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# **Health and Safety Policy**

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**Riverbank Academy**

**January 2020**

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## INTRODUCTION

Riverbank Academy's Health and Safety Policy Document details its commitment to effective and successful health and safety management. It contains a statement of intent, together with organisation, details of the arrangements and monitoring systems for Health and Safety management which is accessible via this link: <http://riverbankacademy.org.uk/wp-content/uploads/2019/12/HS-Inspection-Audit.pdf>

The Sidney Stringer Multi Academy Trust Health and Safety Policy is central to an understanding that health and safety and must feature prominently in all aspects of the operation of each school in order to ensure compliance with the health and safety legislation.

In addition, Ofsted requires schools to hold various other documentation relating to health and safety.

This policy relates to Riverbank Academy and will ensure compliance with The Sidney Stringer Multi Academy Trust and Ofsted requirements by establishing clearly defined roles, responsibilities and arrangements at a local level.

There are five parts to this Policy:-

1	Aim, objective and statement Declaration of intent by the Chair of Governors/ Head Teacher
2	Organisation The management structure and defining of roles and responsibilities
3	Arrangements The procedures and systems necessary for implementing the Policy.
4	Monitoring The system for auditing the effectiveness of the arrangements and for reviewing health and safety performance.
5	Appendices Associated documents, procedures and risk assessments detailing the arrangements

## 1. POLICY AIM, OBJECTIVE AND STATEMENT

### 1.1 Policy Aim

To be a school where everyone can undertake their roles and responsibilities and fulfil their potential free from work related or education related injury or ill health; this includes all school staff, agency staff, peripatetic staff, volunteers, pupils, partners and others who may be affected by our work activities.

### 1.2 Policy Objectives

- to conduct all our activities safely and in compliance with legislative standards
- to provide safe working and learning conditions
- to ensure a systematic approach to the identification of risks and the allocation of resources to control them
- to be a school that promotes a positive health and safety culture that is demonstrated by open communication and a shared commitment to the importance of health, safety and welfare
- to promote the principles of sensible risk management which enables innovation and learning

### 1.3 Policy Statement

Riverbank Academy recognises and accepts its responsibility as an employer and provider of services and will provide a safe and healthy workplace and learning environment for all staff, pupils and such other persons as may be affected by its activities.

Riverbank Academy will adopt health and safety arrangements in line with The Sidney Stringer Multi Academy Trust Health and Safety Policy and will strive to meet and adhere to all relevant health and safety legislation and The Sidney Stringer Multi Academy Trust policies and procedures.

Good health and safety management will be an integral part of the way that the school operates and will be considered across all work activities and across the wide range of educational activities delivered. Riverbank Academy will ensure that we have access to competent technical advice on health and safety matters to assist us in meeting our objectives; we will do this by:

- *accessing the services of a competent Health and Safety Advisor.*
- *having a service level agreement with the City Council's Health and Safety Services Team.*
- *having a service level agreement with Browne Jacobson for statutory guidance and support*

The school will:

- Seek to ensure that its buildings, grounds, plant and equipment meet appropriate health and safety standards.
- Promote health and safety training to ensure competence and awareness
- Develop and communicate information on sensible risk management and safe working practices.
- Require all employees and encourage and support all pupils to show a proper personal concern for their own safety, for that of the people around them through management example, through joint consultation, within the delivery of the curriculum and through pastoral care.
- Require staff to exercise due care and attention, and observe safe working methods, including those inherent in their professional craft or training.

Riverbank Academy will adopt a planned risk-based approach to health and safety management based on the principles of sensible risk management. This will involve:

- Assessment of hazards and associated risks

- Identification and implementation of preventive and protective control measures against those risks to an acceptable/ tolerable level
- Monitoring the effectiveness of those measures including the enforcement of proper working practices by the senior leadership team and other supervising staff members and the review of incident statistics
- Including health and safety requirements/responsibilities into contract conditions which will be enforced by the governing body, senior leadership team and other supervising staff members
- Provision of information, instruction, training and protective equipment to staff (and pupils where required)
- Review of risk assessments, policies, procedures and practices at regular interval and where additional information is gained through monitoring or following an incident.

It is a requirement of Riverbank Academy that this policy statement and its implications are understood and acted upon by all staff, governors and other relevant persons within the school. Linked to this policy statement are documents recording the organisational arrangements and procedures by which we will ensure that this policy is implemented.

Copies of the policy will be issued to all staff, governors and will be available on the Riverbank Academy website, with the master copy held by the Business Manager on behalf of the Head Teacher and Governing Body.

This Policy was approved by the Head Teacher and the Governing Body of Riverbank Academy on January 2020. It will be reviewed on or before January 2021.

David Lisowski  
Head Teacher

Rakesh Shama  
Chair of Governors

## **2. ORGANISATION**

### **Roles and Responsibilities**

#### **2.1 General**

The Health and Safety at Work etc Act 1974 and subordinate legislation states that all employees have health and safety responsibilities when at work. Although some duties and responsibilities may be delegated, accountability for health, safety and welfare at work is not transferable and cannot be evaded.

Riverbank Academy is a Secondary Special School whereby the employer is The Sidney Stringer Multi Academy Trust. Whilst the trust is responsible as the employer to ensure compliance with health and safety legislation, the Head Teacher and governors (governing body) have management responsibilities to ensure the health, safety and welfare of employees, pupils, visitors and contractors and the self employed. The senior leadership team and the governing body as the management body will ensure that school staff and premises comply with both The Sidney Stringer Multi Academy Trust and local health and safety policies and practices.

#### **2.2 Governors (Governing Body)**

The Education Reform Act 1996 has given school governors important powers and duties in controlling school premises and management of schools, including health and safety responsibilities towards staff, pupils, service users, contractors and visitors.

Riverbank Academy's governing body has the responsibility for ensuring that reasonable measures are put in place to ensure the health and safety and welfare of employees, pupils, visitors and other people affected by the establishment's activities. To this end the governing body will:

- produce a local health and safety policy and devise appropriate procedures for managing health and safety related issues
- implement the policies of The Sidney Stringer Multi Academy Trust and any agreed local policies or procedures where appropriate.
- as part of their decision making, take into account the costs of implementing the health and safety policies, seeking and setting aside reasonable funding for their implementation
- receive and action regular and routine health and safety reports from the Head Teacher to enable it to monitor and evaluate the effectiveness of the health and safety management systems
- ensure when awarding contracts that health and safety is included in specifications and contract conditions taking account The Sidney Stringer Multi Academy Trust and procedures
- ensure that the school has access to competent health and safety advice

### **2.3 Head Teacher**

The Head Teacher will comply with The Sidney Stringer Multi Academy Trust health and safety policy and in particular will:

- Visibly support the Children, Learning and Young People Directorate's health and safety arrangements, work with trade union and employee health and safety representatives and ensure that all employees are aware of and accountable for their specific health and safety responsibilities and duties
- Ensure health and safety policies, procedures, action plan and risk management programme is implemented as an integral part of business, operational planning and service delivery
- Support accident and incident investigations, review reports and statistics, utilise information on trends and hot spots
- Undertake monitoring and ensure the provision of adequate resources to achieve compliance
- Ensure that local procedures for the selection and monitoring of contractors are in place and meet the requirements of The Sidney Stringer Multi Academy Trust policy and procedures
- Ensure that the school has access to competent health and safety advice

The Sidney Stringer Multi Academy Trust Governing Body place responsibility on the Head Teacher to achieve the objectives of the health and safety policy. The Head Teacher will ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their area of control.

In addition to their statutory duties, Heads and Teachers have a common law duty of care for pupils which stems from their position in law "in loco parentis".

### **2.4 Senior Leadership Team**

The leadership team at Riverbank Academy will undertake general responsibility to ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their respective areas of control. This will be done under the direction of the Head Teacher. Specifically, the Senior Leadership Team and Business Manager and any other member of staff with supervisory responsibilities will:

- Identify hazards, initiate risk assessments, record the significant findings and implement any necessary control measures
- Check and document that the working environment is safe; equipment, products and materials are used safely; that health and safety procedures are effective and complied with and that any necessary remedial action is taken
- Inform, instruct, train, supervise and communicate with employees and provide them with equipment, materials and clothing as is necessary to enable them to work safely; to complete the health and safety induction checklist for all new employees at the commencement of their employment
- Report all accidents, incidents and near miss events, undertake an investigation into the cause and take appropriate remedial action to prevent recurrence

## **2.5 Employees**

All employees, agency and peripatetic workers and contractors must comply with the school's health and safety policy and associated arrangements and in particular are required to:

- Take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- Cooperate with their line manager and senior management to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- Report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements
- Support the school in embedding a positive safety culture that extends to the pupils of the school and any visitors to the site

## **2.6 Pupils**

All pupils are expected to behave in a manner that reflects the school's behaviour policy, follow safe working practices and observe health and safety rules and in particular are expected to:

- Take reasonable care for their own health and safety at school and of their peers, teachers, support staff and any other person that may be at school
- Cooperate with teaching and support staff and follow all health and safety instructions given
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- Report to a teacher or other member of school staff any health and safety concerns that they may have

## **2.7 Hirers, Contractors and Others**

When the premises are used for purposes not under the direction of the Headteacher(s) then, subject to the explicit agreement of the Governing Bodies, the principle person in charge of the activities for which the premises are in use will have responsibility for safe practices as indicated in the ***Responsibilities / Duties of the Headteacher (2.4)***

The Governing Bodies notes its residual responsibility for the control of premises and will take reasonable steps to ensure that such persons detailed above comply with the terms of the policy.

The Headteacher/Governing Bodies or their designated representative will seek to ensure that users of the premises conduct themselves and carry out their operation in such a manner that all statutory and advisory safety requirements are met at all times.

Where Governing Bodies award contracts independent of the local Authority such as Cleaning, catering services and building works etc. – they must give proper consideration to the health and safety aspects before the tendering of any such contract takes place and they must satisfy themselves that successful contractors comply with the relevant safety legislation. Governors who act responsibly, taking note of relevant guidance and seeking advice when in doubt, should have no difficulty in meeting these obligations.

When the premises or facilities are being used out of normal School hours for an activity then, for the purposes of this policy, the organiser of that activity, even an employee, will be treated as a hirer and comply with the requirements of this section.

When the premises are hired to persons outside the 'employ' of the Governing Bodies, it will be a condition of all hirers and others using the premises or facilities, that they are familiar with this policy, that they comply with all safety directives of the Governing Bodies and that they **do not**, without the prior consent of the Governing Bodies:

- Introduce equipment for use on the School premises without prior agreement AND, in the case of electrical equipment, a valid PAT certificate.
- Alter fixed installations.
- Remove fire and safety notices or equipment.
- Take any actions that may create hazards for any persons using the premises

#### **Hirers must:**

Comply with all school policies. (E.g. in relation to smoking, substance abuse, alcohol etc.) Adhere to the capacity figures detailed in the school's Conditions of Hire of Accommodation. All contractors who work on the premises are required to ensure safe working practices by Their own employees under the provisions of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises in accordance of this Act.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or take action to make them safe, the Headteacher(s) or their representative will take such actions as are necessary to prevent persons in his or her care from a risk or injury. The Governing Bodies will draw the attention of all users of the premises (including hirers and Contractors) to Section 8 of the Health and Safety at Work Act 1974, which states that no person shall intentionally or recklessly interfere with, or misuse, anything which is provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions.

### **3. ARRANGEMENTS**

The following arrangements will be adopted to ensure that Governors and the Head Teacher fulfil their responsibilities and provide the foundation for securing the health and safety of employees, and all users of the site.

#### **3.1 Setting health and safety objectives**

The Governors and the Head Teacher will specifically review progress of health and safety objectives at the termly meeting of the Governing Body (this may be included as part of the Head Teachers report to governors). Where necessary health and safety improvements will be identified and included within the school action plan.

#### **3.2 Provision of effective health and safety training**

The Head Teacher and Governors will consider health and safety training on an annual basis in line with the school's health and training matrix focussing on mandatory training as a priority.

### **3.3 Provision of an effective joint consultative process**

The school health and safety committee will meet at least once per term. This will be The Head Teacher, Assistant Head Teacher, School Business Manager liaising with Safety Committee representatives (**Appendix A**).

This committee will report to the Head Teacher and Governors, who will ensure that concerns are considered and addressed within a clear action plan, with identified responsibilities and target dates. The committee membership will include (as a minimum) member of the senior leadership team, a member of teaching staff, a member of support staff, business manager, forest school leader, hydro pool manager a governor and trade union representatives (and where applicable shared site users).

### **3.4 Specialist advice and support**

Specialist advice and support will be obtained from Coventry City Council's Health and Safety Services team, as required. Where necessary, health and safety issues will be escalated to the Health and Safety Committee, The Sidney Stringer Multi Academy Trust Finance and Audit Committee or to an appropriate Head Teacher forum.

### **3.5 Establishing adequate health and safety communication channels**

Communication channels will be established for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded and include:-

- Senior leadership team meetings and staff meetings;
- Site health and safety committee (or forum where health and safety matters are discussed);
- Provision of information relating to safe systems of work and risk assessments;
- Training provided
- Communication of health and safety bulletins or information from Health and Safety Services
- Communications with relevant specialist advisors such as occupational therapists and physiotherapists.

Where health and safety issues cannot be resolved at local level, they will be escalated through the management structure as appropriate.

### **3.6 Involvement of pupils**

Riverbank Academy Student Council have the opportunity to raise any Health & Safety items as an agenda item on school council meetings.

### **3.7 Financial resources**

The Directors of the Trust along with the Head Teacher will review the school budget to determine, in the light of past performance, if adequate resources are being deployed to ensure adequate health and safety management and control.

### **3.8 Lettings**

The School(s) has a 'Conditions of Hire of Accommodation' that covers procedures for:

- fire evacuation,
- Security arrangements,
- the requirements relating to accident, assault and near miss reporting
- As well as the provision for first aid.

Any person or organisation hiring the site must agree to:

Co-operate and co-ordinate with the School on health and safety matters

- Agree to the terms of the 'Conditions of Hire of Accommodation' in relation to health and safety arrangements.
- Provide information relating to additional risks that may arise from their activities.

The School(s) will ensure that:

- The premises are in a safe condition
- Health and Safety arrangements are detailed in the 'Conditions of Hire of Accommodation' and that these are fully explained and communicated.
- Adequate arrangements for emergency evacuation are in place and communicated.

### **3.9 Emergency Plans**

As Key Manager, the Headteacher will ensure that an emergency plan(s) are prepared to cover all foreseeable major incidents that could be put the occupants / users of Riverbank Academy at risk.

Riverbank Academy will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- Save lives.
- Prevent injury.
- Minimise loss

This sequence will determine the priority of local emergency plan responses.

Riverbank Academy will include arrangements for:

- Contacting emergency services.
- Informing Parents/ Guardians and the Local Authority
- Dealing with the media.

The plans will be agreed with the Governing Bodies and any necessary actions will be rehearsed regularly by staff and students. The results of all such rehearsals will form part of the regular risk assessment review and the outcomes shall be reported to the Governing Bodies.

### 3.9.1 First Aid

- The arrangements for First Aid provision will be adequate to cope with all foreseeable incidents.
- The number of designated first aiders will not at any time, be less than the number required by law.
- Designated staff will be given such training in first aid techniques as is required to give them an appropriate level of competence.
- Each first aider will have access to a first aid kit. The principle first aider will be responsible for ensuring this is fully stocked and up to date.
- They must take care to ensure that when items are discarded, they are discarded safely. The principle first aider is responsible for ensuring that sufficient back-up stock is held on site.
- Notices will be displayed in prominent locations throughout the establishment Identifying how to summon first aid in an emergency. All first aid signs must be Identified by a white cross on a green background.
- A written record will be kept of all first aid administered either on site or as part of a School related activity.
- Adequate and appropriate first aid provision will form part of the arrangements for out of hours activities at the school for which it is responsible, and also all out of school activities.
- First aid box contents: There is no mandatory list of items that should be included in a first aid container. The Principle first aider should decide what to include in the first aid containers. A minimum stock recommended by the HSE include:
  - A leaflet giving general guidance on first aid – HSE Leaflet Basic advice on First Aid at Work.
  - 20 individually wrapped sterile adhesive dressings – assorted sizes
  - 2 sterile eye pads
  - Four individually wrapped triangular bandages (preferably sterile)
  - Six safety pins
  - Six medium sized individually wrapped sterile un-medicated wound dressings.
  - One pair of disposable gloves
  - One pair blunt ended scissors
  - 20 Saline cleansing wipes
  - Adhesive tape
  - Finger sterile dressing
  - Resuscitation face shield
  - Emergency foil blanket
  - Hydrogel Burn Dressing
  - 2 Conforming bandages
- The assessment may conclude that additional materials and equipment may be required – E.g. a blanket, wheel chair, adhesive tape, disposable aprons, individually wrapped moist wraps. These will be kept in the first aid room to be available for use as required.

## Other arrangements

Specific site arrangements can be found, or may be referenced, in the appendices to this document.

Arrangements	Location/appendix reference
Fire risk assessment and emergency procedures	
First aid risk assessment and procedures	
Risk assessments for all staff and curriculum activities	
Procedures for the reporting and investigating of accidents, near miss incidents, work related ill health and assaults	
Procedures for manual handling and associated risk assessments	
Procedures for lone working and dealing with violence and aggression and associated risk assessments	
Procedures for work at height	
Use of Display Screen Equipment (DSE)	
Procedures for educational visits and associated documentation	
Procedures for the management of stress	
Procedures for the Control of Substances Hazardous to Health (COSHH)	
Procedures for the selection and management of contractors	
Procedures for the management of asbestos	
Procedures for the management of legionella	
Procedures for driving and use of transport	
Procedures for work at height	
Procedures for site security	
Site inspections	
Premises management/statutory inspections	

## **4. MONITORING**

This Health and Safety Policy together with the associated procedures and health and safety performance, will be reviewed by the Governors and Head Teacher on a regular basis (every two years as a minimum), or as required.

In order to substantiate that health and safety standards are actually being achieved, the school will measure performance against pre-determined plans and objectives. Any areas where the standards are not being met will require remedial action.

The school will use different types of systems to measure health and safety performance:

### **4.1 Active monitoring systems:**

- Spot checks and termly site inspections will be undertaken
- Documents relating to the promotion of the health and safety culture will be regularly examined and reviewed
- Appropriate statutory inspections on premises, plant and equipment will be undertaken
- Where necessary, health surveillance and environmental monitoring systems will be implemented to check the effectiveness of health control methods and to detect early signs of harm to health.

### **4.2 Reactive monitoring systems:**

- Identifying where health and safety standards are not being met, by monitoring for failures in the systems - such as accidents, cases of ill health (work-related sickness), damage to property, etc

### **4.3 Reporting and response systems:**

- ensuring that monitoring information is received, having regard to situations which create an immediate risk to health or safety, as well as longer-term trends and ensuring remedial action is taken
- School health and safety committee, Governing Body and Senior Leadership team will all receive and consider reports on health and safety performance

### **4.4 Investigation systems:**

- Prioritising investigation of incidents which indicate the greatest risk and the identification of both the immediate and the underlying causes of events
- Analysing data to identify common features or trends and initiate improvements
- Where cases of occupational ill-health are to be investigated
- Where complaints relating to occupational health and safety are to be recorded and investigated
- Where accidents/incidents and assaults with the potential to cause injury, ill-health or loss are to be reported, recorded and appropriately investigated

### **4.5 Third Party Monitoring/ Inspection**

The school will be subject to third party inspection and monitoring, as follows:-

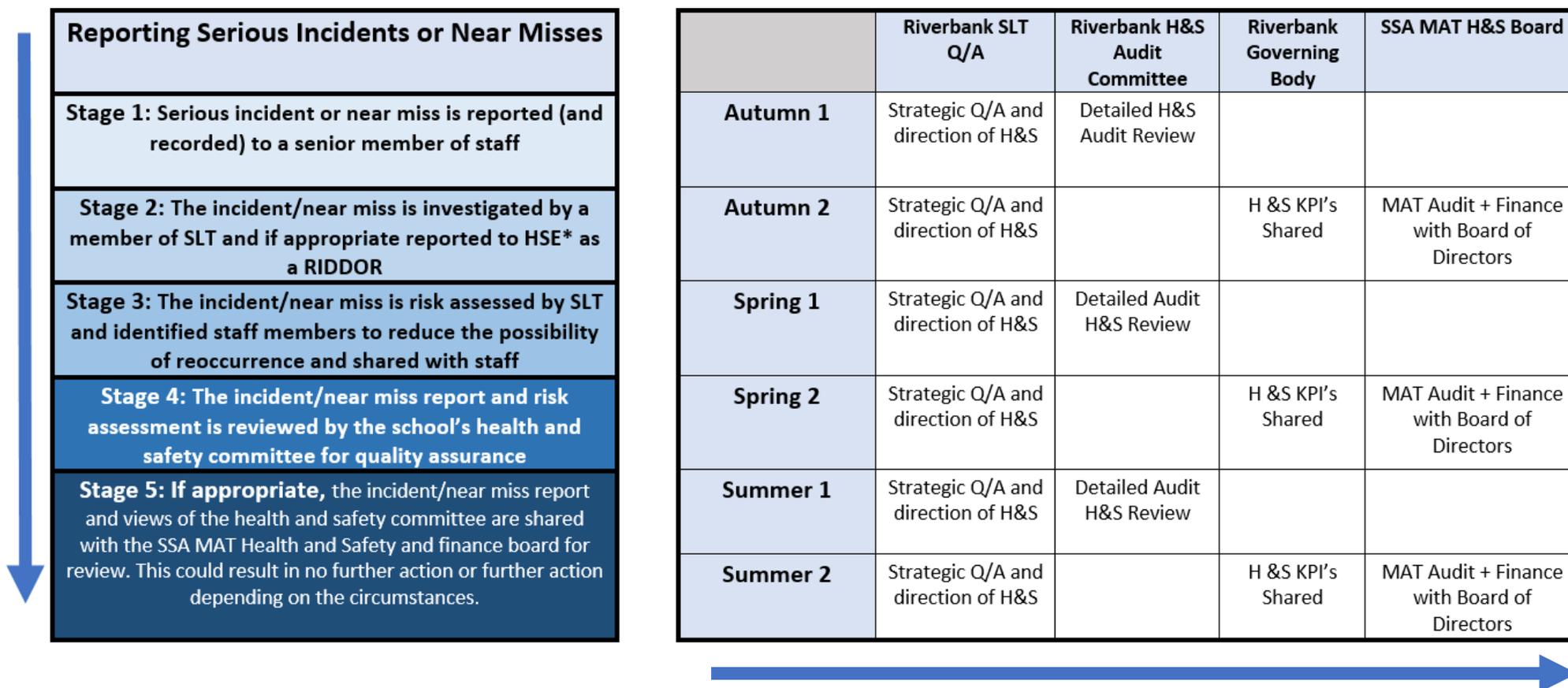
- City Council Health and Safety Services Audit every two years
- As part of Ofsted requirements

Actions arising from third party audit/inspection will be incorporated within the school action plan with appropriate target dates for completion.

