



# CANNOCK CHASE HIGH SCHOOL

A C H I E V E M E N T F O R A L L

## PREMISES MANAGEMENT POLICY

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### *Associated Policies and Documents:*

*Asbestos Management Policy/Plan*

*Legionella Management Policy/Plan*

*Physical Restraint and Reasonable Force Policy*

*Emergency Response for Staff*

## 1. Introduction and Context

Cannock Chase High School (CCHS) has a duty to ensure that buildings under their control comply with statutory and regulatory standards. In order to meet these obligations, the school has consideration for the buildings:

**Condition** – focusing on the physical state of the premises to ensure safe and continuous operations as well as other issues involving building regulations and other statutory requirements.

**Suitability** – focusing on the quality of the premises to meet curriculum or management needs and other issues impacting on the role of the school in raising educational standards.

The school premises are monitored by the Site Supervisor and caretaking staff, they liaise with the Headteacher and the Executive Business Manager who are responsible for Health and Safety in the School.

## 2. Scope

This policy applies to all sites which form part of CCHS.

## 3. Definitions

Premises in this context means a school or academy, together with its land and outbuildings.

## 4. Responsibilities

The Governing Body, as the duty holder, is primarily responsible for ensuring the proper maintenance and repair of the school. The Executive Business Manager is responsible for coordinating and overseeing maintenance and repair work.

The Site Supervisor, in conjunction with the Site Team, will identify and undertake all maintenance and repair work within the school, including securing and supervising any external contractor where necessary.

## 5. Premises Management Procedures

### 5.1 Asbestos

The Governing Body, in collaboration with the Headteacher, Executive Business Manager, and the Site Supervisor, will ensure that it meets its duty to manage asbestos in the school. The Executive Business Manager, together with the Site Supervisor, will ensure that an asbestos survey is undertaken by a qualified contractor whenever necessary with the outcomes recorded in an

asbestos register. The Executive Business Manager, in collaboration with the Site Supervisor, will ensure there is an Asbestos Management Plan to manage the risks to school staff and students regarding exposure to asbestos.

## **5.2 Water Supply**

The Site Supervisor will ensure that the school's water supply meets regulatory requirements by carrying out the appropriate checks at agreed intervals so that:

- The school has a clean supply of water for domestic purposes, including a supply of drinking water;
- Toilet facilities have an adequate supply of cold water and washbasins;
- Sinks and showers have an adequate supply of hot and cold water;
- Temperatures do not exceed 43°C as stated in legislation.

## **5.3 Toilet and Washing Facilities**

For students over 11 years of age one toilet per 20 students is considered to be sufficient and there is scope to reduce the number of washbasins where the washing facilities are shared.

Toilet and washing facilities will be planned to ensure that:

- Hand washing facilities are provided within the vicinity of every toilet;
- The facilities are properly lit and ventilated;
- They are located in areas that provide easy access for students, and allow for supervision by members of staff, without compromising the privacy of students.

Where possible, shower areas will be separate from toilets, and they must provide adequate privacy.

Disabled toilets will have a toilet, washbasin and where possible, a shower or washdown fitting.

Disabled toilets will have a door opening directly onto a circulation space that is not a staircase and can be secured from the inside.

Where possible, a number of facilities will be available, to ensure a reasonable travel distance which does not involve changing floor levels.

In order to be compliant with the Equality Act 2010, an Accessibility Plan and Access Arrangements Policy will be implemented to ensure the premises are fully accessible to students with SEND.

The Accessibility Plan will include the health and safety needs of students with SEND.

## **5.4 Drainage**

The Site Supervisor will ensure that there is adequate drainage for hygiene purposes and for the disposal of waste water and surface water by carrying out regular visual checks and calling in external drainage specialists should problems arise in this area.

## **5.5 Lighting**

Adequate lighting will be provided which allows the faces of staff and students to be visible to facilitate good communication.

Daylight will be given priority in all spaces.

Adequate views will be available to the outside, in order to ensure comfort and avoid eye strain.

Lighting controls will be easy to use.

Blinds or other window covers will be provided, in order to avoid glare or excessive sunlight.

External lighting will be provided to ensure safe pedestrian movement after dark.

Outdoor sports facilities will have floodlights if they are likely to be used out of school hours.

Emergency lighting will be provided for areas which are accessible after dark.

Students with SEND have additional needs that should be provided for. Some of these may include:

- Colour and contrast, which helps in locating doors and handles, stairs and steps;
- Glare will be avoided, including high gloss paint;
- Where possible, light sources, such as high frequency fluorescent luminaires, will be used to avoid subliminal flicker;
- Large areas of glazing will be clearly marked in order to avoid accidents.

## **5.6 Security**

The Executive Business Manager and the Site Supervisor will ensure that the school has adequate security arrangements in place for the grounds and buildings by ensuring that each building is securely locked and alarmed each night; that each building has a secure entrance; and that the school's perimeters are sufficiently secure.

The school's security arrangements are based on a risk assessment, regularly reviewed by the Executive Business Manager, Site Supervisor and Leadership Team, explicitly taking into account:

- the location of the school;
- the physical layout of the school;
- movement needed around the site;
- arrangements for receiving visitors;
- staff/student training in security.

## **5.7 Lettings**

The Executive Business Manager will ensure that premises used for a purpose other than conducting the school's main business are organised to ensure that the health, safety and welfare of students are safeguarded and their education is not interrupted by other users.

## **5.8 Weather**

The Site Supervisor will ensure that the school buildings provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground by conducting regular visual checks. Any issues identified will be relayed to the Executive Business Manager and appropriate action agreed.

## **5.9 Evacuations**

The Site Supervisor will ensure there is sufficient access so that emergency evacuations can be accomplished safely for all students, including those with special educational needs and disabilities (SEND), by ensuring that all exits are kept clear and unobstructed, and by carrying out regular checks.

## **5.10 Accessibility**

The Site Supervisor will ensure that access to the school site allows all students, including those with SEND, to enter and leave the site in safety by ensuring entrances are well maintained, unobstructed and wheelchair accessible.

## **5.11 Suitability**

The Executive Business Manager will ensure, as far as is reasonably possible, that the school premises have not been condemned by the Environmental Health Authority through reference to appropriate documentation.

The Executive Business Manager and Site Supervisor will further ensure that, in terms of the design and structure of school buildings, no areas of the school compromise health or safety.

## **5.12 Welfare**

The Executive Business Manager and the Site Supervisor will ensure that there are sufficient washrooms for staff and students, including facilities for students with SEND, taking into account that:

- All single and double sanitary fittings contain one or two washbasins respectively;
- The number of washbasins is at least two-thirds that of the toilets/urinals;
- Separate washrooms for girls and boys are provided for students and separate washrooms are provided for staff and students;
- Staff washrooms are adequate for the number of staff at the school;
- Changing facilities, including showers, provided for students are accessible from the playing field/sports hall where the exercise takes place.

The Executive Business Manager will further ensure that there are appropriate facilities in place for students who are ill, including:

- A room for medical or dental examination;
- A washbasin.

### **5.13 Fire Safety**

The Executive Business Manager will ensure that fire risk assessments are undertaken in order to identify the general fire precautions needed to ensure the safety of occupants of school buildings in the case of a fire.

Procedures will be in place for reducing the likelihood of fire, including fire detection and alarm systems.

The Executive Business Manager will ensure that staff and students are familiar with emergency evacuation procedures.

Risk assessments will be updated if there are any significant changes to the premises.

### **5.14 Catering**

The Executive Business Manager, in consultation with the catering contractor and Kitchen Manager, will ensure that where food is served, there are adequate facilities in place for its hygienic preparation, serving and consumption.

### **5.15 Cleaning**

The Executive Business Manager will ensure that classrooms and other parts of the school are maintained in a tidy, clean and hygienic state by monitoring standards.

### **5.16 Acoustics**

Learning spaces will be designed in a way to enable people to hear clearly, understand and concentrate.

There will be minimal disturbance from unwanted noise.

Some learning spaces, such as music rooms or open areas, will require higher acoustic standards.

### **5.17 Mechanical Services**

The Site Supervisor will ensure that the lighting, heating and ventilation in classrooms and other parts of the school are satisfactory in that:

- Each room or space in the school has lighting appropriate to its normal use;
- Each room or space in the school has a system of heating appropriate to its normal use;
- Adequate measures are taken to prevent condensation and noxious fumes in kitchens and other rooms.

This will be done through a programme of monitoring and systematic feedback from staff.

### **5.18 Maintenance**

The Executive Business Manager will ensure that there is a satisfactory standard and adequate maintenance of decoration by implementing the school's planned maintenance programme, including the statutory and best practice checks outlined in *Appendix 1*. Most maintenance work will take place during holiday periods, but smaller tasks may be completed during term time.

### **5.19 Furnishings**

The Executive Business Manager, in consultation with the Headteacher and relevant Directors of Learning Community, will ensure that the furniture and fittings are appropriately designed for the age and needs of all students registered at the school, including any SEND or students with medical conditions.

Consideration will be given to specific requests generated as a result of an annual departmental review of furniture and fittings conducted by the Site Supervisor.

### **5.20 Playing Fields**

Under section 77 of The School Standards and Framework Act 1998, playing fields are protected from development for academies. Any playing fields which have been in use for over 10 years are protected.

### **5.21 Grounds**

The Executive Business Manager, in consultation with the Headteacher, Deputy Headteacher and Director of Learning Community – Sport and Healthy Lifestyle, will ensure that there are appropriate arrangements for providing outside space for students to play and exercise safely.

The condition of all playground areas will be monitored by the Site Supervisor and deficiencies addressed.

### **5.22 Health and Safety Audit**

The Executive Business Manager will ensure that the school's premises are subject to a regular health and safety audit.

The Executive Business Manager and Site Supervisor will monitor that risk assessments are completed and reviewed annually for each department and as operational changes occur.

### **5.33 Financial Planning and Control**

The Executive Business Manager, Leadership Team and the Finance Committee will review requirements that arise from the premises management procedures and will integrate necessary works into the budget review process.

## **6. Contractors**

The Site Supervisor, in liaison with the Business Services Officer, will ensure that all contractors working on the school site are pre-qualified to ensure they have in place the correct professional qualifications for the tasks they are appointed to undertake, along with appropriate insurance and background checks (DBS, etc.). Records of checks will be maintained by the Business Services Officer.

The Site Supervisor will require contractors to provide Method Statements and/or risk assessments for works being undertaken, along with any other appropriate paperwork (Construction (Design and Management) regulations 2015, HSE F10's, etc.). The Site Supervisor is supported in this work by the school's external Property Services advisors for mechanical and electrical engineering and building surveying projects.

## **7. Commissioning of Large Projects**

For larger projects CCHS may determine that it would be appropriate to seek the specific appointment of a Building Surveyor or similar property professional to assist in the development of the scheme, normally based on the following supporting steps:

- Feasibility Study – checking the feasibility of the project and providing a budget estimate of cost.
- Specification – work with CCHS to produce a technical specification for the work.
- Tender – going out to tender to a number of appropriate contractors.
- Evaluation of Tenders – checking the validity and accuracy of tenders submitted, in conjunction with the Site Supervisor and Executive Business Manager.
- Site Management – regular site visits by appropriate property services professionals, to check the progress and quality of work to an acceptable standard and compliance with Health and Safety requirements and relevant legislation.
- Handover – accepting the finished project and supporting the Site Supervisor in carrying out snagging and testing to satisfactorily sign off the works as complete.
- Invoice check – checking the validity and accuracy of invoices.

## **8. Related Documents**

- CCHS Health and Safety Policy
- CCHS Health and Safety Risk Assessments
- The Control of Asbestos Regulations 2012
- The School Premises (England) Regulations 2012
- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- DfE (2000) 'Guidance on first aid for schools'
- DfE (2014) 'Health and safety: advice on legal powers and duties'
- DfE (2017) 'Managing asbestos in your school'



## 9. Monitoring and Review

This policy is reviewed annually by the Executive Business Manager and the Headteacher in conjunction with the Governing Body; any changes made to this policy will be communicated to all members of staff.

All members of staff are required to familiarise themselves with this policy as part of their induction programme.

<b>Implementation date:</b>	March 2023
<b>Last review date:</b>	
<b>Next Review date:</b>	March 2024
<b>Statutory Policy:</b>	No

## Health and Safety Audit

Aspect	Existing Document Y/N?	Requirement	Review Date
Access audit	Yes	Survey, report and access statement covering learning, teaching and physical access.	Annually (August)
Air conditioning	Yes	Dependent on refrigerant gas used, testing and servicing quarterly, six monthly or annually. Regular inspection required. ACEA – A/C Energy assessment every five years.	4-monthly (November March July)
Asbestos	Yes	Asbestos register and management plan.	Annual (November)
Car parking and vehicle/ pedestrian segregation	Yes	General risk assessment required.	Annual (Spring Term)
Building and grounds condition survey	Yes	Inspection of building and facilities for asset management planning (AMP).	5 yearly (2023)
Classroom assessment	No	Annual assessment with termly review.	Annually (August)
Control of substances hazardous to health (COSHH) risk assessment	Yes	For storage and use of any hazardous substances.	Ongoing
Display energy certificate (DEC)	Yes	Requirement for buildings with floor area over 1000m <sup>2</sup> to display the energy use of the school buildings.	Annually (May)
Duct hygiene (air conditioning, plenum heating)	Yes	Inspection and testing, thorough cleaning routine determined from testing/inspection results.	With air conditioning
Electrical - Portable appliance testing (PAT)	Yes	Safety checking and testing of electrical appliances.	Annually, alternate sites (August)
Electrical – Fixed wire testing	Yes	Testing of all fixed wiring boards and all distribution boards every three to five years.	5-yearly (2024)
	5-yearly	Testing of all distribution boards in mobile accommodation.	5-yearly (2024)
Electrical – Stage lighting	No	Annual test and inspection by a competent person.	Annually (April)
	No	Inspection and testing of portable dimmer racks with no fixed cabling, plugs, sockets, flexible leads every three months.	Annually (April)
Emergency lighting	Yes	Inspection and testing of system, monthly checks by the Site Supervisor to check functionality and battery discharge tests.	6-monthly (February August) Monthly
Extraction systems, including fume cupboards	Yes	Inspection and testing of dust extraction equipment.	Annually (November)
	No	Local exhaust ventilation.	n/a machinery disconnected
Fire risk assessment	Yes	Inspection and annual review, or whenever any changes are made that will affect the assessment.	Annually (April)
Fire alarm and detection systems	Yes	Weekly fire bell test, six monthly fire drill and annual service and inspection. Weekly inspection of BGUs?	Weekly 6-monthly (November May)
Fire doors	Yes	Check correct functioning regularly.	Monthly

Aspect	Existing Document Y/N?	Requirement	Review Date
Fire extinguishers and appliances	Yes	Inspection and testing of equipment, if a sprinkler is installed, this may need more frequent testing to comply with insurance requirements.	Annually (December)
First aid equipment	No	Regular checks recommended replenishing equipment/stock and replacing out-of-date items.	Termly
Floor plans	Yes	Up-to-date floor and roof plans are created when changes are made.	As required
Fuel oil storage	Yes	Plan of pipework and main isolation points annual update. Visual inspection and maintenance checks on all pipework devices.	6-monthly (September and March)
Gas safety	Yes	Inspection and certification, identification and location of gas equipment and supplies – update.	5-yearly (August 2026)
Gas appliance	Yes	Annual servicing for efficient operation and combustion.	Annually October
Gas pipework	Yes	Visual inspection and testing.	5-yearly (August 2026)
Glazing	No	Requirement to survey buildings to identify where safety glazing should be and ongoing checks that any replacements are with the required glazing.	April 2022
Hydrotherapy and swimming pools	n/a	Risk assessment updated annually.	n/a
Incoming services and isolation points	Yes	Do you know where your incoming water, gas and electrical mains are? This is useful for emergency planning in the case of an unexpected event.	As any changes occur and annually checked (August)
Lifts and hoists	n/a	Thorough examination, full maintenance and inspection.	n/a
Lightning conductors	n/a	Inspection and full test to assess adequacy of earthing, evidence of corrosion.	n/a
Mobile classroom stability	No	Structural inspection of mobile classrooms.	Annually (August)
Planned preventative maintenance (PMP)	Yes	Do you have a PMP in place for all your buildings, plant and equipment?	Annually (August)
	Yes	Do you have current servicing records?	As appropriate
	Yes	Do you carry out annual maintenance inspections?	Annually (August)
Fixed playground and gym equipment	Yes	Inspection and testing.	Annually (October)
Radon	Yes	Risk assessment carried out and updated as necessary.	Bi-annually November 2023
Shared premises	No	Risk assessment carried out and updated as necessary.	HVH and NHS to complete
Slips and trips	Yes	Risk assessment carried out and updated as necessary.	Annually Spring Term
Tree safety	Yes	Risk assessment carried out and updated as necessary.	5-yearly (2026)
Water hygiene and safety, legionnaires' disease – water systems, cold water systems	Yes	Risk assessment and management plan for setting control measures where risks of legionella are identified. Visual condition and compliance inspection. Tank condition and water quality checks will be regularly undertaken.	Bi-annually 6-monthly (September March) Monthly testing

Aspect	Existing Document Y/N?	Requirement	Review Date
Legionnaires' disease – Low pressure hot water systems	Yes	Visual condition inspection. Maintenance checks on all pipework, devices, valves, pumps etc.	Bi-annually (June 2023)
Water and surface temperature	Yes	Risk assessment and/or review.	Monthly
Workstation assessment	DSE Assessments	Analysis of all workstations to assess any health and safety risks.	Bi-annually (2023)
Working at height	Yes	Risk assessment.	Annually (Spring Term)
Working at height – Safety eye bolts and cradles	No	Inspection and testing.	Installation to be considered

