



Health and Safety Policy Statement

(October 2023)

Health and Safety at Work Act 1974

This is the Health and Safety Policy Statement of

Bridgewater Primary School, Little Hulton, Manchester, M38 9WD

Our statement of general policy is: -

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide adequate resources for health and safety;
- to ensure the standards required by health and safety legislation are met as a minimum and where possible, exceeded;
- to provide and maintain plant, machinery and equipment which is safe, has been manufactured to a British, European or International standard, is regularly inspected, tested and maintained as appropriate; and that offers protection from danger by being suitably guarded (where appropriate). This would include such items as heating and hot water plant, kitchen equipment and appliances e.g. meat-slicer, powered cleaning equipment and portable electrical appliances;
- to ensure safe handling, use, storage and transport of articles and substances;
- to provide adequate information, instruction and training to enable staff and pupils to carry out their work activities in a healthy and safe manner, and to enable them to contribute positively to their own health and safety and that of others;
- to ensure all employees are competent to do their tasks;
- to prevent accidents and cases of work-related ill health;
- to make arrangements within the school for the reporting of all accidents/incidents to the LA;
- to make positive arrangements for fire evacuation, partial and full lockdown, first-aid and other emergency situations;
- to provide and maintain a safe and healthy school building with safe access and egress, paying particular attention to the structure of the buildings, the electrical installation, draining, glazing, maintenance of floors / corridors / playgrounds / steps / doorways / fire escape routes and security arrangements which would minimise the risk of acts of violence;
- to provide and maintain a safe and healthy working environment with effective management of illumination, temperature, ventilation, dust, smoke, fumes, noise, cleanliness and food hygiene and adequate protection against occupational disease and infestation;
- to provide and maintain adequate welfare arrangements such as eating, washing and toilet facilities and accommodation for clothing and personal belongings;

- to provide and maintain an effective road safety provision which includes Road Crossing Patrol Staff and regular liaison with parents to minimise the risks to pupils arriving at and leaving school particularly in Primary Schools;
- to include aspects of child/personal safety within the curriculum which includes safety at home, on the road, around water areas and railway lines, fire / matches / fireworks, no talking to strangers, bullying, smoking and drug abuse and healthy eating;
- to ensure so far as is reasonably practicable, the health and safety of visitors to the school (see section 10 for example of identifiable visitors) and any other persons who may be affected by the acts or omissions of members of staff or pupils whilst taking part in school activities; and
- to review and revise this policy as necessary at regular intervals and to ensure health and safety arrangements are still adequate.

Review Date: **October 2024** (or sooner if it is believed to be no longer valid)

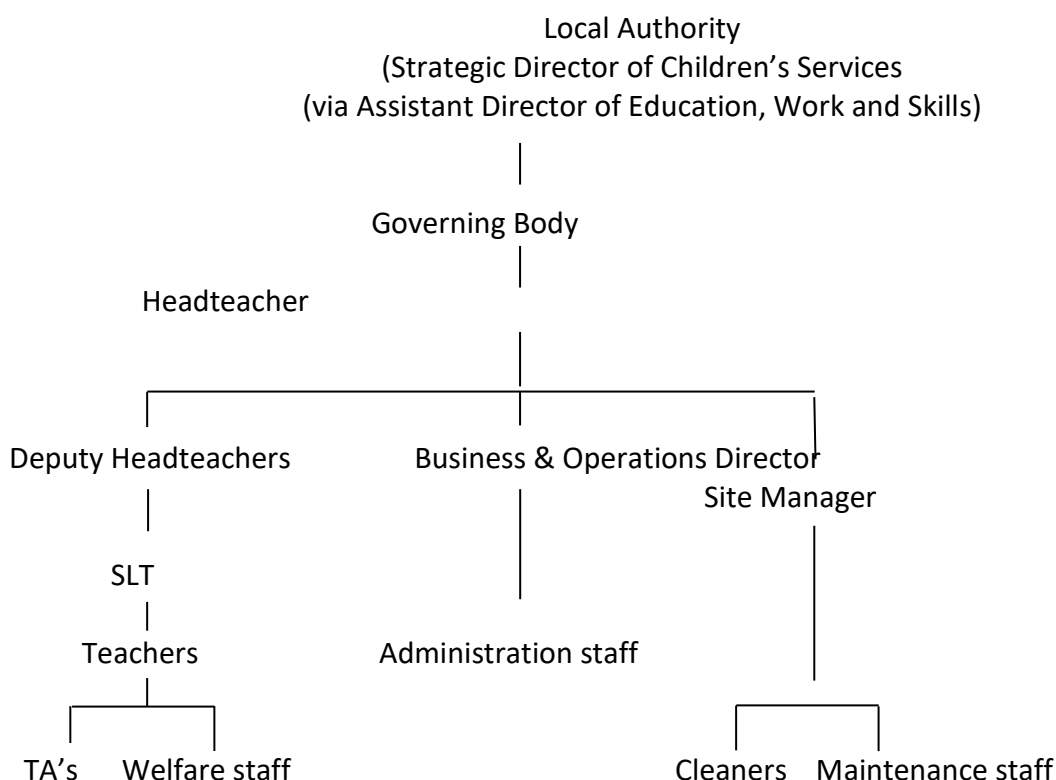
**Organisation
(County Controlled Schools)**

Overall and ultimate responsibility for health and safety in schools is that of the employer i.e. the Strategic Director of Children’s Services. However, some legislation e.g. the Control of Asbestos regulations and Fire legislation deem the Headteacher to have overall responsibility as the ‘Responsible Person’.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to School Governing Bodies, Headteachers and other specified competent person(s).

Illustration of employee responsibilities

THE EMPLOYER



To ensure health and safety standards are maintained / improved, the following people have responsibility in the following areas.

Salford Local Authority (Children's Services) and the Governing Body shall:

- shall ensure so far as is reasonably practicable the health, safety and welfare of teachers and other education staff;
- shall ensure so far as is reasonably practicable the health and safety of pupils in-school and on off-site visits;
- shall ensure so far as is reasonably practicable the health and safety of visitors to schools, and volunteers involved in any school activity;
- shall guide and monitor the Headteacher to ensure that he/she keeps health and safety as a high priority in the day-to-day management of the school;
- shall appoints one of the Governors to be the Governor for Health and Safety;
- shall consider the health and safety implications of policies and guidance issued by Salford Children's Services Directorate and issue its own policies and guidance on curricular and non-curricular topics where necessary;
- shall discuss and resolve so far as is reasonably practicable, health and safety issues at meetings of the Governing Body; and
- shall carry out an annual appraisal of the safety performance of the school.
- shall establish an effective management system which provides support to children with medical conditions.

Headteacher

The Headteacher is responsible for the day-to-day management of the school and shall so far as is reasonably practicable: -

- ensure that the school's Health and Safety Policy is implemented and adhered to at all times;
- ensure that all members of staff know, understand and accept their health and safety duties and responsibilities;
- ensure that adequate resources are allocated to facilitate healthy and safe working and teaching practices;
- ensure that the Governing Body is advised of health and safety implications when undertaking the management of the school budget;
- ensure that all employees, pupils and visitors receive adequate information, instruction, training and supervision, both within school and on school trips as appropriate;
- ensure that all machinery, appliances and equipment purchased by or used within school, conforms to a British, European or International Standard, is used in the manner that it was designed for and is periodically examined, tested and maintained as appropriate;
- ensure the use of safe working practices and where necessary draw up and communicate written codes of practice for safe working and teaching;
- ensure that only approved chemicals and substances are used at school and ensure that the appropriate safety information and risk assessment is available to the user;
- ensure that suitable and appropriate protective clothing is provided for staff and pupils who require it, and ensure that it is worn when necessary;
- ensure that adequate first aid treatment is available by the provision of a First-Aider or appointed person and ensure that first aid boxes are kept adequately stocked;

- ensure that accidents are recorded and where necessary, investigated and reported to the Council's Health and Safety Team as soon as possible and also reported to the Governing Body in the Headteacher's Termly Report;
- ensure that a record is kept of any communicable disease that is contracted, all acts of violence and bullying and that they are reported to the Governing Body as appropriate;
- ensure that fire procedures are planned and are rehearsed at least once per term;
- ensure that fire equipment, fixtures and exits are checked periodically and maintained to ensure that they are in working order;
- ensure that adequate welfare facilities are provided and maintained for staff and pupils;
- ensure that periodic safety inspections of the school are carried out;
- ensure that there is consultation with staff on matters of health, safety and welfare;
- ensure that contractors working in the school, report to him/her before work commences in order to ascertain work details and agree safety procedures;
- ensure that in his/her absence, health and safety duties are delegated as appropriate;
- ensure that there is a regular appraisal of the school's health and safety performance;
- ensure that risk assessments are undertaken and reviewed as appropriate; and
- review and up-date this Health and Safety policy as appropriate.

Teaching and Non-Teaching Staff

All Teaching and Non-Teaching Staff shall, where appropriate and so far as is reasonably practicable

- ensure that the School's policies are implemented at all times;
- be responsible for their own health and safety and ensure that their acts or omissions do not adversely affect the health and safety of their colleagues, visitors, contractors and the pupils they supervise;
- ensure that equipment used at school is safe and presents no risk to health and ensure that any defects are reported immediately to the Headteacher so that the equipment can either be repaired or disposed of;
- in the event of a fire, ensure that all pupils know the fire procedure and are evacuated safely;
- in the case of an injury to a child, non-employee or member of staff, suitable first aid treatment should be available and the incident recorded in the relevant accident/incident book.
- ensure that all classroom-based activities are carried out in a safe and healthy manner;
- ensure that organised/scheduled playground activities are supervised as appropriate and ensure that any violent behaviour is stopped;
- ensure that pupils are adequately supervised during playtimes e.g. breaks, lunch-time;
- ensure that, whilst pupils are playing for a sports team, provision has been made for dealing with injuries and other emergencies;
- ensure that whilst transporting pupils by car, safety seatbelts are worn, booster seats are used (unless the child is being driven somewhere in an emergency) and the Council's guidelines are followed;
- ensure that when undertaking school trips and holidays, sufficient research, planning, precautions and supervision are undertaken as laid down in the Council's guidelines and Code of Practice. Where specialist instructors are engaged to lead pupils, the role of supervision must be discussed and agreed with the instructor;
- ensure that they do not bring into school any potentially dangerous article or hazardous substance without the expressed permission of the Headteacher;
- take appropriate action to make safe any dangerous condition caused by wet or icy weather;
- ensure that any agreed security provisions are carried out;
- co-operate with the Headteacher on all aspects of health, safety and welfare; and

- co-operate with the Headteacher in undertaking risk assessments for all activities with significant risks, to identify hazards and control measures and to communicate this information to all people who need to know.

Site Manager

The Site Manager carries the following responsibilities. These are recognised in the job description and are decided by the Headteacher.

- to ensure the maintenance of all plant and equipment and report any concerns to the Headteacher;
- to carry out daily inspection of premises prior to the start of the school day;
- to carry out weekly testing of fire alarms;
- to carry out monthly testing of emergency lighting, checks of fire doors and inspections of fire extinguishers (to ensure they are all accounted for and useable), maintaining records in the fire log book as required;
- to carry out ladder checks as appropriate;
- to complete any minor repairs that become apparent during the course of the day, or that are reported to him/her;
- to carry out emergency remedial work that is within his/her capability. If this is not possible, he/she will arrange for any necessary repairs to be carried out by a competent third party;
- to record all maintenance/repairs in written/digital log-book;
- to monitor cleanliness, waste disposal, storage and use of materials & chemicals;
- to take water temperatures to ensure statutory requirements to control legionella bacteria are being met;
- to use tools that are provided to assist with a task;
- to monitor communal and external areas termly;
- to ensure the security of the premises and its contents. This will include locking and unlocking doors, fire escapes and gates, and emergency call-out as appropriate;
- to maintain lighting, heating and the cleanliness of the school. This will include replacing light bulbs/tubes, boiler monitoring/operation, supervising school Cleaners, a degree of cleaning and minor grounds maintenance;
- to identify any hazards associated with the role of Site Manager that haven't already been risk assessed and bringing them to the attention of the School Business Manager/Headteacher;
- lifting and moving equipment and supplies e.g. furniture, equipment, stationery, deliveries, milk etc;
- to grit access and egress routes to and from the school during periods of snow, frost and ice;
- to monitor Contractors when they are working in school;
- to liaise with and monitor any third party using the school building and/or grounds outside of specified hours e.g. brownies, football.

Relief Caretakers cover in the event of a resident Site Manager being sick or on annual leave. Their responsibilities are: -

- unlocking and opening the school in the morning;
- locking and unlocking of vehicular access gates during specified times;
- to maintain lighting, heating and any Site Manager cleaning duties;
- to assist with any deliveries and moving of supplies etc., around school;
- minor maintenance duties;
- any other reasonable duty e.g. evening lettings, bank duties, etc.

Pupils

All pupils must: -

- co-operate with Teachers and school staff on health and safety matters;
- not interfere with anything provided to safeguard their own health and safety;
- take reasonable care of their own health and safety; and
- report any health and safety concerns to a Teacher.

In addition, union appointed safety representatives are entitled to investigate any accident / incident occurring, any potential hazard reported and to carry out safety inspections at a rate of one inspection per quarter.

Arrangements

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1.0 Health and Safety Risks Arising From our Work Activity

Risk assessments are undertaken by any assigned member of staff.

The findings of the risk assessments are reported to the Headteacher and relevant staff members.

Action required to remove / control risks are approved by Headteacher.

The Headteacher is responsible for ensuring the action required is implemented.

The Headteacher and Health & Safety Governor will check that the implemented actions have removed/reduced the risks.

Risk assessments are reviewed on a regular basis or whenever it is felt that the assessment is no longer valid. For example, when the work activity has changed, people change, regulations change, chemical components in a product have changed etc.

Risk assessments are kept in paper form in the Risk Assessment file in the office and electronically on the schools shared computer drive.

2.0 Consultation with employees

Consultation with employees is provided by: -

- Staff meetings.
- One to one's with Line Managers.
- Surveys e.g. stress.

3.0 Safe Plant and Equipment

The Headteacher and Site Manager are responsible for identifying all equipment that requires regular inspection, servicing and maintenance, both by school staff and by competent third parties e.g. play equipment, electrical equipment (floor buffers etc.) etc.

The Headteacher and Site Manager are responsible for ensuring effective maintenance procedures are drawn up.

The Headteacher and Site Manager are responsible for ensuring that all identified maintenance is carried out.

Any problem found with a piece of equipment is reported to the Headteacher and Site Manager.

The Headteacher and Site Manager will check that new plant and equipment meets health and safety standards before it is purchased.

No unauthorised electrical equipment will be used on school premises.

Portable electrical appliances are tested by a competent person regularly.

Where appropriate, residual current devices are used with electrical equipment.

Equipment will never be lent to anyone who is not employed by the school.

Equipment is only used by staff who have been trained to use it.

4.0 Safe Handling and Use of Substances

The Headteacher, Site Manager and Citywide will be responsible for identifying all substances that require COSHH (Control of Substances Hazardous to Health) assessments.

The Site Manager and Citywide staff will be responsible for obtaining product health and safety data sheets and for undertaking COSHH assessments. Further advice and information can be obtained from the school's Health and Safety Advisor (see section 5.0).

Citywide will be responsible for ensuring that all actions identified in the assessments are implemented.

Use of chemicals for teaching as set out in the national curriculum, will be done so in accordance with guidance and hazard cards produced by CLEAPSS - Schools Science Service.

The Headteacher, Site Manager and Citywide will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.

Citywide Managers and the Managers of the Caretaking Pool Crew are responsible for their own staff but they must liaise with the Headteacher of the school as the products are being used in the school building.

The Site Manager and Citywide will check that new substances can be used safely before they are purchased.

5.0 Information, Instruction and Supervision

The Health and Safety Law poster is displayed outside the staff room.

Health and safety advice is available from: -

Compliance Health & Safety
Business First,
23 Goodlass Road
Liverpool
L24 9HJ

Contact No: 0800 6128162

Email: compliancehealthandsafety.co.uk

For Council retained services only i.e. for major incidents/emergencies, health and safety intranet pages and reporting accidents/incidents to, please contact: -

Netsai Piki, Health and Safety Officer (SCC)
Isaac Yuusef, Health and Safety Officer (SCC)

0161 778 0338
0161 920 1019

The **Headteacher** is responsible for ensuring that employees working at locations under the control of other employers, are given relevant health and safety information. This information may need to come from the employers of the 'other' locations. There will be joint dialogue and joint responsibility with the other premise's manager (Duty Holder).

6.0 Competency for Tasks and Training

Induction training will be provided for all employees by **the Phase leader/ Line Manager**

Job specific training will be provided by:

- Teachers/Support Assistants – The Headteacher
- Site Manager/Cleaners – CityWide
- Competent external providers

Specific jobs requiring special training are:

- Site Manager e.g. water temperature testing, ladder inspections, manual handling etc.
- Manual handling (objects) / moving and handling (pupils)
- Cleaning – COSHH awareness
- Administration of medicines
- Fire Marshalls
- EVC
- SENCO
- Managing asbestos
- Preparing and/or handling of food on or off site
- First Aiders

Training records are kept by the **Business Manager** in the Health and Safety Key Documents file.

Training will be identified, arranged and monitored by the **Headteacher**, sometimes with the assistance of the school's Health and Safety Advisor.

7.0 Accident, First Aid and Work-Related Ill Health

The names of all First Aiders and their levels of qualification are displayed by each first aid box.

The first aid boxes are kept at:

Office, KS2 disabled WC, KS1 Disabled WC, Nursery, Reception, KS1 new building.

All accidents, injuries and cases of work-related ill health involving employees are to be recorded in the statutory accident book (BL 510), to comply with Social Security legislation. Pupils should have a separate accident book.

Accident forms are kept in the main office.

Head injuries are communicated to parents as soon as possible by text message or telephone and an accident slip is sent home with the child.

All accidents/incidents except minor scrapes and bruises, must be recorded using the Local Authority's intranet-based accident report system or by entering the data directly into the SAP.

Refer to accident reporting procedure for guidance on which accidents, diseases, dangerous occurrences and lost-time incidents to report, when and how.

The **Headteacher** is responsible for investigating accidents. The more serious or potentially serious accidents/incidents will be investigated by the school's Health and Safety Adviser if required and a thorough accident investigation report will be prepared.

The **Headteacher/Governing Body** are responsible for acting on investigation findings to prevent a recurrence.

The **Headteacher** is responsible for investigating work-related causes of sickness absences.

8.0 Monitoring

To check working conditions, and ensure safe working practices and policies are being followed, we will: -

- Carry out classroom inspections termly.
- Carry out external inspections and inspections of communal areas termly.
- Conduct a full walk-round inspection annually with the H&S Governor, the Site Manager, the Headteacher (or nominated representative), SBM and the school's Health and Safety Adviser (if required).
- A comprehensive health and safety audit will be undertaken at least every three years by the school's Health and Safety Advisor and 'statutory document' checks will be carried out annually.

9.0 Emergency Procedures – Fire and Evacuation

The **Headteacher** is responsible for ensuring the fire risk assessment is undertaken and implemented.

The Headteacher will act in the role of the Fire Control Officer to oversee the evacuation process. **The Deputy Headteacher will act in this capacity in the Headteacher's absence.**

The names of designated Fire Marshalls are displayed in prominent locations around school and in classrooms.

Escape routes and exits are checked daily by the Site Manager.

All statutory checks are carried out and recorded in-house by the Site-Manager (weekly and monthly checks) and independent statutory checks are carried out by a competent third party twice a year.

Emergency evacuation / fire drills are carried out termly.

Records of all checks are kept in the 'Fire' file, located in the main office.

There is a partial and full invacuation/lock down policy in place and as well as an emergency evacuation policy. Lockdowns are also practiced in the event that someone should be trying to get into the school to cause harm, or there may be a significant risk that requires children to remain in their classrooms e.g. contaminated dust cloud, a medical emergency in school.

10.0 Visitors to School Premises

Any person visiting the premises is requested to make an appointment prior to the visit and to use the available signing-in system.

Identifiable visitors and other persons who may be affected include: -

- invited guests and visitors to the school;
- volunteers and students who may assist with teaching;
- parents and customers to events such as jumble sales / Christmas Fayres;
- users of school property outside of school hours such as an aerobics class or a football club;
- bus drivers or other persons encountered when going on an external trip or holiday;
- contractors at the school;
- Council employees such as peripatetic teachers, grounds maintenance staff, advisers, refuse collection operatives;
- deliverers of goods, meter readers;
- trespassers.

Any contractor arriving on-site for the purpose of undertaking work, must consider the asbestos register and the site plan. They must then sign the 'Authorisation to Commence Work' form whether they will be working near any asbestos or not.

All visitors will be issued with a visitor's badge which is to be worn for the duration of the visit.

On departure, visitors must sign-out.

11.0 Contractors and Safety

In the event of 'refurbishment and/or construction' work being undertaken on the premises, contractors will meet with the Headteacher, members of the Governing Body, School Business Manager, the Site Manager and the school's Health and Safety Adviser prior to the work commencing. Contractors will be provided with details about any hazard/risk that may affect them and school rules, evacuation etc., will be explained.

Risk assessment(s) and method statements should be provided by the contractor, prior to the commencement of the work and they must notify the **Headteacher** of any additional hazards they may create during the course of their work. Activities carried out by a contractor must not present additional risk to others in the vicinity of the work.

The **Headteacher** is responsible for checking (to the best of her ability,) the competence of any contractors that are not employed via the Local Authority. This is more likely with smaller jobs, but large projects can be managed quite safely in-house. The school's Health and Safety Adviser will assist with this if required.

Refer also to Section 21 – Asbestos.

Competence is demonstrated by following these general guidelines: -

- LA recommended contractor (pre-assessed);
- Proof of competence e.g. qualification certificates;
- Accredited health and safety schemes (e.g. CHAS, Constructionline);
- Membership / Accreditation by trade bodies (e.g. Gas Safety registered, NICE etc);
- Submission of suitable and sufficient risk assessments/method statements;
- Past performance, reputation and satisfactory work in School or other school location;
- Cost.

All contractors are required to sign in and wear a visitor's badge.

Contractors must not leave their equipment unattended.

The **Site Manager** is responsible for monitoring contractor's activities whilst on site.

Under no circumstances will contractors be allowed to use equipment belonging to the school.

12.0 Educational Visits / Extra Curricular Activities (in schools)

The Headteacher is responsible for ensuring that the Education Trips and Visits Code of Practice is followed.

The Educational Visits Co-ordinator for the school is Tom Tien-Rhimes.

Educational visits must be authorised by the **Headteacher** in advance.

The Headteacher or Departmental Manager will ensure that all appropriate information relating to the trip e.g. arrival/departure times, clothing requirements, contact numbers etc. is communicated to the parents of the children and that parental consent is obtained.

Adult supervision will be: -

Nursery: 1:2,

Reception: 1:4

Year 1 to 2: 1:6

Year 3 to 4: 1:8

Year 5 to 6: 1:10 / 1:15

(Note: The specified ratios above may have been recently removed and are now down to risk assessment and therefore up to the school to determine for each trip. EVOLVE may no longer need to be used for every trip.

Advice relating to educational visits can be obtained from: -

Mr Simon Willis
Tel: 01609 798864
Email: educationalvisits@northyorks.gov.uk

Refer to the Educational Trips and Visits Code of Practice for detailed procedures and guidelines.

13.0 Movement of Vehicles

Staff and visitors should park their vehicles in the designated car park.

Vehicular access will not be permitted when children are entering or leaving school.
Gates will be opened at 8.30am and closed at 9.15am.
They re-open at 3pm and are closed again at 4.30pm.

A speed restriction of 5 mph is in place within the school grounds.

14.0 School Security and Personal Security

Refer also to 'Section – 10.0 Visitors'.

Security of the school is maintained by: -

- Perimeter fencing;
- External Doors being locked during school hours;
- CCTV;
- Signposting;
- Security lighting;
- Gates are locked during the day.

The Site Manager or last key holder out is responsible for checking the locking of all doors and windows. The School buildings must be checked by the last person leaving, ensuring all windows and outside doors are secure. This is usually the Site Manager's responsibility and he has access to a mobile telephone for use in an emergency.

Staff working late should follow the 'lone working procedure'.

15.0 Occupational Stress

Occupational health services are provided by the Occupational Health Unit who are in part based at Salford Royal NHS Foundation Trust, Stott Lane, Salford M6 8HD ; Tel: 0161 206 5768.

If a Manager feels it is necessary to refer a member of staff to the Occupational Health Unit, he/she should contact a Human Resources Officer based within the Human Resources Department at Civic Centre in the first instance.

The health and wellbeing service can provide support for employees by offering a confidential stress counselling service, for both personal and occupational stress. Employees wishing to access the counselling service may do so by contacting 0800 919765.

16.0 External Groups / Activities

External groups currently using school premise vary from term to term, the School Business Manager has a current list displayed in the main office.

Refer to 'School's Responsibilities' in the lettings/hire contract for school's specific responsibilities.

17.0 Safety in the Community

Safety in the community is addressed by working with multi agency teams to support children and families. For example, police talks, fire-service seminars, topics in assembly etc.

Talks/seminars are planned across the year and are targeted as needed and/or as part of the broader curriculum.

18.0 Violence, Behaviour, Bullying and Harassment

Efforts will be made to train staff how to handle violent and aggressive situations.

The school will address good and bad behaviour, bullying and harassment involving pupils, staff and/or parents by implementing the school behaviour policy.

Refer to Behaviour Policy.

19.0 Site Manager

The role of the Site Manager is to ensure the smooth running and security of the school premises including maintaining it in a clean and hygienic condition. Not only does the Site Manager have to look after his own safety, but he has a major role in the safety of all the school population.

The Site Manager will be trained for all tasks that require specific training to carry out the task to the required standard e.g. water testing for control of legionella, handling chemicals, manual handling.

Appropriate equipment and tools will be provided to ensure tasks can be undertaken safely.

The Site Manager will maintain the repairs log book.

Any dangers associated with Lone Working have been identified and assessed (use the Lone Working checklist/procedure and refer to the model Lone Working Risk Assessment).

20.0 Medicines

Children with medical needs must be supported in school and can only be required to leave school for medical reasons if this is to receive emergency treatment or if their presence represents a serious risk to the health or safety of other children or school employees, for example if they are infectious. In these circumstances the **Headteacher** may send the pupil home after consultation with the pupil's parents. This would be an authorised absence not an exclusion.

Children may require support for short term and long-term medical conditions. Refer to the school's Medicines Policy for further details.

21.0 Asbestos

The school has had a full Management Survey (previously named Type 2) carried out.

An asbestos management plan is implemented in school.

Any asbestos that was classed as high risk has been removed and any remaining asbestos has been encapsulated and is monitored annually for signs of deterioration. Records are made and kept in the asbestos file.

The Asbestos Management Plan shall be reviewed annually.

22. Control of Legionella

The School recognises the need to carry out a risk assessment for Legionella. The Control of Legionella Approved Code of Practice (ACoP L8) and associated guidance (HSG274 – Part 2) has deemed the Headteacher to be the 'Responsible Person or 'Dutyholder' responsible for ensuring that this risk assessment has been made. In conducting the assessment, the Headteacher has appointed an external party, also defined as a Responsible Person, to assist her in meeting her statutory duties.

The risk assessment considers and evaluates: -

- clear allocation of management responsibilities;
- competence and training of key personnel;
- a description of the water system, including an up-to-date schematic diagram;
- an evaluation of the risk;
- safe operating procedures for the water system, including controls in place to control risks;
- monitoring, inspection and maintenance procedures;
- results of monitoring, inspection and any checks carried out;
- limitations of the legionella risk assessment;
- arrangements to review the risk assessment regularly and particularly when there is reason to suspect it is no longer valid.

The risk assessment **no longer** needs to be repeated every two years routinely and it must always be kept on the premises, however, it should be reviewed with the appointed third-party contractor on an annual basis. All temperature monitoring, cleaning, servicing and inspections are carried out by the third-party. These results are recorded and kept for five years.

~ END OF POLICY ~

Note: The employer has a legal duty to bring the policy to the attention of all members of staff and this is a way to ensure this happens. This will happen during induction and is signed off by phase leader / line manager.

