



## Premises Documents / Records / Checks held by The Wells Schools Federation

Annual check of PE equipment
Annual check of playground equipment
Annual check of Science equipment (gas / fume / extraction)
Environmental Health Hygiene inspection kitchen
All catering staff training record
Annual check of Technology equipment
PAT testing, electrical wiring, fire alarms
Lone working guidance distributed to all relevant staff
Handling money risk assessment
DSE (VDU) risk assessments complete
Annual General Risk Assessment
Tree management checks as required
Asbestos Register up to date and held at reception
Workplace conditions Inspection form complete
Fire Evacuation Template
Oshens system used by all staff reminder
Legionella and Water Management check
Weekly minibus checking systems
Annual Disability Scheme regulations checked and actioned
Annual Fire Risk assessment for the school site
Fire Log book up to date
Fire alarm system checks
Evacuation records
NOP and EAP for pool updated
Codes of practice signed by staff (Tech, Drama, Art, Science, PE)

Primary code of practice distributed to all primary staff
Subject risk assessments complete (Tech, Drama, Art, Sc, PE)
Pool Plant Operators training up to date (site staff & lifeguards)
Lifeguard and teachers lifeguard qualifications up to date
Swimming pool Code of Practice (part 2) signed
Swimming pool Code of Practice (part 1) signed
Swimming pool risk assessment (checklist) complete
Site Manager training - asbestos, contractors
Site team training up to date - manual handling, height, COSHH
Record of staff with first aid qualifications
Minibus Driver record - 6 monthly
Caretaking code of practice signed
Hazardous Substance Risk assessment
Food Standards being met
Annual Safeguarding Audit
Business insurance information to all staff - annual reminder
Staff H&S rep walk with CGO, EKO