



Ark Paddington Green Primary Academy

HEALTH AND SAFETY POLICY

STATEMENT, ORGANISATION AND ARRANGEMENTS

POLICY INFORMATION

This is an ARK policy and is approved by the ARK Board. It is reviewed by the LGB.

Academic year	Designated Senior person	Deputy Designated Senior person	Nominated Governor	Chair of Governors
2017/18	ARK Facilities & Premises Manager			Anne Ewing

Policy review dates

Frequency of review: Annually

Review Date	Changes made	By whom
JULY 2018		ARK Board & LGB

Ratification by Governing Body

Academic year	Date of ratification	Chair of Governors
2017/2018		Anne Ewing

The Health and Safety Policy incorporates:

THE STATEMENT OF INTENT

Part 1

The declared commitment by the ARK Board to the health, safety and welfare of employees, pupils and other users of their premises

THE ORGANISATION

Part 2

The roles and responsibilities of those entrusted with the management of health and safety

THE ARRANGEMENTS

Part 3

The means by which the management of health and safety is achieved

THE APPENDICES

Part 4

Containing summaries of regulations, guidelines, advice, good practice etc.

CONTENTS

1	STATEMENT OF INTENT	5
2	PART 2.1- ORGANISATION-GENERAL	8
2.1	<i>Role of the ARK Board</i>	8
2.2	<i>Role of the ARK Central Team</i>	8
2.3	<i>Role of the Local Governing Body</i>	8
2.4	<i>Role of the Principals in all Academies</i>	9
2.5	<i>Role of the Health and Safety Committee/Safety Team</i>	9
2.6	<i>Role of Staff Representatives</i>	10
2.7	<i>Role of the Health and Safety Adviser</i>	10
2.8	<i>Audit and Inspection Schedule</i>	11
2.9	<i>Dissemination of Health and Safety Information</i>	11
3	PART 2.2- ORGANISATION-ACADEMY SPECIFIC	12
3.1	<i>Role of the Principals</i>	12
3.2	<i>Role of the Finance and Resources Director</i>	12
3.3	<i>Role of Premises Manager</i>	13
3.4	<i>Role of School Administrators/Academy Receptionist</i>	14
3.5	<i>Role of the IT Manager, Catering Manager, Heads of Science, Art, Music, PE and other Responsible Persons</i>	14
3.6	<i>Duties of Employees</i>	15
3.7	<i>Areas of Responsibility</i>	16
3.8	<i>Schedule of Reviews and Record Keeping</i>	18

ARK SCHOOLS

1 STATEMENT OF INTENT

The ARK Schools Board recognises and accepts that it is responsible for providing a safe and healthy environment for the staff employed across the network, for the pupils attending the academies and for other persons on network premises.

The Board will ensure that all reasonable steps will be taken to fulfil these responsibilities within the framework of the Health and Safety at Work etc Act 1974, the Management of Health and Safety Regulations 1999 and those other Regulations made under the Act. To this end, the Board have designated that the Principals/Headteacher have strategic oversight of each Academy's Health and Safety Organisation and Arrangements on its behalf and that each Academy's Principals/Headteacher is expected to reinforce the Board's intentions on Health and Safety. It furthermore recognises that it also has a corporate responsibility towards the network of Academies, its staff, pupils and others coming on to their premises.

Each Principals/Headteacher recognises and accepts that they are responsible for providing a safe and healthy environment for the staff employed in the Academy, for the students attending it and for other persons on the premises.

Each Principals/Headteacher has taken note of the implications of the Corporate Manslaughter and Homicide Act 2007 and the Health and Safety (Offences) Act 2008 and believe that its Health and Safety Management systems are duly in place and adequately rigorous. They will continue to monitor those systems with due diligence in respect of the health, safety and welfare of staff, pupils and anyone else who may be affected by them.

The Principals/Headteacher will ensure that within the Academy budgets there are adequate resources available to cover the cost not only of the planned maintenance of the grounds, buildings, plant and equipment in a safe condition but also, so far as reasonably practicable, of any emergency action necessary to ensure the health and safety of the occupants of the Academy premises.

The Principals/Headteacher will take reasonable steps to bring to the attention of each and every member of staff that

- under the Act, they have a personal responsibility for their own safety as well as for the safety of anyone who may be affected by their acts or omissions at work
- they must co-operate with their employers in fulfilling their duties under the Act and supporting legislation as well as under the Academy's Health and Safety Policy and
- they each read (and sign that they have done so) the Academy's Health and Safety Policy, including the statements about the **Organisation** and **Arrangements** through which the Academy Management and staff aim to fulfil the relevant requirements.

This Statement of Intent will be displayed in staffrooms, on the Intranet and in the main reception areas.

Signed: **Chairman of the ARK Schools Board**

Dated: **2017**

To be reviewed by: **July 2018**

ARK SCHOOLS
Part 1 – Statement of Intent

ARK Schools is responsible for providing a safe and healthy environment for all the staff it employs, for all pupils in its schools and for other people on ARK Schools premises.

The Board will ensure that all reasonable steps are taken to fulfil these responsibilities within the framework of the Health and Safety at Work Act 1974, the Management of Health and Safety Regulations 2003 and other Regulations made under the Act.

To this end, the Board has made each Principal/Headteacher responsible for strategic oversight of each Academy's Health and Safety Organisation and Arrangements on its behalf. Each Academy's Principal/Headteacher is expected to reinforce the Board's intentions on Health and Safety and accepts his or her responsibility for health and safety in their school.

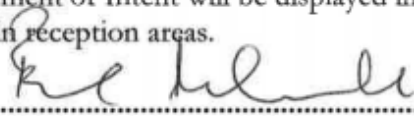
Each Principal/Headteacher has noted the implications of the Corporate Manslaughter and Homicide Act 2007 and the Health and Safety (Offences) Act 2008 and believes that Health and Safety Management systems in their school are in place and adequately rigorous. They will monitor those systems diligently.


The Principal/Headteacher will ensure that their school budgets provide adequate resources to cover planned maintenance of grounds, buildings, plant and equipment in a safe condition and also, so far as reasonably practicable, any emergency action needed to ensure the health and safety of the school occupants.

The Principal/Headteacher will take reasonable steps to bring to the attention of every member of staff that:

- under the Act, they have a personal responsibility for their own safety as well as for the safety of anyone who may be affected by their acts or omissions at work
- they must co-operate with ARK Schools in fulfilling their duties under the Act and supporting legislation as well as under the Academy's Health and Safety Policy and
- they must each read the Academy's Health and Safety Policy, including the statements about the **Organisation** and **Arrangements** through which the requirements will be fulfilled, and sign to confirm that they have done so.

This Statement of Intent will be displayed in staffrooms, on electronic filing systems and intranet, and in the main reception areas.

Signed:  **Chairman, ARK Schools**

Dated:  2014

To be reviewed by: May 2015

2 PART 2.1- ORGANISATION-GENERAL

2.1 Role of the ARK Board

- To accept its collective role in providing Health and Safety leadership
- To ensure all relevant Board decisions reflect its Health and Safety intentions as articulated in the Statement of Intent
- To ensure that Health and Safety risk management systems are in place and remain effective
- To ensure that all academies are adequately funded to meet their statutory health and safety obligations

- To receive a consolidated annual report on risk management issues, significant failures, outcomes of investigations (e.g. accidents, near misses), statistics and other health and safety issues
- To review the ARK Schools Health and Safety Policy annually

2.2 Role of the ARK Central Team

- To provide Health and Safety leadership, explain expectations and determine how the organisation and procedures will be delivered throughout the network
- To ensure all relevant network decisions reflect the ARK Board's Health and Safety intentions as articulated in the Statement of Intent
- To ensure that the necessary advice, resources and support are available to academy Principals/Principals including legislation updates
- To receive termly summary reports from Principals/Principals on significant health and safety issues, outcomes of investigations (e.g. accidents, near misses), completed actions to resolve previous issues
- To receive a consolidated annual report from Principals/Principals on health and safety statistics, risk management issues, any other significant health and safety issues together with an action plan for their resolution
- To present a consolidated network report annually to the ARK Schools Board on health and safety statistics, risk management issues, any other significant health and safety issues together with an action plan for their resolution
- To present an annual review of the Health and Safety Policy to the ARK Schools Board

2.3 Role of the Local Governing Body

(A Governor may be appointed to maintain, on behalf of the LGB, oversight of the management of Health, Safety and Welfare of staff and other persons on Academy premises)

- To accept its collective role in providing Health and Safety leadership, explain expectations and how the organisation and procedures will deliver them at the academy
- To ensure all relevant LGB decisions reflect the ARK Board's Health and Safety intentions as articulated in the Policy statement
- To receive copies of the two yearly Health and Safety Audit

- To receive reports from Principals/Principals of significant failures and outcomes of investigations (e.g. accidents, near misses), statistics and other health and safety issues
- To be informed by the Principals, Operations Director or equivalent or member of the Health and Safety Committee of relevant Health and Safety risk management issues, significant failures, outcomes of investigations outside formal meetings as considered appropriate
- To review the Academy's Health and Safety Policy annually and advise the Principals and ARK board of any necessary changes

2.4 Role of the Principals in all Academies

- To provide Health and Safety leadership, explain expectations and determine how the organisation and procedures will be delivered at their academy
- To ensure all relevant Academy decisions reflect the ARK Board's Health and Safety intentions as articulated in the Statement of Intent
- To ensure suitable instruction, training and information is available to staff within their academy
- To consult with staff in accordance with the Health and Safety (Consultation with Employee) Regulations 1996
- To receive reports from Operations Director/Staff/Safety Representatives of risk management issues, significant failures and outcomes of investigations (e.g. accidents, near misses), statistics and other health and safety issues
- To present termly summary reports to ARK Central on significant health and safety issues, outcomes of investigations (e.g. accidents, near misses), completed actions to resolve previous issues
- To present a consolidated annual report to ARK Central on health and safety statistics, risk management issues, any other significant health and safety issues together with an action plan for their resolution
- To review the Academy's Health and Safety Policy annually

2.5 Role of the Health and Safety Committee/Safety Team

The aim of the Committee/Safety Team will be promotion of co-operation between management and all employees at the Academy in achieving and maintaining a safe and healthy workplace for all users of the premises.

Within that aim the Committee/Safety Team will consider certain specific matters:

- accidents which have occurred since the previous meeting, and remedial action taken to prevent a recurrence
- arrangements of the next inspection of the premises, and matters arising from the previous inspection
- implementation within the Academy of safety instructions/ advice issued by the Health and Safety Adviser
- progress on remedying any specific hazards which may have been identified
- review, on an annual basis, of the content of the Health and Safety Policy and the monitoring of its implementation

The exact composition of the Health and Safety Committee/Safety Team will be determined by each individual academy but would include members of the Senior Leadership Team and Staff Representatives

2.6 Role of Staff Representatives

- to investigate potential hazards and dangerous occurrences at the workplace (whether or not they are drawn to his/her attention by the employees he represents) and to examine the causes of accidents at the workplace;
- to investigate complaints by any employee he/she represents relating to that employee's health, safety or welfare at work;
- to investigate to make representations to the employer about matters arising out of sub-paragraphs above;
- to make representations to the employer on general matters affecting health, safety or welfare at work of the employees at the workplace;
- to carry out inspections in accordance with the regulations;
- to represent the employees he/she was appointed to represent in consultations at the workplace with Inspectors of the Health and Safety Executive or of any other enforcing authority;
- to receive information from Inspectors in accordance with the Act;
- to attend meetings of safety committees/teams where he/she attends in his/her capacity as a safety representative in connection with any of the above functions.

("Workplace" in this respect means the place or places where the employees represented by the safety representative work or frequent in the course of their work. There is no legal right of access to premises or parts of premises handed over to contractors for work.)

