you had agreed.

The Tick Box List has been arranged so that answering "No" to any of the questions means that further discussion and/or action is required before work can commence.

The answers to questions may be not applicable, in which case write in n/a between the tick boxes.

Once work has commenced, should you be unhappy at any stage that health and safety is not being adequately addressed, then contact your Technical Officer or Health and Safety Officer for advice or to make a site visit. However, should you believe there is a serious and imminent danger to people, then stop the work proceeding. Where your premises are managed as part of the Property Maintenance Account you may need to involve your Technical Officer or Corporate Property in this action.

Description of Site and Work to be done:

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

	Yes	No
1. Have you sought advice from your Technical Officer for the work?	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you sought List Building consent (Only applies to listed buildings.)?	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you consulted the Access Officer to consider whether any access improvements can be made as part of the work?	<input type="checkbox"/>	<input type="checkbox"/>
4. Has a site meeting, at which you, the contractor and your Technical Officer were represented been held?	<input type="checkbox"/>	<input type="checkbox"/>
5. Has an asbestos survey been done?	<input type="checkbox"/>	<input type="checkbox"/>
Note: unless materials have already been determined <u>not</u> to be asbestos, they must be assumed to be asbestos.		
6. Will the work only affect materials known <u>not</u> to be asbestos?	<input type="checkbox"/>	<input type="checkbox"/>
7. Has the contractor provided a copy of their risk assessment and method statement, or have they been discussed with/described for you?	<input type="checkbox"/>	<input type="checkbox"/>
8. Has the contractor given adequate consideration to precautions for members of the public using the site, particularly where this includes significant numbers of the elderly, people with disabilities, children etc?	<input type="checkbox"/>	<input type="checkbox"/>
9. Has adequate consideration been given to the protection of contractors and occupants (eg clients, employees, residents etc) from the materials to be used?	<input type="checkbox"/>	<input type="checkbox"/>
10. Has adequate consideration been given to the protection of contractors and occupants (eg clients, employees, residents etc) from the equipment to be used?	<input type="checkbox"/>	<input type="checkbox"/>
11. Has adequate consideration been given to the protection of contractors and occupants (eg clients, employees, residents etc) from the chemicals or substances (eg LPG) to be used?	<input type="checkbox"/>	<input type="checkbox"/>
12. Has adequate consideration been given to how services (gas, water, electricity) will be used by the contractors so as to minimise risk?	<input type="checkbox"/>	<input type="checkbox"/>
13. Is a permit to work system required (hot work, confined spaces, isolation of services)?	<input type="checkbox"/>	<input type="checkbox"/>
14. Has adequate consideration been given to the protection of contractors and occupants from any overhead work or excavations?	<input type="checkbox"/>	<input type="checkbox"/>
15. Have fire arrangements and other emergency procedures been agreed with the contractor?	<input type="checkbox"/>	<input type="checkbox"/>

- | | Yes | No |
|---|--------------------------|--------------------------|
| 16. Have contractors been informed of site hazards in the area where they will be working (fragile roof, vehicles, location of cables etc)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Have the contractor's site boundaries and site compound been agreed? | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Has the contractor been made aware of your security requirements (eg operatives to wear identification, signing in/out procedures, etc)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. Have appropriate measures been taken to prevent occupants and others gaining access to the area of work? | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. Has the contractor been made aware of any restrictions (vehicles, access, times) on their operations because of the nature of the activities at the site (eg school playground, break times etc)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. Has an incident reporting procedure been agreed with the contractor? | <input type="checkbox"/> | <input type="checkbox"/> |
| Note: attach to this Tick Box List a description of the incident reporting procedure agreed | | |
| 22. Have hours of work and welfare facilities been agreed with the contractor? | <input type="checkbox"/> | <input type="checkbox"/> |
| Note: you are not obliged to give contractors access to your welfare facilities (eg toilets, kitchens etc). | | |
| 23. Has the contractor agreed how the site will be left at the end of the working day eg neat and tidy? | <input type="checkbox"/> | <input type="checkbox"/> |

Telephone Number to contact contractors:
.....

Telephone Number to contact contractors outside of normal working hours:
.....

Name of Person
Completing Tick Box List

Signature of Person
Completing Tick Box List

Date Tick Box List completed

Date work due to commence

Use this space for any comments/notes: