

Health and Safety

Key changes and considerations for Academies



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Introduction

It is vital that schools organise themselves appropriately to ensure that transition to academy status carries appropriate provisions for health and safety. There are a number of steps that a converting school will need to take to ensure it achieves statutory compliance.

Academy status brings with it fundamental changes in health and safety responsibility. For many academies this will be a challenge – the Academy Trust¹ will assume all employer health and safety responsibilities and will not be able to automatically rely upon the support which was previously provided by Oxfordshire County Council.

The aim of this guidance whilst neither exhaustive nor definitive is to assist and inform the Governing Body of key changes and considerations in meeting its health and safety responsibilities. The guidance incorporates a checklist to enable Governors and managers identify the key arrangements needed to achieve statutory compliance. This guidance is provided for the benefit of schools maintained by Oxfordshire County Council to assist with their understanding of the conversion process. Academies should take their own advice on Health and Safety either from the Council as part of the Educational Support Services offered to Academies or from elsewhere.



¹ References in this guide to an Academy are to the academy trust/company which operates the academy

Health and safety law and employer responsibility



Two of the most important pieces of health and safety legislation affecting Academies are the Health and Safety at Work etc. Act 1974 (HASWA) and the Management of Health and Safety at Work Regulations 1999 (MHSWR). These set the standards that must be met to ensure the health and safety of all employees and others who may be affected by any work activity. Other regulations also exist to cover work activities that carry specific risks, for example lifting and handling, computer work and electricity.

List of key legislation

The Health and Safety at Work etc. Act 1974
The Management of Health and Safety at Work Regulations 1999
The Workplace (Health, Safety and Welfare) Regulations 1992
Education (Independent School Standards) (England) Regulations 2010 as amended
The Manual Handling Operations Regulations 1992
The Control of Asbestos at Work Regulations 2012
The Health and Safety (Display Screen Equipment) Regulations 1992
The Electricity at Work Regulations 1989
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
The Control of Substances Hazardous to Health Regulations 2002
The Provision and Use of Work Equipment Regulations 1998
The Construction (Design and Management) Regulations 2007
The Health and Safety (First Aid) Regulations 1981
The Regulatory Reform (Fire Safety) Order 2005
The Safety Representatives and Safety Committees Regulations 1977
The Health and Safety (Consultation with Employees) Regulations 1996

Although these are the main pieces of legislation affecting health and safety in academies, other legislation may also be applicable. Where in doubt, seek competent advice.

Approved Codes of Practice

Regulations made under health and safety legislation are sometimes supplemented by Approved Codes of Practice.

Approved Codes of Practice will give the Academy practical guidance on meeting its responsibilities. Failure to comply with an Approved Code of Practice is not an offence in itself. However, these codes have special legal status. If an employer/individual faces criminal prosecution under health and safety law, and it is proved that the advice of the Approved Code of Practice has not been followed, a court can regard it as evidence of guilt unless it is satisfied that the employer/individual has complied with the law in some other way. Following Approved Codes of Practice is therefore regarded as best practice.

Enforcement

Breaches of health and safety legislation could lead to enforcement action being taken against the Academy and its employees. Any offence will be considered in relation to its own particular circumstances in order to determine who the appropriate offender is.

Under the Health and Safety (Fees) Regulations 2012, any employer that breaks health and safety legislation is liable for recovery of HSE's related costs, including inspection, investigation and taking enforcement action in addition to any possible fines which may arise from prosecution.

The Academy assumes legal responsibility for health and safety

When a local authority school becomes an academy, the Academy becomes the employer (in place of the Council for community and voluntary controlled schools, and in place of the Governing Body for voluntary aided and foundation schools) and assumes the health and safety responsibilities. The Council/Governing Body is no longer the employer and is therefore relieved of responsibility under HASWA for the health and safety of the pupils and staff employed by the Academy.



Duties as an employer

The Academy must take reasonable steps to ensure that staff and pupils are not exposed to unacceptable risks to their health and safety. Regulations set out in more detail what is required; for example MHSWR requires the Academy as the employer to:

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

Further health and safety information can be found at:

The Health and Safety Executive:
<http://www.hse.gov.uk/workers/employers.htm>

Obtaining competent health and safety advice



One of the first things for the Academy to consider is appointing a competent person to provide health and safety assistance under Regulation 7 of MHSWR. The Council's Health & Safety Team fulfils this role for local authority schools, providing policies, guidance, advice on regulatory changes, accident reporting, liaison with enforcement officers, etc. The Academy needs to ensure provision of adequate health and safety advice which could be delivered in-house by an appropriately trained employee or externally by a specialist service provider.

Using your own employee as the Competent Person

If providing this service in-house, consideration will need to be given to who will have this role, what their training requirements are and their on-going professional needs. It is important to understand that the role of the competent person carries specific responsibilities and liabilities. It is for the Academy as the employer to determine the level of competency required depending on their inherent risks. For example, a complex secondary academy with specialist curriculum activities may require a higher level of competency than a small primary academy.

Using your own Competent Person for other Employers

Some groups of schools and individual academies may already share a 'School Health & Safety Co-ordinator'. If this person then becomes the 'competent person' providing the service across all those establishments, and those establishments are not run by the same Academy Trust/company, the employing Academy is in effect acting as a health & safety consultant to other employers and will therefore require all the relevant professional indemnity and public liability insurances.

The Academy providing this service will then take on all the relevant consultancy responsibilities and liabilities and in the event that either incorrect advice is given or appropriate advice not given and someone is injured as a result, the Academy may face legal action and civil claims, in addition to any taken at the other academy.

What to look for in selecting external Competent Advice

Consultants who meet the required professional competency can be found on the Occupational Safety and Health Consultants Register*. In considering the suitability of any provider, Academies need to ensure that any consultant has experience in delivering both curriculum and non-curriculum safety advice and dealing with issues such as building and premises safety and security, educational visits as well as the standard employee health & safety issues.

Further health and safety information can be found at:

*The Health and Safety Executive 'Occupational Safety and Health Consultants Register':
<http://www.hse.gov.uk/oshcr/>

Obtaining competent health and safety advice checklist	Y/N
The Academy has appointed or has access to competent health and safety advice.	
Health and safety advisors have experience in the education sector.	
Necessary (professional indemnity) insurances are in place if competent health and safety advice is provided to other academies (employers).	

Health and safety management system

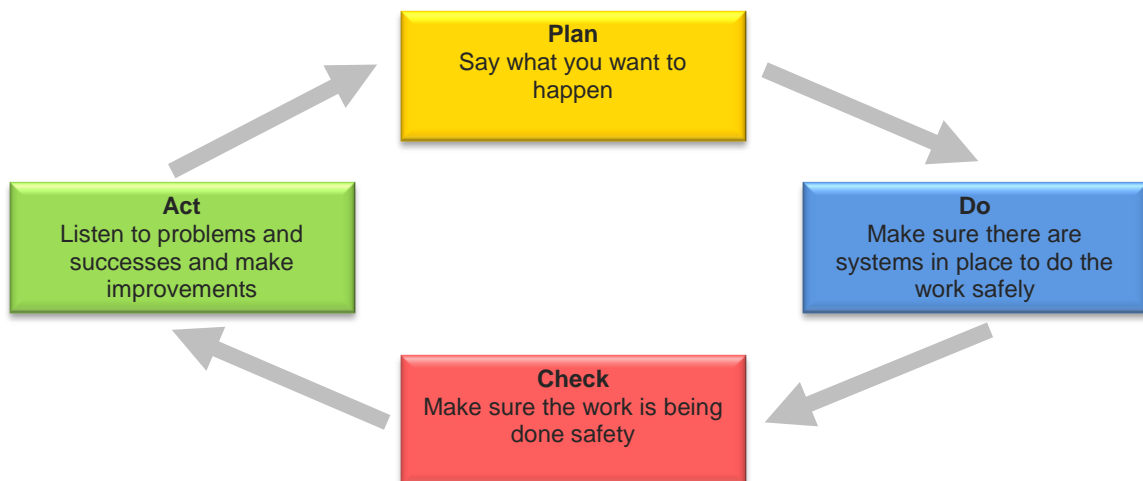


In order to carry out its legal responsibilities for health and safety, the Academy needs to delegate responsibility for managing health and safety matters. To make sure delegation works, effective management systems have to be in place.

In academies, as in schools, effective health and safety management systems will ensure that the employers' legal duties are discharged; that teachers and other staff know that their employer is taking their health and safety seriously; that parents have confidence that their children are safe; and that resources are not wasted on avoiding emergencies.

It is for the Academy to decide what management system is used to address health and safety issues, but it needs to be sustained and systematic incorporating the following principles.

Principles of the Plan Do Check Act approach to establishing a health and safety management system are shown below; however, the Academy's competent person should be able to provide advice on this.



Further information on managing health and safety can be found at:

The Health and Safety Executive:
<http://www.hse.gov.uk/managing/index.htm>

Health and Safety Policy



Fundamental for ensuring the Academy has a health and safety management system in place is a health and safety policy which clearly sets out its arrangements for health and safety. The health and safety policy doesn't need to be complicated or time-consuming, but it should clearly say who does what, when and how.

What the Academy needs to consider will vary depending on its size and the risks arising out of its activities. For example, the policy for a small primary may be brief, whereas that for a large secondary with a range of laboratories and workshops will be more detailed.

Further information on determining your health and safety policy can be found at:

The Health and Safety Executive:

<http://www.hse.gov.uk/managing/delivering/plan/determining-your-policy.htm>

Health and Safety Policy checklist	Y/N
The Academy has produced a clear, written policy for health and safety, signed by the body the Academy has delegated this responsibility to, dated and communicated to all employees.	

Staff responsibilities



This health and safety policy should make clear the health and safety responsibilities of:

- The Academy Trust
- The Governing Body
- Chief Executive and/or Headteacher
- Heads of Department/Faculty
- Business and/or facilities management
- Supervisory and/or teaching staff
- All employed and volunteer staff

In addition some staff will have particular responsibilities for specific areas such as:

- Health and Safety
- Property and Facilities
- School Trips and Off-site Activities
- Catering

The Academy must ensure health and safety responsibilities are documented and staff understand what is expected of them.

Staff responsibilities checklist	Y/N
Responsibilities for all aspects of health and safety have been defined and allocated to staff e.g. contained within the policy and in job descriptions.	
Academy staff understand and accept their responsibilities for health and safety and have time and resources to fulfil them.	
Academy staff know what they have to do to fulfil their responsibilities and how they will be held accountable.	
The Academy has identified the people responsible for particular health and safety tasks including those requiring special expertise.	

Staff competence and training



The Academy must ensure that staff are competent for the task and are given the health and safety training necessary for their role. Staff may undertake work which involves a greater element of risk and will require more specialist training. Areas which may require specialist training include premises and facilities, pool operations, particular curriculum areas including design and technology, science, physical education, off-site activities and catering.

Health and safety training should take place during working hours and it must not be paid for by employees. Whilst there are many external trainers who will be able to help you with your training needs, effective training can often be done 'in house' by suitably competent people.

Further information on health and safety training can be found at:

The Health and Safety Executive:
<http://www.hse.gov.uk/pubns/indg345.htm>

Staff competence and training checklist	Y/N
The Academy has assessed the experience, knowledge and skills needed to carry out all tasks safely.	
A system is in place for ensuring that all its employees, including managers, supervisors and temporary staff are adequately instructed and trained.	
A system is in place for ensuring that people doing particular hazardous work have the necessary training, experience and other qualities to carry out the work safely.	
Arrangements are in place for gaining access to specialist advice and help when it is needed.	
Systems are in place for ensuring that competence needs are identified and met whenever new staff are appointed or given new tasks or health and safety responsibilities e.g. a result of restructure, reorganisation or new activities.	

Consultation



Legislation requires that the Academy, as an employer, must consult with its employees or their representatives on health and safety issues. These issues may arise out of new systems of work, new equipment or working arrangements. They may also include planning and organising health and safety training, consequences of new technology and the obtaining of competent health and safety assistance and risk control measures. This is a two-way process, as it allows staff to raise concerns and influence decisions on the management of health and safety. The Academy might choose to consult its employees through a safety representative appointed by a trade union or a representative of employee safety directly elected by the workforce. Where two or more safety representatives request in writing that a safety committee be formed within the workplace, legislation requires that such a committee must be established within three months.

Further information on employee consultation can be found at:

The Health and Safety Executive:

<http://www.hse.gov.uk/involvement/hsrepresentatives.htm>

<http://www.hse.gov.uk/pubns/indr232.pdf>

Staff consultation checklist	Y/N
The Academy has arrangements in place to consult with appointed or elected health and safety representatives.	

Health and safety procedures



Procedures are agreed safe ways of doing things. Written procedures are part of the risk assessed management process and usually consist of step-by-step instructions and related information to help carry out tasks safely. They may include checklists, decision aids, diagrams, flow-charts etc.

Important message: Oxfordshire County Council currently provides access to its comprehensive A-Z library of online procedures as part of its health and safety service offer. Those Academies not purchasing this service from the Council will need to ensure alternative provision is in place.

The Academy needs to consider and develop specific policies, procedures and risk assessments, including but not limited to:

- Training of staff in health and safety
- Consultation arrangements with employees
- Recording and reporting accidents to staff, pupils and visitors – including those reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
- Off-site visits, including residential visits and any academy-led adventure activities
- Young persons and work experience
- Dealing with health and safety emergencies – procedures and contacts
- First aid and supporting short and long term medical needs
- Occupational health services and managing work-related stress
- New and expectant mothers
- Workplace safety for teachers, pupils and visitors
- Security
- Violence to staff (may cross-refer to behaviour policy)
- Manual handling
- Slips and trips
- On-site vehicle movements including pupil drop-off/pick-ups, coaches, buses etc.
- Driving at work – minibuses, work vehicles, private vehicles, etc.
- Management of asbestos
- Control of legionella and scalding
- Control of hazardous substances
- Working at height
- Selecting and managing contractors
- Maintenance (and, where necessary, examination and testing) of plant and equipment such as electrical equipment, local exhaust ventilation, pressure systems, gas appliances, lifting equipment and glazing safety
- Fire safety, including testing of alarms and evacuation procedures
- Radiation
- Electrical Safety
- Display Screen Equipment
- Managing Contractors
- Others? This list is not exhaustive!

Health and safety procedures checklist	Y/N
The Academy has produced or has access to up-to-date health and safety procedures.	
A system is in place to ensure all procedures are reviewed.	
A system is in place to ensure all procedures are accessible and communicated to all those who require them.	

Assessing and managing



Health and safety law requires employers to assess the risks to the health and safety of staff and others affected by their activities. The terms risk assessment and risk management are used to describe the process of identifying the risks of any activity and the steps necessary to control them. Sensible management of risk does not necessarily mean that a separate written risk assessment is required for every activity.

Risk assessment for teaching activities

The Academy should always take a common sense and proportionate approach, remembering that risk assessment and risk management are tools to enable pupils to undertake activities safely and not to prevent activities from taking place. Risk assessment and risk management is also part and parcel of the learning process and curriculum delivery.

Some practical activities can involve higher levels of risk as can the use of specialist equipment and/or substances. If these are annual or infrequent activities, a review beforehand of an existing assessment may be all that is needed but any changes in circumstances and participants which may have occurred in the meantime must be considered. If it is a new activity, a specific assessment of significant risks must be carried out. The person assigned with undertaking risk assessment must be competent and understand the risks and be familiar with the activity that is planned. Where a risk assessment is carried out the Academy must record the significant findings of the assessment and share it with those involved in the activity.

However, the Academy does not need to carry out a risk assessment every time it undertakes an activity that usually forms part of the teaching day, for example, taking pupils to a local venue which it frequently visits, such as a museum, park, or place of worship where there is no increased risk. Any risks of these routine activities should already have been considered when determining the Academy's general health and safety policies and procedures. A regular check to make sure the precautions remain suitable is all that is required.

As well as undertaking assessments for the activities it must be remembered that there will be occasions when an additional assessment will be necessary when pupil/student behaviour is likely to affect the health and safety outcomes for both the individual and the remainder of the class/group. An agreed behaviour risk assessment procedure should be established and implemented.

Risk assessment for classrooms and other accommodation

The Academy must ensure the premises including classrooms and teaching space is safe for all who use them. The Health and Safety Executive has produced a checklist for classrooms which is available on their website.

It can be used by department heads, class teachers, teaching assistants or premises staff – those running the academy can decide how best to use the checklist. It can be used as required, for example at the start of a term to provide reassurance to teaching staff that the most common areas of risk in the classroom are being adequately controlled.

Whereas classroom areas can, by and large, be well managed those general circulation, corridor and communal areas may be subject to lesser direct control and therefore risk assessments will need to be undertaken to reflect the possible greater incidence of fabric deterioration, pupil interaction, hazard increase and risk growth.

Further information on assessing and managing risk can be found at:

Health and Safety Executive:

[Http://www.hse.gov.uk/risk/index.htm](http://www.hse.gov.uk/risk/index.htm)

<http://www.hse.gov.uk/risk/classroom-checklist.pdf>

Assessing and managing risk checklist	Y/N
Significant hazards have been identified and recorded risk assessments undertaken by a competent person.	
All information from risk assessments has been provided to those affected or involved.	
A system of monitoring and review is in place to ensure control measures are effective and up-to-date.	

Critical incidents and emergencies



Academies will be expected to have a plan for responding to an emergency or critical incident. It is the Academy's responsibility to keep such plans up to date and to ensure that the relevant people are aware of its existence and its implications for them.

Critical incidents constitute a serious disruption arising with little or no warning on a scale beyond the coping capacity of the Academy operating under normal conditions, and may require the assistance of the Emergency Services.

In responding to an incident the objectives should always be to ensure:



Important message: Oxfordshire County Council currently provides a critical incident and emergency plan template which is adopted by maintained schools. The contacts, responses and reporting information contained within the template are reflective of the Council's emergency procedures. It is essential that this plan is reviewed and amended to record the Academy's arrangements and responses as an independent educational setting for emergencies.

Further information on critical incident and emergencies can be found at:

The Department for Education:

<http://www.education.gov.uk/schools/adminandfinance/emergencyplanning/a0010615/emergencymanagementplan>

Critical incidents and emergencies checklist	Y/N
The Academy has produced a critical incident and emergency plan which is reflective of its emergency arrangements. This has been signed and agreed by key bodies and key personnel are aware of their roles and responsibilities.	
A system is in place to review this regularly.	
The emergency plan and responses have been tested to measure suitability.	

Reporting accidents and incidents



Certain accidents must be reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

The Academy will need to establish and implement its own system for reporting and recording accidents and incidents. Accident and incident records should be retained in the event of any subsequent civil claims. The Council will retain all accident and incident records prior to conversion.

Important message: Academies are not required to report accidents or incidents to Oxfordshire County Council.

Further information on reporting accidents and incidents can be found at:

Health and Safety Executive:
<http://www.hse.gov.uk/riddor/index.htm>

Reporting accidents and incidents checklist	Y/N
A system is in place to report and record health and safety accidents and incidents.	<input type="checkbox"/>
A system is in place to ensure all accidents and incidents which fall within RIDDOR are reported to the HSE.	<input type="checkbox"/>

Investigations

As the duty holder the Academy is responsible for conducting its own incident investigations. Investigations are an important tool in developing and refining your risk management system.

An effective investigation requires a methodical, structured approach to information gathering, collation and analysis. The findings of the investigation will form the basis of an action plan to prevent the accident or incident from happening again and for improving the overall management of risk. Findings will also point to areas of risk assessment and risk management that need to be reviewed. This link with risk assessment(s) is a legal duty (MHSWR).

Important message: Oxfordshire County Council has no responsibility for undertaking health and safety investigations in academies.

Further information on investigations can be found at:

Health and Safety Executive:
<http://www.hse.gov.uk/pubns/books/hsg245.htm>

Investigations checklist	Y/N
The Academy has a procedure for the investigation of accidents and incidents.	<input type="checkbox"/>
A system is in place to ensure remedial actions are implemented.	<input type="checkbox"/>

Monitoring and review



Monitoring and reviewing performance is an essential part of effective health and safety management. It involves checking that arrangements and systems are working as they should, for example that:

- Physical controls are in place and working
- People have done what they are supposed to do and
- Evaluate if review procedures are working

The Academy must be satisfied that monitoring and reviewing arrangements are in place, and that the results are reported back to them. Ways of doing this can include:

- Health and safety inspections – Inspections highlight areas of good practice or of concern and enable control measures to be put in place before harm can be caused. They can include spot-checks as a type of mini-inspection.
- Health and safety audit – Audits are carried out by competent persons and is a detailed process to collect evidence of the effectiveness of local systems for managing health and safety risks. Audit can assist the Academy to gain valuable information on their strengths as well as on the areas of greatest risk where their resources should be focused in future.
- Health and safety review – It is recommended that once a year the body which the Academy has delegated this responsibility to meets to look at the current health and safety position, assess progress against objectives and support future planning.
- Health and safety benchmarking – The Academy can collect information to identify trends around accidents, near misses or incidents. Health and Safety Committees discuss these to measure and compare past and current patterns.

Important message: Oxfordshire County Council currently provides an annual monitoring and advisory visit to schools as part of its health and safety service offer.

Those Academies not purchasing this service from the Council will need to satisfy themselves that adequate monitoring and review arrangements are in place.

Further information on monitoring performance can be found at:

Health and Safety Executive:

<http://www.hse.gov.uk/managing/delivering/check/measuring-performance.htm>

Monitoring and review checklist	Y/N
A system is in place to monitor and review health and safety performance.	
The Academy undertakes a more detailed and systematic monitoring exercise at least annually by a competent person.	
The monitoring systems used by the Academy examine the significant risk areas including specialist curriculum areas.	

Science



The Academy has a duty to make a suitable and sufficient assessment of the risks to the health and safety of employees and pupils. For Science, this includes providing suitable risk assessments, guidance and information for preparing and teaching practical work safely.

Subscription to CLEAPSS

CLEAPSS provides a wealth of guidance for member local authorities, schools and academies.

Important message: Oxfordshire County Council currently provides CLEAPSS membership to schools as part of its health and safety service offer. Those Academies not purchasing this service from the Council will need to subscribe to CLEAPSS directly if they wish to continue to access CLEAPSS services.

Statutory health and safety checks

There are a number of statutory health and safety checks on equipment and services that must be made. The Academy will need to check these and make new arrangements where necessary. The checks relevant to secondary science are listed below.

- Periodic tests on portable electrical appliances (PAT)
- Tests on fume cupboard performance at least every 14 months
- Periodic tests on pressure vessels, such as model steam engines, pressure cookers and autoclaves
- Leak tests on sealed radioactive sources

Radiation Protection Advisor

If the science department holds radioactive sources, the Academy will need to consult, and if necessary appoint, a Radiation Protection Adviser (RPA) in addition to having their own site competent Radiation Protection Supervisor (RPS).

Important message: Those Academies not purchasing the health and safety support service from Oxfordshire County Council will need to appoint an RPA directly. A list of suitably qualified RPAs is available from CLEAPSS.

If the Academy has a radioactive source it must notify the Health and Safety Executive (HSE) where there are significant changes to an existing notification to work with ionising radiations, e.g. if a school changes to an academy.

Further information on science can be found at:

CLEAPSS:

<http://www.cleapss.org.uk>

Science checklist	Y/N
The Academy has subscribed or has access to CLEAPSS.	
The Academy has appointed or has access to a qualified Radiation Protection Advisor.	
The Academy has notified the HSE of change to academy status in respect of ionising radiation.	

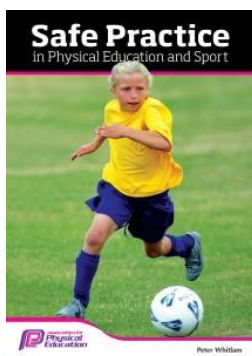
Physical education and sport



Safe practice in physical education should be an integral feature of all aspects and in all phases of education, from the very early years of playgroup and reception through to further and higher education.

By the very nature of physical education and sport activities injuries will occasionally happen and usually be minor in nature, only rarely causing more serious harm. The fact that an occasional accident occurs does not mean there has been a breach of safety standards, particularly where sensible, proportionate and appropriate forethought and planning are evident.

Academies must develop policies and procedures for the safe practice of physical education and sport and should reflect its particular needs according to its programmes, premises and facilities.



Comprehensive guidance and advice for schools, academies and outdoor education groups is to be found in the 'Safe Practice in Physical Education and Sport' published by the Association for Physical Education.

Important message: Academies wishing to access services provided by the Association for Physical Education will need to contact them direct – see their website (link below) for contact and membership details.

Swimming Lessons

The delivery of a swimming programme by the Academy may involve a number of partners including the Academy's teachers, swimming teachers purchased from the Council and private swimming teachers specifically bought in by the Academy. Whilst issues related to delivery are transferable, duty of care remains the responsibility of the designated Academy representative.

Where the school swimming programme is delivered by an external partner, the school has a responsibility to ensure that there is adequate provision for lifesaving and the swimming teacher is appropriately qualified and competent in the aspects being taught. They must ensure that the programme is appropriate to the needs of the pupils and the school. An ongoing dialogue between both parties will help to ensure that this requirement is met.



Some school teachers may also hold recognised national swimming teaching qualifications and can, therefore, assume responsibility for all aspects of the programme.

Further information on safety in physical education can be found at:

Association for Physical Education (afPE):
<http://www.afpe.org.uk/about-afpe>

British Swimming and the ASA:
<http://www.swimming.org/>

Royal Life Saving Society UK
<http://www.rls.org.uk/>

Physical education and sport checklist	Y/N
The Academy has developed a policy and implemented procedures for the safe practice of physical education and sport.	
The Academy has subscribed to become a member of afPE (see above).	
The Academy provides suitable and sufficient premises, facilities and equipment which are maintained in a safe condition.	
A risk assessment has been carried out in regard to physical education and sport activities.	
The Academy has appropriate rules for pupils, suitable guidance for staff, and an effective mechanism for the communication and dissemination of safety information.	
Staff have been trained to undertake their duties safely including specialist activity areas – rugby, trampolining, swimming, throwing activities etc.	

Off-site visits and outdoor learning activities



The Academy has a duty to make a suitable and sufficient assessment of the risks to the health and safety of employees and pupils when undertaking activities on or off the Academy premises. In addition, teaching and other staff in academies have a common law duty to act as any prudent parent would do when in charge of pupils.

The Academy must provide advice and training for teachers and activity leaders to ensure they have the confidence and knowledge they need to enable pupils to take part in any kind of visit or activity off site.

National Guidance for the management of outdoor learning, off-site visits and learning outside the classroom

National Guidance has been written and published by the Outdoor Education Advisers' Panel (OEAP). This guidance has been written for employers to adopt both as their policy and as guidance for their staff to use. If the Academy adopts this guidance it should have a policy document that directs staff to use this guidance, and sets out the specific arrangements for staff training, access to competent advice, notification or approval of visits, and monitoring.

Adventure activities using licensed providers

When planning an activity that will involve caving, climbing, trekking, skiing or water sports, the Academy must check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004. Please note that these arrangements may be subject to legislative change in the future.

Parental Consent

Written consent is usually only requested for activities that need a higher level of risk management or those that take place outside normal hours. The DfE have produced a "one-off" consent form which academies can download from their website if they decide to follow this approach.

Important message: Academies can purchase training, advice and assessment services from the Council's Outdoor Learning Service:

<http://www.oxfordshireoutdoorlearningservice.co.uk/cms/>

Further information on outdoor learning and off-site visits can be found at:

Health and Safety Executive:

<http://www.hse.gov.uk/services/education/school-trips.htm>

National Guidance for the management of outdoor learning, off-site visits and learning outside the classroom:

<http://oeapng.info/about-ng/>

Council for Learning Outside the Classroom:

<http://www.lotc.org.uk/>

Off-site trips and outdoor learning activities checklist	Y/N
The Academy has developed a specific policy regarding off-site visits and learning outside the classroom.	
The Academy has appointed an Educational Visits Co-ordinator to oversee off site visit planning including risk assessment.	
Proportionate systems are in place – so that trips presenting lower-risk activities are quick and easy to organise, and higher-risk activities (such as those involving climbing, caving or water-based activities) are properly planned and assessed.	
Systems are in place to communicate information about the planned activities to colleagues and pupils (and parents, where appropriate).	

Teaching and play equipment



The Academy must ensure that any teaching or play equipment is suitable and maintained in a safe condition. Where necessary the Academy must arrange for equipment to be tested and inspected by a competent contractor.

This will include the following specialist teaching and play equipment:

- Physical Education – Indoor & outdoor play equipment (e.g. sports hall equipment, trampolines, fitness trail apparatus etc.)
- Design and Technology – woodworking and metalworking machinery (e.g. drills, planers, band saws, lathes, millers, polishers etc.)
- Art – pottery kilns and equipment

Important message: Oxfordshire County Council currently provides annual condition inspections of the above specialist equipment as part of its health and safety service offer. Those Academies not purchasing this service from the Council will need to arrange this directly from a competent contractor.

Further information on teaching and play equipment can be found at:

The Association for Physical Education:
<http://www.afpe.org.uk/>

The Design and Technology Association:
<http://www.data.org.uk/>

The National Society for Education in Art and Design:
<http://www.nsead.org/hsg/index.aspx>

Health & Safety Executive:
Safe Use of work Equipment ACoP
<http://www.hse.gov.uk/pubns/priced/l22.pdf>

Specialist teaching and play equipment checklist	Y/N
Physical Education: The Academy has appointed a competent contractor to inspect and maintain any outdoor play equipment.	
Physical Education: The Academy has appointed a competent contractor to inspect and maintain any sports/PE/play equipment and apparatus.	
Design & Technology: The Academy has appointed a competent contractor to inspect and maintain any woodworking and metalworking machinery.	
Art: The Academy has appointed a competent contractor to inspect and maintain any pottery kilns and equipment.	

Medication



Some pupils who have medical conditions may require support so that they can attend the Academy regularly and take part in its activities.

The Academy should develop policies on the management and administration of pupils' medicines to support individual pupils to address their particular needs. Policies should account for self-medication and administration by staff, which is a voluntary activity unless written into the individual's job description. Consideration should be given to administration during residential and off-site visits and the secure storage and possession of drugs/medication both on and off site.

The document *Managing medicines in Schools and Early Years settings'* (DfES/Department of Health, 2005) provides advice for schools/academies and employees to help in the development of such policies. It explains the roles and responsibilities of employers, parents and carers, governing body, headteachers, teachers and other staff, and staff of local health services. It considers staffing-issues including employment of staff, insurance and training. Other issues covered include drawing up a health-care plan for a pupil, confidentiality, record keeping, the storage, access and disposal of medicines, home to school transport, and on-site and off-site activities. It also provides general information on the four most common conditions – asthma, diabetes, epilepsy and anaphylaxis.

Important message: Academies are not required to send staff medication training records to Oxfordshire County Council for insurance purposes.

Academy Health Nurse (Oxford Health NHS)

Academy (School) health nurses provide a variety of services such as providing training and advice on medication, undertaking health interviews and administering immunisation programmes. Academies wishing to access school health nurse services will need to contact the Oxford Health NHS School Health Team – see their website (link below) for contact details.

Further information on medication can be found at:

The Department for Education:
<http://www.education.gov.uk/schools/pupilsupport/pastoralcare/b0013771/managing-medicines>

The Oxford Health NHS School Health Team:
http://www.oxfordhealth.nhs.uk/?service_description=school-health-teams

Medication checklist	Y/N
The Academy has a specific policy and procedure covering medical needs, administration of life preserving and prescription medication and non-prescription medicines.	
Academy staff volunteers have been identified for instances where medication needs to be administered.	
Training on medication needs have been identified and given in required cases.	
The Academy has access to services provided by the School Health Nurses.	
Academy insurance requirements for administration of life protecting/prolonging medicines have been determined.	

Catering



Academies will assume the direct responsibility of providing catering activities if they have not already done so. Whereas historically the local authority was responsible for providing mid-day meals for pupils, over recent years many schools have taken on this role.

On conversion responsibility for the provision will fall to the Academy although service delivery may become or continue to be a commissioned service rather than directly provided.

Where the service is provided directly by the Academy a catering policy must be established to implement food safety standards to ensure acceptable delivery of food and meals. The policy will cover premises related cleaning and maintenance procedures, food storage, preparation and serving provision together with competency and training needs requirements.

Where the service is commissioned, the contract arrangements must include competency standards, monitoring and reporting requirements.

Food Safety Inspections and Enforcement

Food safety regulations place the obligation on food operators to ensure that all their activities are carried out in a hygienic way, as it is an offence to supply food that is unfit or harmful to human health.

In Oxfordshire it is the responsibility of the District Councils to ensure that businesses comply with these regulations and will carry out regular checks on all food premises to ensure that the public is protected and that high standards are maintained. The timescale and frequency of visits is determined by the District Council responsible and are usually unannounced.

Food Hygiene Rating Scheme

Academies are covered by the Food Hygiene Rating Scheme <http://ratings.food.gov.uk>. This means that when the catering facilities are inspected you will be given a rating based on the hygiene standards found at the time.

Further information on catering can be found at:

The Food Standards Agency:
<http://www.food.gov.uk/policy-advice/>

The Health and Safety Executive:
<http://www.hse.gov.uk/catering/>



Catering checklist	Y/N
The Academy premises is registered with the local authority i.e. District Council.	
The Academy has appointed a competent person or catering provider responsible for managing catering activities in accordance with food safety legislation.	
Written records are maintained of all the suppliers that provide food or food ingredients.	
Food safety management procedures are in place and being kept up to date.	
All catering staff/contractors are competent and understand the principles of good food hygiene.	

Property and facilities



On conversion to an Academy where a school was maintained by the Local Authority the Academy obtains a leasehold interest in the site and becomes a tenant under the terms of the 125 year lease. Where a school was previously a Foundation school, the site transfers to the Academy by way of a freehold transfer. In either case it is essential that the freeholder or leaseholder responsibilities are correctly and adequately identified to ensure any associated property risks are known and effectively managed during the conversion process and by the Academy post-conversion.

Property records

The Academy must ensure it has comprehensive records about the operation and management of the site including information related to health and safety. It is vital the Academy knows what property rights and responsibilities it is assuming including health and safety. Particular attention should be given to additional responsibilities for health and safety which a conversion to an Academy would bring such as for domestic properties (e.g. caretaker housing) and for any sports facilities by way of joint use agreements which could novate to the Academy on conversion.

The lease specifically requires the Academy to comply with all laws (including the Premises Acts described in the lease) affecting the property, the physical condition or the user of them or the use of any fixtures and fittings in them.

Generally, all school land and property held by the Council is transferred from the Council to the Academy at conversion on a 125-year lease. All school assets are transferred at conversion from the Council/Governing Body to the Academy through a Commercial Transfer Agreement (CTA). The Academy has ultimate responsibility for ensuring accommodation remains safe.

Property related health and safety compliance

The Academy has responsibility for ensuring the health and safety of occupiers and users of its buildings and premises. This will include meeting statutory requirements in areas such as:

- Fire Safety
- Asbestos
- Water Hygiene (Control of Legionella and scalding)
- Electrical Safety
- Passenger and goods lifts
- Gas Safety
- Local Exhaust Ventilation (LEV)
- Grounds maintenance and tree safety
- Site access and traffic management

School Premises Regulations

Maintained schools, those under local authority control, are covered by the School Premises (England) Regulations 2012. Academies, however, are covered by the Education (Independent School Standards) (England) Regulations 2010, which deal with premises matters in Parts 3 & 5.

Further information on school premises can be found at:

The Education (Independent School Standards) (England) Regulations 2010:
<http://www.legislation.gov.uk/uksi/2010/1997/contents/made>

Construction and building work (CDM)

Academies having construction or building work carried out have legal duties under the Construction (Design and Management) Regulations 2007 (CDM).

CDM places duties on designers, contractors and clients to ensure any construction project is safe to build, safe to use, safe to maintain and delivers you good value. Good health and safety planning will also help ensure that the project is well managed and that unexpected costs and problems are minimised.



On all projects where the academy is acting as the 'client' it will need to:

- Check competence and resources of all appointees
- Ensure there are suitable management arrangements for the project welfare facilities
- Allow sufficient time and resources for all stages
- Provide pre-construction information to designers and contractors

Where projects are notifiable under CDM, clients must also:

- Appoint a CDM co-ordinator
- Appoint a principal contractor
- Make sure that construction work does not start unless a construction phase plan is in place and there are adequate welfare facilities on site
- Provide information relating to the health and safety file to the CDM co-ordinator
- Retain and provide access to the health and safety file

Construction and building work commissioned by the Council on Academy premises

If the Council employs contractors to undertake work on Academy premises or where work takes place on multi-occupied sites (for example Council functions embedded within the Academy premises) then the co-operation and co-ordination needs to extend to those involved with such projects. If this need can be identified early on, the risks that one project may cause for the other can also be identified and addressed in the early stages of project planning. If potential problems are not identified until the actual work has started they can be much more difficult to address.

Important message: Academies are not required to follow the Council's Self-Financed Approval (SFA) process when planning or undertaking construction work but must comply with the terms of their lease and seek the necessary landlord's consent when additions and alterations are made to the structure of the Property. This will include demonstrating compliance with lease terms and all statutory obligations including those related to health and safety and will include a requirement on the Academy to inform the landlord what effects the proposed works will have on the number of school places available.

Further information on construction and building work (CDM) can be found at:
<http://www.hse.gov.uk/construction/cdm.htm>

A CDM guide for clients can be found at:
<http://www.hse.gov.uk/pubns/indg411.pdf>

Property & Facilities checklist	Y/N
The Academy has obtained records about the operation and management of the site including information related to health and safety responsibilities (including responsibilities for health and safety under any Joint Use Agreements and for Domestic premises e.g. Caretaker's Housing /Residential)	
The Academy is clear and understands the extent of its health and safety responsibilities in relation to property and facilities.	
The Academy has identified which property related Statutory Requirements it needs to meet, what type of test or inspection will be required and when those tests or inspections will need to be completed.	
The Academy has a system in place to ensure all statutory tests and inspections are carried out by a competent contractor within the required timescale.	
The Academy is aware of its duties as the client under CDM.	
<p>The Academy has obtained the following information if applicable and available:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Existing Health and Safety Files / Building (Operating & Maintenance) manuals <input type="checkbox"/> Asbestos Register including survey information and CAD Drawings <input type="checkbox"/> Water hygiene risk assessment <input type="checkbox"/> Fire risk assessment <input type="checkbox"/> Drawing records <input type="checkbox"/> Location of existing main services <input type="checkbox"/> Building / site conditions <input type="checkbox"/> Contaminated land <input type="checkbox"/> Dangerous substances/materials/sources e.g. lead paint <input type="checkbox"/> Equipment <input type="checkbox"/> Invasive plants and tree safety records <input type="checkbox"/> Radon gas <input type="checkbox"/> Telecommunication base stations <input type="checkbox"/> Access to site <p>Note: Some of these issues are covered in more detail elsewhere in this guidance.</p>	

Contractors and consultants



When the Academy employs a contractor or consultant, then both parties will have duties under health and safety law. This also applies when a contractor employs subcontractors.

When employing contractors or consultants the Academy should:

- Select suitable and competent contractors/consultants – ensure they have sufficient skills and knowledge to do the job safely and without risks to health and safety.
- Assess the risks of the work – the level of risk will depend on the nature of the job.
- Do a risk assessment – the Academy and the contractor/consultant should be aware of its findings. The contractor/consultant must assess the risks for the work and then both parties must get together to consider any risks from each other's work that could affect the health and safety of the workforce or anyone else.
- Provide information, instruction and training to employees. The Academy should also provide any information to contractors on the risks from their activities and the controls that are in place. It may also be beneficial to consider, with the contractor, what instruction and training contractors will need.
- Set up liaison arrangements for co-operation and co-ordination with all those responsible to ensure the health and safety of everyone in the workplace.
- Decide what is needed to manage and supervise the work of contractors and agree the nature of the controls before work starts.

Further information on using contractors and consultants can be found at:

The Health and Safety Executive:

<http://www.hse.gov.uk/toolbox/workers/contractors.htm>

Contractors and Consultants checklist	Y/N
The Academy has a specific policy and procedure for the selection, management and monitoring of contractors/consultants.	
When selecting contractors/consultants checks are carried out to ensure they are competent.	
A system is in place to check contractors'/consultants' risk assessment and method statements.	
The Academy ensures good co-operation and communication with contractors/consultants and makes staff aware of the work and agreed safety arrangements.	
A system is in place to monitor contractor/consultant activities to ensure they are meeting the agreed health and safety requirements.	

Asbestos



On conversion to academy status the Academy will become directly responsible for the maintenance of the premises and have duties under the Control of Asbestos Regulations 2012 (CAR) to manage the risk from asbestos.

The Academy will need to ensure it establishes its own policy for the effective management of asbestos to include the statutory duty to have a written plan of the actions and measures necessary to manage any risks arising from the presence of asbestos. The Academy must ensure that it has a site-specific asbestos management plan and the management team needs to ensure that they are fully conversant with it, that it is communicated to all academy staff and that necessary information is provided to contractors and other persons likely to be affected by risks posed by the asbestos.

Important message: Oxfordshire County Council has its own policy and management plan for the management of asbestos in schools where it is the employer and duty holder. The Council's asbestos management plan is formulated to reflect the specific arrangements it has in place including support from Property and Facilities/Carillion and is not suitable for academies.

When a local authority school becomes an academy it **must** develop its own policy and management plan to reflect its specific arrangements.

Further information on the management of asbestos can be found at:

The Health and Safety Executive website:
<http://www.hse.gov.uk/asbestos/index.htm>

The Department for Education website:
<http://www.education.gov.uk/schools/adminandfinance/schoolscapital/buildingsanddesign/managementofpremises/b00215518/asbestosmanagementschools>

Asbestos checklist	Y/N
The Academy has a specific policy and procedure for the management of asbestos.	
The Academy is aware of its legal responsibilities for the management, maintenance and repair of the academy buildings including asbestos.	
A management survey been carried out to identify the type and location of asbestos containing materials.	
An assessment has been carried out of the potential risk from asbestos containing materials.	
The Academy has produced a management plan detailing how the risks from any asbestos containing materials at the academy will be managed. <i>This plan should bring together all the available and relevant information. It should set out what is going to be done, when it is going to be done, and how it is going to be done – both for any remedial work and for on-going management action like periodic checks.</i>	
Precautions have been implemented to ensure anyone who may disturb asbestos containing materials is provided with information about any asbestos present.	
Appropriate asbestos training has been provided to all in-house staff e.g. site managers and caretaking staff, who may undertake maintenance work.	
Asbestos awareness training has been provided to staff whose work could expose them to asbestos while carrying out their everyday tasks.	
Systems are in place to ensure all persons and contractors who work on asbestos are competent. <i>Most work on asbestos requires a licence from the HSE and can only be carried out by specialist licensed contractors.</i>	

Fire safety



The Academy is deemed the “responsible person” and main duty holder for fire safety in the premises under the Regulatory Reform (Fire Safety) Order 2005 (FSO).

As the responsible person the Academy must ensure a fire risk assessment is carried out by a competent person. It should pay particular attention to those at special risk, such as the disabled, those who have special needs, visitors, and children, and must include consideration of any dangerous substance liable to be on the premises.

Management arrangements must be put in place to ensure appropriate fire safety training is provided to staff including fire drills.

The Academy should also ensure a system of inspections is undertaken by a competent person to check the adequacy and maintenance of preventative and protective measures e.g. fire escape routes and exits, fire fighting apparatus, fire detection and protection systems.

In addition the Academy is required to have an emergency plan. The plan should include the actions to be taken by staff in the event of a fire, evacuation procedures and arrangements for calling the emergency services.

Important message: Oxfordshire County Council has its own policy and procedures for fire safety in schools where it is the responsible person. The Council’s Fire Safety Procedures are formulated to reflect the specific arrangements it has in place including support from Property and Facilities/Carillion and are not appropriate for academies.

When a local authority school becomes an academy it must develop its own policy, management plan and arrangements to reflect its specific risk assessed requirements.

Further information on fire safety can be found at:

The GOV.UK website:

<https://www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises>

The Department for Education website:

<http://www.education.gov.uk/schools/adminandfinance/schoolscapital/buildingsanddesign/environmental/a0010980/fire-safety-for-schools>

Fire safety checklist	Y/N
The Academy has appointed or has access to competent persons to assist in undertaking any of the preventative and protective measures required by the Fire Safety Order.	
A fire risk assessment has been carried out by a competent person taking into consideration all employees, pupils and others who may be affected by a fire in the premises, and to make adequate provision for any disabled people and those with special needs and visitors.	
Significant findings of the risk assessment have been identified and include the details of anyone who might be especially at risk in the event of fire.	
The Academy provides and maintains fire precautions as are necessary to safeguard those who use the workplace.	
The Academy provides information, instruction and training to employees about the fire precautions in the workplace.	
The Academy provides information, instruction and training to employees about how to deal with emergencies and evacuation.	

Water hygiene (legionella & scalding)



Legionella

The Management of Health and Safety at Work Regulations (MHSWR) provide a broad framework for controlling health and safety at work and more specifically the Control of Substances Hazardous to Health Regulations 2002 (COSHH) provide a framework of duties designed to assess, prevent or control the risk from and take suitable precautions against bacteria like legionella.

Due to the nature of educational establishments, it is common that an inherent risk will be present due to the significant volumes of stored water and the intermittent use resulting from half terms and end of term breaks. As a result, a risk assessment and control scheme must be carried out by a competent person to enable the Academy to effectively manage and monitor the risk.

Scalding

Those at particular risk from scalding/burning include young children – especially those with learning disability, reduced mobility and anyone with sensory impairment, or who cannot react appropriately, or quickly enough, to prevent injury.

A risk assessment of the premises should be carried out to identify what controls are necessary and how the systems will be managed and maintained.

Important message: Oxfordshire County Council has its own policy and management plan for the control of the risk of legionella and scalding where it is the duty holder. The Council's water hygiene management plan is formulated to reflect the specific arrangements it has in place including support from Property and Facilities/Carillion and is not suitable for academies.

When a local authority school becomes an academy it must develop its own policy, management plan and arrangements to reflect its specific risk assessed requirements.

Further information on the control of legionella and scalding can be found at:

The Health and Safety Executive website:
<http://www.hse.gov.uk/legionnaires/index.htm>

Water hygiene checklist	Y/N
The Academy has a specific policy and procedure for the control of the risk of legionella and scalding.	
The Academy has appointed a person competent in identifying risks from legionella and scalding and the measures needed to ensure controls are in place and remain effective.	
A legionella and scalding risk assessment has been carried out taking into consideration the COSHH Regulations 2002 and in particular ACoP L8: The control of legionella bacteria in water systems.	
Significant findings from the risk assessments have been addressed.	
Controls are in place to minimise the risk from legionella.	
Controls are in place to mitigate the risk from scalding.	
A programme of on-going water temperature testing and system maintenance activities is in place and up-to-date records kept in a logbook.	

Gas safety



The Academy is responsible for the safety of all gas systems, appropriate fittings and appliances defined in the Gas Safety (Installation & Use) Regulations 1998, from the gas meter. This will include gas supplies to all buildings where the Academy has landlord responsibilities.

Academies must ensure suitable arrangements are in place for the annual maintenance of all gas appliances / equipment and effective systems exist for the reporting of breakdowns and / or a gas leak. This covers:

- Gas fired heating systems (incl. LPG)
- Boilers and heating plant
- All associated storage, pipework and flues
- Kitchen equipment (Production and curriculum)
- D&T, art/ceramics and other relevant curriculum equipment

This will include having arrangements in place to ensure these services comply with legislation, policy and best practice.

The Academy must ensure that any work on gas installations including maintenance is only carried out by Competent Persons who are correctly 'Gas Safe' accredited and certificated. Where the work is contracted the training and competence records of the contractor must be checked and be appropriate for the work being undertaken and the fuel type involved.

Further information on gas safety can be found at:

The Health and Safety Executive website:

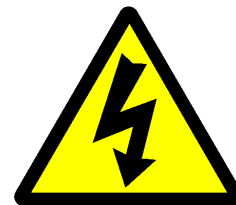
<http://www.hse.gov.uk/gas/>

The Gas Safe Register website:

www.gassaferegister.co.uk/

Gas safety checklist	Y/N
An assessment has been carried out of the potential risk from gas.	
The Academy has appointed a competent contractor (Gas Safe registered) to install, inspect, maintain and repair gas heating systems including storage vessels, boilers, pipework, flues and appliances etc.	
A procedure has been developed to deal with any suspected gas leak or emergency.	