Notification of Safety Representative Appointments

Recognised Trade Unions should notify the Principals/Headteacher of the details of all safety representative appointments and a record of this will be maintained by the Academy.

Time off and Facilities for Safety Representatives

The Academy will grant reasonable paid time off to enable safety representatives to carry out the duties set out above (Safety Representative of each recognised Trade Union and Staff elected Safety Representatives). It will also grant reasonable paid time off, subject to its Trade Unions Facilities Agreement and the 1996 Regulations, to enable Safety Representatives to receive health and safety training.

References –

Section 2(6) of the Health and Safety at Work etc Act 1974

The Safety Representatives and Safety Committees Regulations 1977

The Health and Safety (Consultation with Employee) Regulations 1996

2.7 Role of the Health and Safety Adviser

The Adviser will:

- carry out a full inspection of the Academy, annually, and submit a full written report, prioritising the issues identified
- review written procedures (audit)
- provide ARK Central and Academies with up-to-date health and safety information

The Adviser will if requested:

- *provide in-service training*
- carry out risk assessments
- review and advise on safe systems of work
- help draft and advise on policy
- *review policy*
- arbitrate on health and safety matters

2.8 Audit and Inspection Schedule

- Formal Health and Safety Inspection by H&S Adviser - Annually
- Formal Health and Safety Audit by H&S Adviser – Every 2 years

2.9 Dissemination of Health and Safety Information

All relevant information and reports will be made available to staff via the intranet, posted on notice boards or individually as appropriate.

3 PART 2.2- ORGANISATION-ACADEMY SPECIFIC

Responsibility for Management of Health and Safety at King Solomon Academy

Principals
Associate Principal
Deputy Principals
Operations Director
Premises Manager
IT Manager
Catering Manager
Heads of Departments; Science, Art, Music, PE
Educational Visits Co-ordinators
Primary/Junior/Secondary School Administrators
Academy Receptionist
Other Responsible Persons
Employees

3.1 Role of the Principals

- To manage the Health, Safety and Welfare of staff and other persons on individual academy premises with day to day management delegated to the Operations Director
- To reinforce the ARK Boards Health and Safety intentions as articulated in the Statement of Intent
- To be available to any member of staff to discuss and to seek to resolve health and safety problems not resolved at a lower level
- To encourage the staff's active participation in improving Health and Safety
- To consult with staff on the Health and Safety management system of the Academy
- To inform ARK Central of relevant Health and Safety risk management issues, significant failures, outcomes of investigations outside formal meetings as considered appropriate
- To provide a termly report to ARK Central on significant failures, outcomes of investigations (e.g. accidents, near misses), statistics and other health and safety issues

3.2 Role of the Operations Director

- To manage the Health, Safety and Welfare of staff and other persons on individual academy premises as directed by the Principals
- To act on behalf of the Principals on all Health, Safety and Welfare issues in relation to external bodies and agencies - HSE, Fire Brigade, Local Authority, Insurance Risk Manager, etc
- To be responsible for organising the Health and Safety Committee/Safety Team
- To liaise with the independent Health and Safety Adviser

