

2017

Health and Safety Actions and



A Ogle

Alderman Peel High School, Wells Primary
and Nursery School, Burnham Market
Primary School

Date: 30th January 2017

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Health and Safety actions and systems annual review

Wells Schools 2016 - 2017

Checklist	APHS who	APHS complete	WP&N who	WP&N complete	Notes
Grounds checks and procedures in place	EKO	Y	CGO	Y	Weekly checks in place
Annual check of PE equipment complete	EKO	Y	CGO	Y	
Annual check of playground equipment			CGO	Y	Annually - June
Annual check of Science equipment (gas / fume / extraction)	EKO	Y			Annually - Sept
Environmental Health Hygiene inspection kitchen	NNDC	Y	NNDC	Y	
All catering staff have had appropriate training (up to date)	SPA	Y	SPA	Y	
Annual check of Technology equipment	EKO	Y			Annually - Sept
BMP systems - PAT testing, electrical wiring, fire alarms	EKO	Y	CGO	Y	
Lone working guidance distributed to all relevant staff	AOG	Y	AOG	Y	
Handling money risk assessment	SPA		SPA		
DSE (VDU) risk assessments complete	BBR		BBR		
Annual General Risk Assessment	EKO	Y	CGO	Y	
Tree management checks as required	EKO	Y	CGO	Y	
Asbestos Register up to date and held at reception	EKO	Y	CGO	Y	
Workplace conditions Inspection form complete	EKO	Y	CGO	Y	
Fire Evacuation Template	AOG	Y	AOG	Y	
Oshens system used by all staff reminder	AOG	Y	AOG	Y	

Checklist	APH S who	APH S complete	WP& N who	WP& N complete	Notes
Legionella and Water Management check	EKO	Y	CGO	Y	
Weekly minibus checking systems	EKO	Y			
Annual Disability Scheme regulations checked and actioned	AOG	Y	AOG	Y	
Annual Fire Risk assessment for the school site	EKO	Y	CGO	Y	
Fire Log book up to date	EKO	Y	CGO	Y	
Fire alarm system checks	EKO	Y	CGO	Y	
Evacuation every term	AOG	Y	AOG	Y	
NOP and EAP for pool updated	KGI				
Codes of practice sent to staff (Tech, Drama, Art, Science, PE)	AOG	Y			
Primary code of practice distributed to all primary staff			AOG	Y	
Subject risk assessments complete (Tech, Drama, Art, Sc, PE)	AOG	Y			
Pool Plant Operators training up to date (site staff & lifeguards)	EKO	Y			
Lifeguard and teachers lifeguard qualifications up to date	KGI				
GEEP and PEEP checklist checked	KGI				
Swimming pool Code of Practice (part 2) signed	KGI				
Swimming pool Code of Practice (part 1) signed	KGI				
Swimming pool risk assessment (checklist) complete	KGI				
Site Manager training - asbestos, contractors	EKO	Y	CGO	Y	Update course required by EKO and CGO
Site team training up to date - manual handling, height, COSHH	EKO		CGO		To be checked
Record of staff with first aid qualifications	BTA / AOG	Y	BTA / AOG	Y	
Minibus Driver record (Wells Schools) 6 monthly	BBR		BBR		

Checklist	APH S who	APH S com plete	WP& N who	WP& N com plete	Notes
Caretaking code of practice signed	EKO		CGO	Y	
Hazardous Substance Risk assessment	EKO		CGO		
Food Standards being met	TCR	Y	LFR		
Annual Safeguarding Audit	AOG	Y	AOG		
Business insurance information to all staff - annual reminder	AOG	Y	AOG	Y	
Staff H&S rep walk with CGO, EKO	AWY		AWY		AOG to ask AWY
Prep for winter	EKO	Y	CGO	Y	

Author	Alastair Ogle
Ratification Date	
Review Date	
Signed Chair of Governors	
Date	