**Associated Policies Published on the Schools Website:**

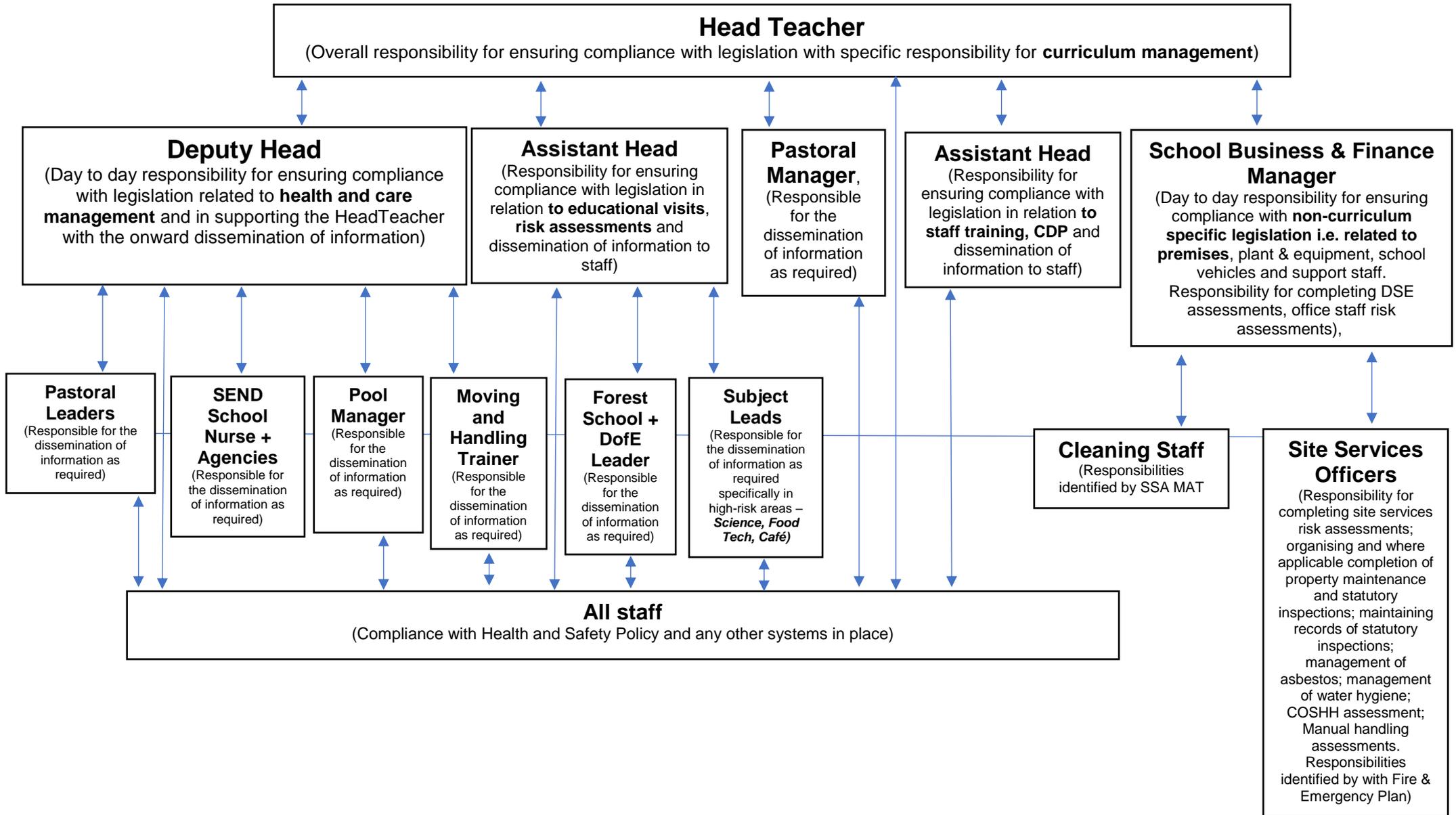
Sidney Stringer Multi Academy Trust Health and Safety Policy  
Safeguarding Policy  
Behaviour for Learning Policy  
Medical Conditions Policy  
Intimate Care Policy  
Care and Control Policy  
Hydrotherapy Policy + PSOP  
Educational Visits Policy  
MAT Code of conduct Policy  
MAT Criss Management Policy