## Asbestos Management Checklist

Criteria	YES	Further action needed
<b>Is the school management team aware who has the overall legal responsibility for the management and repair of the school buildings?</b> The responsibility for managing asbestos falls to whoever is responsible for maintenance and repair of the school premises – this is the duty holder.	Y	Awareness training across LT.
<b>Has the duty holder undertaken a management survey?</b> A management survey should identify what type of asbestos containing materials (ACMs) are present and where they are.	Y	Annual review.
<b>Does the management survey highlight the location of ACMs?</b> All areas of the school premises should be included: storerooms; yards; outbuildings; underfloor services; pipes; ceiling voids; corridors, etc.	Y	
<b>Has the duty holder assessed the potential risk from the ACMs?</b> The assessment should consider the condition of the ACMs, whether they are likely to be disturbed and the action that is necessary to manage the risks.	Y	
<b>Does the duty holder have a management plan detailing how to manage the risks from any ACMs at your school?</b> The plan should bring together all the available information. It should outline what is going to be done, when it is going to be done, and how it is going to be done – both reactive and planned checks. It should set out clear lines of responsibility.	N	Formal plan to be completed
<b>Are precautions in place to ensure that anyone who may disturb ACMs is provided with information about any asbestos present?</b> The precautions should ensure anyone in-house or who comes to undertake any work on the premises does not start before they are given the information about any asbestos present.	Y	
<b>Are any in-house staff, who may undertake maintenance work, adequately trained?</b> Training needs to be appropriate for the work.	Y	Refresher training for site staff (Annually)
<b>Awareness training</b> – this is for staff whose work could expose them to asbestos while carrying out their everyday tasks. Awareness training is not sufficient for staff planning to carry out any work on ACMs.	Y	
<b>Training for work with asbestos that does not require a licence from the HSE</b> – this is for staff who plan to carry out any work on ACMs where the likelihood of exposure is much higher e.g. installing cables in areas containing undamaged asbestos materials.	None	External contractors only. In house team do not work with ACM.
<b>Training for asbestos work that does require a licence from the HSE</b> – this includes most work of asbestos insulation, asbestos insulating board and lagging, including sealing and removal. Licensed contractors must carry out most work with these higher risk ACMs.	None	External contractors only. In house team do not work with ACM.

### Further Action Needed

Action required	Action taken	When	Initialled
Approval of Asbestos Management Plan required by the Board	Helen Daniel	December 2021	
Dissemination of plan to Site Services Team		December 2021	

## External Premises Checklist

Risk	How can the risk cause harm?	Potential impact if occurs 1-5	Are measures in place/adequate? √/X	What action needs to be taken?	Person(s) responsible for action
Defective floor (uneven, slippery, damaged)	Slips, trips, falls				
Liquid spillages	Slips, trips				
Trailing electrical cables	Trips, falls				
Open/broken windows	Cuts, injuries				
Damaged play equipment	Cuts, abrasions, injuries				
Access points	Trips, falls, fire risk, obstructed escape				
Fire	Property damage, smoke inhalation, burns, other physical injury				
Slipped roof tile	Trips, falls, cuts				
Broken glass	Cuts, injuries				
Dangerous objects in/on school field	Serious injury				
Dangerous work equipment (paint, ladders)	Trips, falls				
Car park	Serious injury				

Checks took place on: \_\_\_\_/\_\_\_\_/\_\_\_\_

Checked by: \_\_\_\_\_

Signature: \_\_\_\_\_

Date of next check: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Classroom Checklist

Hazard	Questions you should ask concerning your classroom environment:	Yes/ No:	Further action required:	
Movement around the classroom (slips and trips)	Is the internal flooring in good condition?			
	Are there any changes in floor level or type of flooring that need to be highlighted?			
	Are gangways between desks kept clear?			
	Are trailing electrical leads/cables prevented wherever possible?			
	Is lighting bright enough to allow safe access and exit?			
	Are procedures in place to deal with spillages, for example water and blood from cuts?			
	<b>For stand-alone classrooms:</b>			
	Are access steps or ramps properly maintained?			
	Are access stairs or ramps provided with handrails?			
Work at height (falls)	Do you have an 'elephant-foot' step-stool or stepladder available for use where necessary?			
	Is a window-opener provided for opening high level windows?			
Furniture and fixtures	Are permanent fixtures in good condition and securely fastened, for example cupboards, display boards, shelving?			
	Is furniture in good repair and suitable for the size of the user, whether adult or child?			
	Is portable equipment stable, for example a TV placed on a suitable trolley?			
	Where window restrictors are fitted to upper floor windows, are they in good working order?			
	Are hot surfaces, such as radiators, protected where necessary to prevent the risk of burns to vulnerable young people?			
Manual handling	Have trolleys been provided for moving heavy objects, for example computers?			
Computers and similar equipment	If you use computers as part of your job, has a workstation assessment been completed?			
	Have students been advised about good practice when using computers?			
Electrical equipment and services	Are fixed electrical switches and plug sockets in good repair?			
	Are all plugs and cables in good repair?			
	Has portable electrical equipment, for example laminators, been visually checked and tested at suitable intervals to ensure that they are safe to use? (There may be a sticker to show it has been tested.)			
	Has any damaged electrical equipment been taken out of service or replaced?			
Asbestos	If the school contains asbestos, have details of the location and its condition in the classroom been provided and explained to you?			
	Have you been provided with guidance on securing pieces of work to walls/ceilings that may contain asbestos?			

Hazard	Questions you should ask concerning your classroom environment:	Yes/No:	Further action required:
<b>Fire</b>	If there are fire exit doors in the classroom, are they unobstructed, unlocked and easy to open from the inside?		
	Is fire-fighting equipment in place in the classroom?		
	Are fire evacuation procedures clearly displayed?		
	Are you aware of the evacuation drill, including arrangements for any vulnerable adults or children?		
<b>Workplace (ventilation and heating)</b>	Does the room have natural ventilation?		
	Can a reasonable room temperature be maintained during use of the classroom?		
	Are measures in place, for example blinds, to protect from glare and heat from the sun?		

**Additional Issues:**

Additional issues:	Raised by	Confirmed by Site Supervisor (Y/N)	Further action identified:

**Further Action Needed:**

Hazards noted:	Action taken and when:

**Review:**

Name:		Classroom number:	
Job role:		Location:	
Signature:		Date:	



## Playground Risk Assessment

<b>Assessment conducted by:</b>	<b>Job title:</b>	<b>Covered by this assessment:</b> Staff, students, visitors and volunteers.
<b>Date of assessment:</b>	<b>Review interval:</b> Annually	<b>Date of next review:</b>

Related documents
Health and Safety Policy, First Aid Policy, Risk Assessment Policy, Site Safety Checklist

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	<b>Major</b> Causes major physical injury, harm or ill-health.	High (H)	H	Medium (M)
	<b>Severe</b> Causes physical injury or illness requiring first aid.	H	M	Low (L)
	<b>Minor</b> Causes physical or emotional discomfort.	M	L	L

Hazard/ Activity	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
				YES	NO
Maintenance		<ul style="list-style-type: none"> <li>Routine visual inspections of the playground and any equipment are conducted on a weekly basis by the Site Supervisor.</li> <li>The Site Supervisor uses the External Premises Checklist to conduct a visual assessment of the playground and equipment, and removes any litter and harmful objects, animal faeces, objects blocking pathways, poisonous plants, etc.</li> <li>The Site Supervisor conducts a weekly physical check to ensure stability of the equipment in the playground.</li> <li>The Site Supervisor conducts an annual inspection of playground equipment alongside an independent inspector to ensure overall safety.</li> <li>Any faulty equipment or dangerous/uneven surfaces are coned off immediately and are out of use.</li> </ul>			✓

Hazard/ Activity	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
				YES	NO
		<ul style="list-style-type: none"> <li>Any hazards or defects are reported to the Executive Business Manager or the Headteacher immediately.</li> <li>The Site Supervisor will organise appropriate repair for faulty equipment or dangerous/uneven surfaces.</li> </ul>			
Supervision and security		<ul style="list-style-type: none"> <li>The ratio of staff to students in the playground is 1:90.</li> <li>A lead member of staff is on duty during lunchtimes and break times.</li> <li>The lead member of staff checks that all gates are closed or locked at the beginning of duty and the upper site gate is manned to enable sixth form students to travel between Cannock Chase High School and Cardinal Griffin Catholic College.</li> <li>All members of staff remain alert to any students wandering near gates or off the premises; no student leaves the premises without an adult (except for sixth formers).</li> <li>All members of staff remain alert to any intruders or animals attempting to enter the school playground.</li> <li>Any areas that are identified as high-risk for students are out of bounds.</li> <li>Visitors are accompanied whilst on site unless they are granted Approved Visitors status by the Executive Business Manager, having successfully completed safeguarding checks.</li> <li>Any blind spots, due to walls, trees, etc., are identified and staff supervise from an alternative location in the playground.</li> </ul>			
Use of equipment and the playground		<ul style="list-style-type: none"> <li>Expectations of students' use of equipment is pre-determined and communicated to all staff and students.</li> <li>All staff are trained in the school rules on appropriate behaviour and how to deal with situations of bullying and violence.</li> <li>All supervising staff are familiar with the school's Anti-Bullying Policy and are trained in identifying and preventing bullying.</li> <li>All supervising staff are familiar with the school's Physical Restraint and Reasonable Force Policy.</li> <li>Appropriate storage areas are determined and any unfixed/loose equipment is put away after use, or at the end of every break/lunchtime.</li> <li>Staff who are supervising students keep a close eye on their use of any equipment.</li> <li>Any student who is identified as misbehaving is instructed to stop their play and appropriate discipline is actioned.</li> <li>Inappropriate games are banned.</li> </ul>			
Injury and health and safety		<ul style="list-style-type: none"> <li>Playground equipment and apparatus is regularly checked for defects and is formally maintained annually – supervising staff are trained in the reporting of defects.</li> <li>The number of students permitted to use apparatus at one time is controlled, enforced and made clear to students.</li> </ul>			

Hazard/ Activity	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
				YES	NO
		<ul style="list-style-type: none"> <li>• Equipment and apparatus used by students is age appropriate.</li> <li>• Students are encouraged to use alternative spaces to prevent over-filling of playground areas.</li> <li>• Students are not allowed to use apparatus when slippery or wet.</li> <li>• Students are set clear rules on using the equipment safely, e.g. footballs are only allowed in designated areas and play must be safe.</li> <li>• Students are only to use equipment for its intended use.</li> <li>• Students are informed about any unavoidable irritant plants, such as nettles, and warned not to touch them.</li> <li>• Students are taught not to touch any dangerous litter, such as glass and needles, and instructed to report any litter to a supervising staff member.</li> <li>• Students are taught not to touch any animals that wander around the school playground, or any animal waste, and to report it to a supervising member of staff.</li> <li>• Equipment for the safe removal of faeces is provided for Site Staff.</li> </ul>			
Response to accidents and injuries		<ul style="list-style-type: none"> <li>• At least one qualified first aider is readily available at all times.</li> <li>• First aid kits are distributed across the school site and a list of locations is displayed in Reception and within each teaching block.</li> <li>• All supervising staff members are made aware of how to contact the designated first aiders (via Reception).</li> <li>• An emergency response is pre-determined and communicated to all members of staff.</li> <li>• In the event of an injury, a first aider attends to the student immediately; emergency services are contacted if necessary.</li> <li>• All accidents and injuries are recorded and are used to inform future risk assessments.</li> </ul>			
Weather conditions		<ul style="list-style-type: none"> <li>• During adverse weather conditions, decisions are made by the lead staff member on duty in conjunction with the Headteacher regarding which areas of the playground, if any, are suitable for use.</li> <li>• An inspection of the playground is made by the person on duty before, during and after use in the event of adverse weather conditions.</li> <li>• If no or limited areas are suitable for play, students have their break/lunchtime as 'wet play' indoors.</li> <li>• In sunny weather, students are encouraged to bring and wear sunscreen and hats, seek shade and drink plenty of water.</li> <li>• In snowy/rainy weather, students are instructed to wear the appropriate outerwear and footwear.</li> </ul>			

## Premises Risk Assessment

Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Defective flooring Slips Trips Falls	Staff Students Visitors Contractors	Cuts abrasions, musculo-skeletal and other physical injuries. Fractures	<ul style="list-style-type: none"> <li>Condition of premises regularly checked by the Site Team.</li> <li>Prompt maintenance of defects is undertaken.</li> <li>Adequate external lighting is provided during working hours.</li> </ul>	LOW		✓
Liquid spillages Slips, Falls	Staff Students Visitors Contractors	Cuts abrasions, musculo-skeletal and other physical injuries. Fractures	<ul style="list-style-type: none"> <li>Supervision in use of liquids in class.</li> <li>All spillages to be dealt with immediately.</li> <li>Wet floor signs to be used when appropriate.</li> <li>Dry mop floors after cleaning up initial spillage.</li> <li>Appropriate footwear to be worn.</li> <li>Students, visitors etc. to be kept away from spill area during cleaning.</li> </ul>	LOW		✓
Items stored in corridor/ walkways Trips, Falls, fire risk, obstructed escape	Staff Students Visitors Contractors	Cuts abrasions, musculo-skeletal and other physical injuries. Fractures	<ul style="list-style-type: none"> <li>Regular inspection of corridor areas and access routes by the site team.</li> <li>Ensure that routes are clear of furniture/equipment/other obstacles.</li> <li>Ensure bags and coats are not blocking corridors/walkways.</li> <li>Designated storage areas to be used.</li> </ul>	LOW		✓
Trailing electrical cables	Staff Students Visitors Contractors	Cuts, abrasions, musculo-skeletal and other physical injuries. Fractures	<ul style="list-style-type: none"> <li>Trailing leads kept to a minimum.</li> <li>Sufficient outlets to support the range of equipment normally used.</li> <li>Use extension leads and adaptors only where necessary.</li> <li>Use of cable covers where cables are a trip hazard.</li> <li>Use nearest available socket to reduce need for extension leads.</li> <li>Multiple extension leads are not to be used.</li> </ul>	LOW		✓
Electrical equipment & sockets Electrocution Fire Electrical burns	Staff Students Visitors Contractors	Electrical shock Burns Fire	<ul style="list-style-type: none"> <li>Pre-use checks to be conducted by users.</li> <li>Electrical equipment subject to regular safety inspection and test ('PAT testing').</li> <li>All tested appliances to be labelled showing date tested/next test date.</li> <li>Fixed Installation testing/Fixed Wire Testing completed (5yearly min) and any remedial work actioned.</li> <li>Mains powered portable equipment protected by RCD to distribution board, wall socket or lead in higher risk situations, e.g., equipment used outside or in wet conditions, and for equipment where there is a risk of cables being severed.</li> <li>A system for reporting faults and taking equipment out of service is in place.</li> </ul>	LOW		✓

Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Hot Surfaces Hot water from taps	Staff Students Visitors Contractors	Burns/scalds/shock	<ul style="list-style-type: none"> <li>Hot surfaces in kitchen/server protected and warning signs are in place.</li> <li>Thermostatic mixing valves fitted to all sinks to which SEND students have access.</li> <li>Temperatures monitored (43°C max at outlets where vulnerable users have access).</li> </ul>	LOW		✓
Open or broken windows Falls, cuts, injury	Staff Students Visitors Contractors	Cuts, abrasions, musculo-skeletal and other physical injuries Broken bones Significant head multiple injuries	<ul style="list-style-type: none"> <li>Opening limiters fitted to windows above ground floor where risk of falling exists.</li> <li>Where windows open onto playground areas barriers/controls in place to prevent students running into them.</li> <li>All glazing in vulnerable areas (&gt;250mm wide and up to waist height in internal walls/partitions and windows, up to shoulder height in doors) are either filmed or safety glazing.</li> <li>All such glazing to be appropriately marked/etched.</li> <li>As replacement is necessary glazing to BS EN 12600.</li> </ul>	LOW		✓
Defective furniture/ equipment Injury	Staff Students Visitors Contractors	Cuts, abrasions, musculo-skeletal and other physical injuries	<ul style="list-style-type: none"> <li>Furniture and fittings must be regularly inspected and defects are reported to the site team.</li> <li>Staff are aware of arrangements for reporting the above.</li> </ul>	LOW		✓
Access/egress Trips, Falls, fire risk, obstructed escape Inadequate lighting of exit routes	Staff Students Visitors Contractors	Cuts, abrasions, musculo-skeletal and other physical injuries Fire evacuation hindered/unsafe access/egress	<ul style="list-style-type: none"> <li>Adequate space, circulation routes and emergency exits.</li> <li>Entrances and exits are clearly signed and well lit and kept free from obstructions.</li> <li>Arrangements in place to ensure access maintained in snowy/icy conditions.</li> <li>All escape routes should be sufficiently lit for people to see their way out safely.</li> <li>Extent of emergency lighting reviewed considering all areas of academy used outside of ambient daylight hours/without natural daylight.</li> <li>Ensure that all escape routes are adequately lit in event of a power failure.</li> </ul>	LOW		✓
Fire Property damage Smoke inhalation Physical injury Burns	Staff Students Visitors Contractors	Major injury Burns Property damage	<ul style="list-style-type: none"> <li>Detailed Fire Risk Assessment conducted and reviewed regularly.</li> <li>Rubbish not allowed to accumulate.</li> <li>Storage areas kept tidy.</li> <li>Layout allows for unrestricted movement and safe circulation.</li> <li>Staff familiar with evacuation procedure, location of nearest call point and extinguisher.</li> <li>Fire exits checked daily for obstruction/ease of opening.</li> <li>Fire alarm tested weekly, drills conducted termly.</li> </ul>	LOW		✓

Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
			<ul style="list-style-type: none"> <li>• Fire exits clearly marked and fire evacuation notices posted throughout site/in each classroom.</li> <li>• Fire doors checked regularly (self-closures operating, doors close freely etc.).</li> </ul>			
Service cupboards plant rooms Inappropriate use Fire Electric shock	Staff Students Visitors Contractors	Fire Major injury Property damage Electric shock	<ul style="list-style-type: none"> <li>• All such areas to be locked and access restricted to authorised persons.</li> <li>• Appropriate signage in place.</li> <li>• No general storage to be kept in such areas.</li> <li>• Adequate lighting available.</li> <li>• Firefighting equipment, detection etc. is in place.</li> </ul>	LOW		✓
Inadequate lighting/other welfare facilities	Staff Students Visitors Contractors	Dissatisfaction stress Fatigue Headaches Eye strain	<ul style="list-style-type: none"> <li>• Lighting sufficient for tasks.</li> <li>• Supply of wholesome drinking water through externally supplied and managed water fountains.</li> <li>• Adequate welfare facilities for staff and service users.</li> <li>• These are maintained in a clean state.</li> <li>• Hot water, soap and disposable paper towels provided.</li> <li>• Suitable sanitary disposal bins in place within female toilets and arrangements for sanitary waste collection in place.</li> </ul>	LOW		✓
Poor water quality	Staff Students Visitors Contractors	Infection disease Coliforms, legionella etc.	<ul style="list-style-type: none"> <li>• Legionella risk assessment conducted by competent person and Legionella log book completed.</li> <li>• Academy has identified little used outlets which are flushed regularly by the Site Services Team.</li> <li>• All taps run for several minutes after holiday periods.</li> <li>• Showers in use are disinfected / descaled quarterly.</li> <li>• Tanks/calorifier sterilisation conducted if required.</li> </ul>	LOW		✓