Electrical safety



Electricity is a necessary part of everyday life but it can severely injure or kill people as well as cause damage to property so basic precautions need to be taken to prevent injuries and accidents.

The Electricity at Work Regulations 1989 require all electrical systems to be safe – systems include permanent hardwired installations, temporary provisions and all apparatus and equipment, including work equipment.

The regulations also require that any work involving electrical installations and repairs to apparatus and equipment must only be undertaken by competent persons.

All hard wired installations must be installed to the British Standard and in accordance with the IEE Wiring Regulations and be subject to regular tests normally 5-yearly except in hazardous environments or other specific settings where a more frequent test is required.

The suitability of the installation should be regularly reviewed particularly where there are changes to the layout of buildings, teaching provision and the type and quantity of electrical equipment used. Hard wired installations must not be overloaded since this could increase the risk of fire and the capacity of the installation should always be checked by a competent person if changes are proposed.

Installed preventative provision such as RCDs should be regularly checked for operational integrity as part of regular premises site monitoring.

The testing of portable electrical equipment must be undertaken by a suitably competent person in accordance with a risk assessed policy. The frequency of this test is often annual but can differ as a result of risk assessment.

Further information on electrical safety can be found at:

The Health and Safety Executive website:
<http://www.hse.gov.uk/electricity/>

Electrical safety checklist	Y/N
An assessment has been carried out of the potential risk from electricity.	
The Academy has appointed a competent contractor to install, inspect, test, maintain and repair fixed electrical systems including hardwiring to relevant timescales.	
The Academy has appointed a competent contractor to inspect and test portable electrical appliances according to relevant timescales.	
The Academy has appointed a competent contractor to undertake all repairs to electrical appliances.	

Local exhaust ventilation (LEV)



Local exhaust ventilation is primarily provided to help meet the requirements of the Control of Substances Hazardous to Health Regulations. People can develop lung diseases such as occupational asthma because they breathe in too much dust, fume, vapour and mist or other airborne contaminants.

In certain educational activities the provision of local exhaust ventilation (LEV) is a method of reducing the risk particularly in Design & Technology (extraction for wood dust and welding/soldering fume) and science areas (fume cupboards for gases, vapours and mists).

Additionally LEV, in the form of canopies, will be required in production kitchens to control airborne contaminants such as combustion products, steam and grease.

The Academy must ensure that the equipment necessary for control is appropriate for the risk involved, maintained in an efficient state, in efficient working order, in good repair and in clean condition.

A competent contractor should be used to check at least every 14 months (unless otherwise stipulated) that all 'protective' LEV is effective and provides the protection it was installed to provide.

Further information on local exhaust ventilation can be found at:

The Health and Safety Executive website:
<http://www.hse.gov.uk/lev/>

Local exhaust ventilation checklist	Y/N
The Academy has provided training to employees on how to use LEV correctly.	
The Academy has appointed a competent contractor to test and inspect LEV systems annually.	

Swimming pools



Operation and Maintenance

A small number of academies will have a swimming, hydro or spa pool on site primarily for their own use but it may also be used by local arrangement, by other schools and organisations. Health and safety legislation places specific responsibilities and obligation on pool operators.

The Academy should ensure that a nominated member of staff is delegated the responsibility of swimming co-ordinator and applying the swimming pool safety policy and procedures in the school. This will comprise of the proper operation of the Academy's own swimming facility or use of a third party pool including monitoring and recording for the pool and sessions used of the following:

- Risk assessments
- Pool safety operation procedures (NOP & EAP)
- Monitoring of staff training and maintaining records of qualifications
- All swimming related communications to staff
- Conditions of pool hire

In addition the Academy must ensure that competent contractors are used for commissioning and maintaining the pool plant and that competent persons operate the pool plant on a day-to-day basis. The Academy is responsible for ensuring that the pool water meets national quality standards by having an appropriate testing regime in place carried out by a competent person/contractor. This covers:

- Water chemistry checks
- Sampling bacteriological levels

Lifeguards

A separate lifeguard may not be required in programmed sessions in a pool where teaching and coaching of swimming is taking place. In these situations, where the risk is limited due to the nature of the activity and the degree of control being exercised, the teacher or coach may provide lifesaving cover. However, they should have the appropriate teaching/coaching and lifesaving competences, which include rescue skills, CPR and relevant aspects of the Pool Safety Operating Plan. Where teachers are directly responsible for supervising the swimming pool, performing the role of lifeguards in an un-programmed pool session, they too must have the competencies and skills required of a lifeguard in those circumstances.

Further information on managing health and safety in swimming pools can be found at:

The Health and Safety Executive:

<http://www.hse.gov.uk/pubns/books/hsg179.htm>

Pool Water Treatment Advisory Group:

<http://www.pwtag.org/>

The Association for Physical Education:

<http://www.afpe.org.uk/>

Swimming and pool checklist	Y/N
The Academy has undertaken a risk assessment for the operation and use of the pool.	
The Academy has implemented a written Pool Safety Operating Procedure (PSOP) including Normal Operating Plan (NOP) and Emergency Action Plan (EAP) for the pool, changing facilities and associated plant and equipment.	
The Academy has appointed a competent contractor to inspect, test, maintain and monitor the pool including all facilities and associated plant and equipment (including water chemistry and bacteriological levels).	
The Academy has appointed a competent person to act as the 'Pool Operator'.	
The Academy has appointed competent 'Lifeguards'.	
Where a pool is hired by organisations, such as swimming clubs, the relevant sections of the above plans must be made known to the organisation and, where necessary, training given and regular checks made to ensure compliance.	
The Academy has a system in place to ensure all parts of the PSOP are regularly reviewed and revised if necessary, particularly with the installation of new equipment or after a major incident.	

Contacts

Education Support Services
Oxfordshire Customer Services
Oxfordshire County Council
Unipart House, Garsington Road
Oxford, OX4 2GQ

Tel: 0844 264 2204

Email: educationsupportservices@oxfordshire.gov.uk

Web: <http://schools.oxfordshire.gov.uk>

References

Health and Safety Executive	www.hse.gov.uk
The Department for Education	www.education.gov.uk
CLEAPSS	www.cleapss.org.uk
Association for Physical Education (afPE)	www.afpe.org.uk
British Swimming and ASA	www.swimming.org
Royal Life Saving Society	www.rlss.org.uk
Outdoor Education Advisors Panel	www.oeapng
Council for Learning Outside the Classroom	www.lotc.org.uk
Design and Technology Association	www.data.org
National Society for Education in Art & Design	www.nsead.org
Oxford Health NHS School Health Team	www.oxfordhealth.nhs.uk
Food Standards Agency	www.food.gov.uk
The GOV.UK website	www.gov.uk
Gas Safe Register	www.gassaferegister.co.uk
Pool Water Treatment Advisory Group	www.pwtag.org