## Appendix 1: Riverbank Health and Safety Reporting and Communication Systems



\*Guidelines For reporting to the HSE <https://www.hse.gov.uk/pubns/edis1.pdf>

## Appendix 2: Staff Chart for Health and Safety at Riverbank Academy



# Appendix 3: Riverbank Academy Health and Safety Audit

Date:		Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2						
Members (names) involved in the inspection:													
Has the previous inspection report been reviewed and actions checked: YES/NO													
<b>Environment (Site Inspection) DL/MMS/TWi</b>													
Location	Location checked (Y/N)	Risk Assessment Available (Y/N)	Risk assessment accessible? (Y/N)	R	A	G	Location	Location checked (Y/N)	Risk Assessment Available (Y/N)	Risk assessment accessible? (Y/N)	R	A	G
Forest School (MT) PPE							Hygiene Suite (R32) PPE						
Hydro therapy pool (JG)							Hygiene Suite (R53) PPE						
Science (EK) PPE							Hygiene Suite (R81) PPE						
Food Technology (RC)							General Toilets						
Riverbank Café (LStI)							Classroom/Corridors (MMS)						
Sports Hall (CMc)							Sensory Garden						
Trim Trail (TWI)							General Outdoor Spaces						
Swings (TWI)							Wave Provision						
ICT (MMS)													
<b>Actions</b>										Date completed	Who		
<b>High Risk Activity Assessments MMS</b>													
Activity	Available? (Y/N)	Accessible? (Y/N)	Actions					Date completed	Who				
Hydrotherapy Swimming													
Rebound Therapy													
Forest School													
PE Sports Activities													
Off Site Trips													
Residential Trips													
Science													
Food Technology													
Riverbank Café													
Trim Trail													
Swings													
PHIPS													
<b>Health and Care Management JH</b>													
Staff Signing Polices	Signatures outstanding	Plans/Assessments	Audited (Y/N)	Number in place	Number outstanding	Recording Q/A Audit		Audited (Y/N)					
Staff signed Safeguarding Policy		Health Care Plans				Audit of medicines and process (med room)							
Staff signed Code of Conduct Policy		Medical Risk Assessments				Audit of medicines/and process (Classrooms)							
Staff signed Medial Policy		Moving and Handling Plans				Student Medical Folders Audit							
Staff signed Intimate Care Policy		Supported Eating Plans				Bound and Numbered Book Audit							
Staff signed Behaviour Policy		Specialist Equipment that requires servicing				First Aid boxes Audit							
		Intimate Care TTT				First Aid Log Book Audit							
		Intimate Care AT											
		Intimate Care ST											
<b>Actions</b>								Date Completed	Who				
<b>Training and CPD SH</b>													
Training	Number Outstanding	Training	Number Outstanding	Training	Number Outstanding	Training	Number Outstanding						
Safeguarding (National + School)		Asthma (Ihasco/nurse)		Forest School First Aid		Life Guard Training							
Intimate Care Training		Diabetes (Ihasco/nurse)		General First Aid		Swimming Test							
Medical Overview Training		Epilepsy (Ihasco/nurse)		Food Hygiene (RC/LStIr)		Moving and Handling Training							
PHIPS Overview Training		Anaphylactic Shock (Ihasco/nurse)		Defensive Driving (Mini Bus)		Medical Competency Training							
Team Teach		First Aid at Work		MIDAS Training									
<b>Actions</b>								Date Completed	Who				
<b>Serious Incidents and Drills</b>													
Serious incidents to date from Sept:						Fire Drill/Lock Down:							
	A 1	A 2	Sp 1	Sp 2	Su 1	Su 2	Drill Type		Date				
Serious I							Fire Drill Autumn						
Near M							Fire Drill Spring						
B&NB							Fire Drill/Lockdown Summer		/				
<b>Actions:</b>						<b>Actions:</b>							

## Appendix 4 Health and Safety Arrangements:

