



# Health and Safety – HEPS arrangements

Sourced from PPAT  
Aligned to HEPS  
Approved at School level

Reviewed April 2024  
Next review due April 2025

# Health and Safety Policy

## Summary of local Health and Safety responsibilities and arrangements

This document forms part of Preston Primary Academy Trust's overall Health and Safety policy, which is available via: [16. H&S POLICY - TRUST](#)

This form is for recording local responsibilities for implementing and developing Health and Safety policy within insert school name.

It should be used to supplement the Trust Health & Safety policy. Where questions invite a detailed answer (e.g., "names of first aiders), a link to the relevant document where the information is held is sufficient. This will satisfy the requirements of a health and safety audit, of which this form is an important element.

The information in this form should be brought to the attention of all employees.

### 1. Who is responsible for health and safety?

Responsibilities/topic area	Name and contact details/arrangements
<b>Overall responsibility</b> for health and safety (at Trust Level) is that of:	Bernie Green, Chief Executive Officer Tel: 01935-676350 email: ppat@ppat365.org
<b>Headteacher with Delegated Authority</b> within this school (responsible for ensuring the Trust H&S Management System is operating effectively in their school):	Tiffany Doughty Davis 01458 250673 office@HEPS.ppat365.org
Premises Manager (usually Headteacher but delegated duties to Premises Manager):	Ian Tapscott 01458 250673 office@HEPS.ppat365.org  Premise Managers task list in place of all H&S checks required, including frequencies. The Headteacher and caretaker have undertaken premises managers training.

Competent H&S advice is obtained from:	Fiona Packer, Trust Health & Safety Compliance Officer Tel: 07541 716 138 fpacker@ppat365.org
How are accidents/incidents reported, recorded, and managed within the school?	Bump books are used to record trivial, everyday bumps and grazes to children. More significant incidents to children e.g., fractures are recorded on EEC Safety Suite. Any incident involving a member of staff, visitor or contractor are also recorded on EEC. There are designated users of EEC in the school who are responsible for entering accidents onto the system and they are always followed up by the Headteacher. The Trust H&S Compliance Officer also gets notified and has an oversight of all incidents entered onto the system. All accidents are analysed regularly and discussed at various levels e.g., LGB, Trust etc. Reporting of H&S Incidents Policy in place via the PPAT Info Hub on Share Point.
Risk assessments are completed on EEC live and reviewed regularly by:	Mandy Ramwell 01458 250673 office@HEPS.ppat365.org Risk assessment policy in place via the PPAT Info Hub on Share Point. All statutory risk assessments are complete & up to date as per the burgundy pack (SCC Guidance for schools)
What procedures does your school have in place emergencies and major incidents?	School follows the Trust Business Continuity Plan in place which is available on the PPAT Info Hub on Share Point. School also has its own site-specific fire emergency and evacuation plan in place.
The external visit co-ordinator is:	Jen Chadbourne 01458 250673 office@HEPS.ppat365.org
How are external trips and visits managed within your school?	School has a school trips & visits policy in place. Generic risk assessments are in place for category A trips, including different types of travel risk assessments. All category B and adventurous trips will be recorded on EEC with final approval required from the Trust H&S Compliance Officer. Additional resources

	include the Outdoor Education & External Visits Website SCCOEA - Home (somerset.org.uk)
Is there an induction process in place for new staff – explain?	New starter induction pack in place, including H&S checklist. Mandatory basic H&S awareness training in place for all staff.
Working at Computers (DSE)	Initial self-assessment form completed by DSE users. Headteachers can call on Trust H&S Compliance Officer for support in complex situations. DSE policy in place along with user guides – held on PPAT info hub via Share Point.
New & expectant mothers	Risk assessment completed by Headteacher once the employee notifies them that they are pregnant. The risk assessment will be reviewed every 2 months for the first 6 months and every month thereafter. New & expectant mothers’ policy in place – held on PPAT info hub via Share Point
Medical	The school has its own medical policy in place which is located on the school website for parents to view. There are also additional asthma, diabetes, and epilepsy policies in place on the PPAT Info Hub via Share Point. The Headteacher has ultimate responsibility for medical related issues in the school. The school also refers to the following DfE guidance for extra resources
Hazardous Substances (COSHH)	The school Premises Manager is responsible for undertaking COSHH assessments and reviewing them annually. There is also a hazardous substances policy in place on the PPAT Info Hub via Share Point.
Driving for work	There is a risk assessment on EEC for driving for work. Anyone who drives over 4000 miles for business use must complete an individual risk assessment form and provide the necessary documents e.g., insurance, MOT etc. Additionally, all minibus drivers must complete one of these forms as well. There is a driving for work policy in place on the PPAT Info Hub via Share point.

Minibus safety	N/A
Violence at work	There is a work-related violence policy in place on the PPAT Info Hub via Share point. There is also a risk assessment in place on EEC for work related violence.
Building maintenance	The school has a schedule in place which includes details of planned preventative maintenance for all items which require servicing. The Site Manager keeps this up to date including completing local site checks at varying frequencies. The Trust H&S Compliance Officer monitors compliance regularly. There are also some building related risk assessments located on EEC live e.g. Ice & Snow, Working at Height, Cleaning etc.
Asbestos	There is an asbestos register in place which is kept in the archive room in the reception area. This is shown to all contractors working on or near asbestos. There is also a permit to work system in place, a local asbestos management plan and all accessible asbestos containing materials are visually inspected annually by the school caretaker. The register is formally updated/ renewed every 5 years with reviews carried out annually on RAMIS. Refurbishment & demolition surveys are carried out prior to construction work taking place. The caretaker has undertaken asbestos awareness training. There is also an asbestos policy located on the PPAT Info Hub via Share point.
Electricity	There is an Electricity policy located on the PPAT Info Hub via Share Point. The caretaker has undertaken basic electrical safety training. All cleaning and catering items are PAT tested annually by a contractor and visually inspected for the 6 months in between by the caretaker. All other items are PAT tested every 3 years by a contractor, and for the years in between, visually inspected by the caretaker. All fixed electrical wiring is

	<p>inspected by a contractor every 5 years – 100% of the circuit.</p>
<p>Fire Risk</p> <p><i>Assessment – Initial and Periodic Review:</i></p>	<p>This school has its Fire Risk Assessment (FRA) carried out by Jayne Slocombe (SCC Fire Safety Advisor)</p> <p><a href="mailto:Jayne.slocombe@nsomerset.onmicrosoft.com">Jayne.slocombe@nsomerset.onmicrosoft.com</a></p> <p>Tel: 073 859 977 15</p> <p>The FRA is carried out every 3 years with reviews carried out annually on RAMIS. The caretaker is responsible for keeping RAMIS up to date and the Trust H&amp;S Compliance Officer monitors compliance regularly. All staff receive basic fire awareness training annually and most staff have undertaken training in the use of fire extinguishers. There is a fire policy located on the PPAT Info Hub via Share Point along with several forms for the management of fire safety. The school also has an arson policy and arson prevention checklist in place. Additionally, there is hot works guidance, and a hot works permit system in place. Personal emergency evacuation plans (PEEPS) are in place where required.</p>
<p>Legionella:</p> <p><i>Assessment– Initial and Periodic Update:</i></p> <p><i>Annual return on RAMIS:</i></p>	<p>This school has its Legionella Risk Assessment (LRA) carried out by an external contractor. The LRA is carried out every 4 years with reviews carried out annually on RAMIS. The caretaker is responsible for doing the legionella checks and keeping RAMIS up to date and the Trust H&amp;S Compliance Officer monitors compliance regularly. The caretaker has received basic legionella awareness training. There is a legionella policy located on the PPAT Info Hub via Share Point. Where there is a risk of scalding and there are no TMV's fitted, there is also a scalding risk assessment in place on EEC Live.</p>
<p>Radon</p> <p><i>Annual Monitoring Programme</i></p>	<p>This school has a radon risk assessment in place which was carried out by Somerset Scientific Services (SSS) and will be reviewed again in 5 years' time.</p> <p>The school doesn't need to do anything as all monitoring is undertaken by SSS as and when required.</p>

	<p>Contact details are as follows: Tel: 01823-355906 Email: sssmailbox@somerset.gov.uk</p>
Safety Glazing	<p>The school has a safety glazing risk assessment completed on EEC Live. The caretaker carries out safety glazing checks every term. Safety film is replaced every 10 years.</p>
Stress	<p>There is a stress policy in place which is located on the PPAT Info Hub via Share point. There are also individual forms for the management of stress which accompany the policy. These can be used by the Headteacher in conjunction with the employee. The school also has access to an Occupational Health Service as required. Additionally, all employees have access to an Employee Assistance provider (EAP) namely Care First. Contact details are 0800 174 319.</p>

## Other Health and Safety related functions

Responsibilities	Name and contact details
First aiders	<a href="#">First aiders master list.docx</a>
Fire Wardens	Tiffany Doughty Davis Jen Chadbourne Lou Kenchington Ian Tapscott
<p>Incident Reporting and Follow-Up</p> <p><i>Platform for recording incident data</i></p> <p><i>Data input arrangements:</i></p> <p><i>Incident Investigation</i></p> <p><i>Reporting Incidents to HSE</i></p>	<p>EEC Safety Suite Support - Terry Reader email: <a href="mailto:terry@eeclive.co.uk">terry@eeclive.co.uk</a> Tel: 01204 300944 Mob: 07710 808486</p> <p>Headteacher responsibility to ensure there are sufficient users nominated with appropriate authorisation and understanding.</p> <p>Initial Report: School. Serious incidents will be screened and followed up by the Trust H&amp;S Compliance Officer.</p> <p>Trust H&amp;S Compliance Officer</p>
Insurance Claims Handling	Risk Protection Arrangement (RPA) Email: <a href="mailto:rpa.dfe@education.gov.uk">rpa.dfe@education.gov.uk</a>



## 2. How are we monitoring and reviewing the arrangements?

Question	Details
<p>What systems of 'internal' monitoring are in place?</p>	<ul style="list-style-type: none"> <li>• Activity planning (Burgundy Pack)</li> <li>• Analysing accidents</li> <li>• Annual declaration (RAMIS)</li> <li>• Annual reviews (RAMIS)</li> <li>• EEC Management report</li> <li>• EEC H&amp;S Audit questionnaire</li> <li>• Governor's meetings with standard H&amp;S agenda item</li> <li>• Governors Premises walkabout with feedback report</li> <li>• Headteachers Self-Assessment (Burgundy Pack)</li> <li>• Trust H&amp;S Compliance Officer (Inspections &amp; Audits)</li> <li>• Senior Leadership Team meeting with standing H&amp;S agenda item</li> <li>• Staff Inductions</li> <li>• Inset day training</li> <li>• Caretaker checks</li> <li>• Staff surveys</li> <li>• Monitoring of EEC, RAMIS &amp; Servicing schedules</li> <li>• Sickness absence reports</li> <li>• Directors/ Board Meetings</li> </ul>
<p>What systems of 'external' monitoring are in place?</p>	<ul style="list-style-type: none"> <li>• Occupational Health</li> <li>• Care First</li> <li>• Condition surveys</li> <li>• H&amp;S Audit (external provider)</li> <li>• Servicing reports</li> <li>• Fire risk assessment</li> <li>• Legionella risk assessment</li> <li>• Asbestos register</li> <li>• Radon assessment</li> <li>• Ofsted</li> </ul>

When is the next planned review of health and safety arrangements?	<ul style="list-style-type: none"> <li>• Rolling review of Policy documentation every 3-years</li> <li>• Governors' meetings – minimum of 3 per year</li> <li>• Termly compliance checks – Trust H&amp;S compliance Officer</li> </ul>
How do we communicate & consult with employees about health and safety matters?	<ul style="list-style-type: none"> <li>• Performance management meetings</li> <li>• Display of H&amp;S Law Poster</li> <li>• PPAT Info Hub – Share Point</li> <li>• Staff meetings</li> <li>• School newsletter</li> <li>• School website</li> <li>• Inset days</li> <li>• Staff training sessions</li> <li>• Staff Room noticeboards</li> </ul>

### 3. How do we communicate and consult with employees?

Question	Details
How do we communicate & consult with employees about health and safety matters?	<ul style="list-style-type: none"> <li>• Performance management meetings</li> <li>• Display of H&amp;S Law Poster</li> <li>• PPAT Info Hub – Share Point</li> <li>• Staff meetings</li> <li>• School newsletter</li> <li>• School website</li> <li>• Inset days</li> <li>• Staff training sessions</li> <li>• Staff Room noticeboards</li> </ul>

### 4. Where are health and safety related documents kept?

Document	Location
Trust H&S Policy	PPAT Trust website and the PPAT Info Hub via Share Point

School specific local H&S arrangements i.e., this document	School website
Risk assessment documents	EEC Live
Asbestos Registers	Hard Copy – school office Electronic copy – Trust H&S Compliance Officer
Fire risk assessments	RAMIS website
Legionella risk assessments	School – hard copy, see school caretaker Electronic copy – Trust H&S Compliance Officer
Training records	SIMS Trust H&S Compliance Officer for H&S training records
Maintenance plan and records	Share Point, Caretaker & Trust H&S Compliance officer
Workplace inspection / tour records	Caretaker & H&S Governor
Records of accidents/incidents	Bump books – held in school Significant incidents – held on EEC Live
Records of consultation with employees	Staff meeting minutes & appraisal notes Staff Survey Output
Individual Health-related Records (medical)	Individual personnel files
Individual Workstation (DSE) Assessment Records	Individual personnel files