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HEALTH AND SAEFTY MODEL REPORTING TEMPLATE

Information Update

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| **ACCIDENT, NEAR MISSES, POSITIVE HANDLING & RIDDOR DATA** | | | |  |  |  |  |  |
|  | Autumn | Spring | Summer | Total Year 1 | Autumn | Spring | Summer | Total  Year 2 |
| Number of accident reports (well worker  /OSHENS  excluding positive handling) |  |  |  |  |  |  |  |  |
| Number of near misses reported  (well worker/OSHENS) |  |  |  |  |  |  |  |  |
| Number of Positive Handling  Incidents |  |  |  |  |  |  |  |  |
| Number of RIDDOR reports: |  |  |  |  |  |  |  |  |

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| **PRACTICE PROCEDURES** | Autumn | Spring | Summer |
| Date of lockdown practice (staff only) | N/A | N/A | N/A |
| Date of Fire evacuation practice |  |  |  |

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| **HEALTH & SAFETY DASHBOARD** | | |
|  | **PREMISES** |  |
| **1** | **Asbestos control: Risk assessments/LAMP in place/Effective communication of information to staff and**  **contractors/Regular building inspections/surveys taking place as required and documented to ensure effective management. Note split sites – GB, SR, HRd.** |  |
| **2** | **Legionella: Relevant risk assessments in place recorded and implemented/Flushing and water temperature testing**  **taking place including during holiday periods/Biological inspection and sterilisation of water tanks taking place where needed.** |  |
| **3** | **Fire arrangements (including Evacuation procedures): Fire risk assessments completed and implemented/Fire warning and firefighting equipment inspections and testing in place/Firefighting and fire warning systems compliant with legislation/Emergency lighting systems compliant, inspected and tested as required/Fire Signage and evacuation routes displayed and procedures communicated to the staff and pupils/Practice emergency**  **evacuations carried out, failings recorded and resolved. Amber due to key operated call points.** |  |
| **4** | **Lifts/lifting and work equipment arrangements: Statutory inspections completed and visual inspections**  **taking place/Effective maintenance and training regime in place and monitored/ Relevant risk assessments complete recorded and implemented.** |  |
| **5** | **Catering requirements: Compliance with HACCP requirements/Storage, preparation of food and kitchen**  **hygiene levels compliant with food hygiene regulations/Waste disposal compliant with waste disposal regulations.** |  |
| **6** | **Working at height arrangements: Ladder and safety lines/harnesses inspections and safety checks in**  **place/Training of relevant staff completed and verified/Ladders and MEWPs inspections carried out and recorded/Relevant risk assessments completed and implemented. Roof restraint wires to be checked** |  |
| **7** | **Contractor arrangements: Effective vetting arrangements in place for contractors/Permit to work system in place**  **and operating for hazardous work on site/Effective oversight and control arrangements operating when contractors are on site.** |  |
| **8** | **Electric and gas inspection and maintenance: Annual inspections and statutory checks in place/Effective**  **visual inspection regime implemented/Procurement protocols in place to ensure qualified/Relevant risk assessments completed and implemented.** |  |
| **9** | **Electrical maintenance: PAT testing and fixed wire testing schedules in place/regular visual inspections carried out on electrical equipment and sockets and leads.** |  |
| **10** | **Play equipment checks: Visual inspections of play equipment carried out routinely/3rd party annual inspections in place and recorded** |  |
| **11** | **Site security: The site and buildings are secure at all times particularly when pupils are on site/Staff are trained to**  **question unknown or unidentified persons on site/Anti vandal and intruder systems are in place.** |  |
| **12** | **Site inspections: The overall site and buildings are well maintained so as to avoid accidents/Annual high level walk of internal and perimeter of site carried out to identify any security, maintenance and health and safety issues. Findings**  **reported and necessary actions planned.** |  |
|  | **RISK ASSESSMENT** |  |
| **13** | **Policy and arrangements: Partnership Health and safety policy, statement of intent and roles and responsibilities implemented and communicated to all staff/ health and safety arrangements reviewed annually and risk assessments communicated to staff effectively.** |  |
| **14** | **Risk management documentation compliance by departments: Required risk assessments completed,**  **safe systems of work, PPE checklists/Particular focus on high risk areas including faculties – science, PE, DT, Art, as well as trips and Estates.** |  |
| **15** | **COSHH arrangements: Hazardous chemicals and substances on site listed/Risk assessments completed and**  **implemented/Safety data sheets and other related safety information communicated to staff and pupils/Hazardous chemicals and substances stored in a secure manner/Staff trained and competent.** |  |
| **16** | **DSE risk assessments: Risk assessment shared with staff identified as working with DSE for long periods/systems and equipment in place to ensure safety of staff where specific needs identified.** |  |
|  | **PEOPLE** |  |
| **17** | **Accident, incident, first aid and RIDDOR reporting: Adequate provision for first aid in place and**  **effective/Adequate provision of first aid materials in place/Adequate behavioural control arrangements in place/Effective reporting and recording structures in place/Adequate and effective investigation structures in place.** |  |
| **18** | **Manual handling arrangements: Hazardous manual handling activities identified and risk**  **assessed/Arrangements and manual handling aids in place to reduce the risks to the lowest reasonably practicable level/Training in place and recorded for staff at risk of manual handling injuries.** |  |
| **19** | **Lone working arrangements: Suitable risk assessments completed for staff operating in lone working**  **situations/Systems and equipment available to ensure the safety of lone working staff.** |  |
| **20** | **Employee consultation arrangements: Arrangements in place for recorded staff consultation and discussion**  **over workplace health and safety issues/Resolutions communicated to all staff.** |  |
| **21** | **Staff training records: Training needs identified to support health and safety arrangements, annual training**  **programme identified and implemented/Training records available.** |  |
| **22** | **Staff welfare arrangements: Adequate and clean washing, toileting, rest and changing facilities available for**  **staff/Clean and separated areas available for breaks and eating/Stress management arrangements communicated to staff/Measures to identify risk groups in place and operating.** |  |
| **23** | **Reporting processes: Health and Safety reporting processes are robust and effective/Training is provided for staff**  **to ensure they identify issues and resolve them as quickly as possible/Robust operational structures and processes are in place to enable management and Governors to carry out effective oversight of Health and Safety matters.** |  |
|  | **STUDENTS** |  |
| **24** | **Safeguarding arrangements: Processes in place for follow up on safeguarding issues reports by staff and students/Confidential storage and interview facilities available/Identified safeguarding staff trained and competent.** |  |
|  | **VEHICLES AND TRAFFIC CONTROL** |  |
| **25** | **Traffic control: Pedestrian and vehicular movements separated/Clear signage present/Travel routes adequately**  **identified and lit/Delivery areas identified and communicated to suppliers/Travel routes information communicated to staff and pupils.** |  |
| 26 | Grey fleet arrangements: Self declaration policy in place – any staff travelling in own vehicle for work purposes certify that they have valid MOT certificate, driving licence, insurance certificate and maintenance in place. |  |

Evaluation/analysis

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| **ACCIDENT & INCIDENT DATA INTERPRETATION** | | | | | | | |
| What trends are being seen? | | | None | | | | |
| What significant issues have been identified? | | | None | | | | |
| Detail of any significant accident/incident investigation(s) carried out since last report to bring to Governors’ attention:  **None currently** | | |  | Investigation title: | Investigation date, and by whom: | |  |
| Brief summary of accident/incident: | | |  |
| Brief details of what caused the accident/incident: (Brief comment on action only here, with detail in ‘further action required’ section below). | | |  |
| **DASHBOARD -Areas requiring action** | | | | | | | |
| (It is intended that Governors receive information on key areas of H&S concern over an academic year, supported as necessary by  original records being made available. This, alongside the appended management team dashboard assessment of the current status of overall H&S risk, enables them to be apprised of the current status of H&S across the academy. ) | | | | | | | |
| **Area** | **Current position, i.e. why is the area not rated ‘green’?** | **Actions planned to ensure compliance** | | | | **By whom and when** | |
| Areas requiring action **(Red rating)** | | | | | |  | |
| None |  |  | | | |  | |
| Areas requiring action **(Amber rating)** | | | | | |  | |
| 3. Fire Arrangements |  |  | | | |  | |
| Areas of note only | | | | | |  | |
| None |  |  | | | |  | |