- To arrange whole Academy H&S training, including Induction training and specific training for specialist staff
- To arrange Health and Safety Audits and Inspections as laid down in this Policy
- To investigate safety matters raised by staff or students and to take any necessary action
- To consult with the Principals for advice and guidance where his/her normal executive authority does not allow him/her to resolve the matter effectively
- To produce, for the Academy, a written Health and Safety Policy, ensuring (i) its implementation (ii) that all members of staff are aware of its contents and fully understand their responsibilities (iii) training is provided where necessary for Responsible Persons so that they can act with knowledge (iv) it is monitored and (v) revised as necessary
- To be available to any member of staff to discuss and to seek to resolve health and safety problems not resolved at a lower level
- To inform the Principals/ARK Central of relevant Health and Safety risk management issues, significant failures, outcomes of investigations as considered appropriate
- To take note of Health and Safety bulletins, instructions, etc., issued from time to time, ensuring that where required these are distributed and maintaining a file of all such material which is readily accessible to all employees
- To keep an up-to-date list of all safety representatives in the Academy, both teaching and support staff and of their training
- To be readily available to safety representatives and to co-operate with them so far as is reasonable in their efforts to carry out their functions
- To receive written reports from safety representatives concerning possible hazards and to respond in writing within a reasonable period of time
- To ensure that materials and equipment purchased are safe and without risk to health when properly used
- To ensure that the circumstances of accidents are properly reported, examined and recorded and that all reasonable steps are taken to prevent or reduce the likelihood of a recurrence
- To ensure that all occupants and visitors, including those who will be undertaking work on the premises, are made aware of any hazards on site and of when and where such work activities may affect the occupants
- To encourage the staff to actively participate in improving Health and Safety
- To consult with staff on the Health and Safety management system of the Academy
- To be responsible for other Health and Safety matters as reasonably requested by the Principals and as indicated in the Organisation and Arrangements contained in this Policy

3.3 Role of Premises Manager

- To be responsible for Health and Safety matters as reasonably requested by the Principals and/or Operations Director and as indicated in the Organisation and Arrangements contained in this Policy
- To monitor the safe maintenance of premises plant, machinery and equipment
- To ensure the safe maintenance and testing of the Fire Alarm as required by law and of the Intruder Alarm
- To ensure the drawing up and implementation of all relevant COSHH Assessments and Risk Assessments

- To ensure the H&S arrangements for those staff , students and visitors with special medical needs
- To be responsible for the appointment and monitoring of contractors (including in respect of H&S competence)
- To chair the Health and Safety Committee Meetings and ensure the Minutes are circulated and available to all staff
- To ensure the drawing up and implementation of all relevant Risk Assessments

3.4 Role of School Administrators/Academy Receptionist

- To be responsible for Health and Safety matters as reasonably requested by the Principals and/or Operations Director and as indicated in the Organisation and Arrangements contained in this Policy
- To organise and monitor the administration of First Aid
- To be responsible for Accident Reporting according to laid down procedures
- To ensure the statutory display of information (H&S poster, H&S Policy Statement, Certificate of Employer Liability Insurance etc)

3.5 Role of the IT Manager, Catering Manager, Heads of Science, Art, Music, PE and other Responsible Persons

- To take appropriate local action to remove or reduce hazards and risks and to avoid ill-health arising from work or work-related activities
- To receive reports of hazards from users of the area and to take steps, so far as reasonably practicable, to remove or reduce them
- To report to the Operations Director or Principals cases where their normal executive authority does not allow them to deal effectively with a hazard/ risk or where there is any doubt as to the practicability of a proposed solution and, where necessary, to take appropriate short term measures to maintain safety pending rectification
- To ensure that accidents are reported in accordance with instructions when so directed by the Principals and to establish the facts of any accident
- To co-operate with the Principals in ensuring that staff are aware of the contents of the Health and Safety Policy and any other information necessary on health and safety issues
- To ensure the appropriateness of all Risk, COSHH and Fire Risk Assessments
- To produce risk assessments relevant to their curriculum/area of responsibility and to monitor their implementation and to review them regularly
- To provide information, instruction and training on them
- To ensure the use of protective clothing and equipment where appropriate, and to ensure that this is properly maintained and renewed when necessary
- To ensure, within the remit of their responsibilities, that (i) employees new to the Academy are helped to perform their duties in a safe manner, (ii) pupils are able to work and move about safely in the Academy and (iii) all other persons, visitors, parents and contractors, are so able to do. In particular, to ensure that they have all necessary information on health and safety matters including, for staff, a copy of the local arrangements and the opportunity to read and discuss them before starting work.

3.6 Duties of Employees

- to take reasonable care of themselves and anyone who may be affected by their acts or omissions
- to co-operate with the Academy management in the interests of health and safety, e.g. fire drills, first aid, training
- a serious breach of Health and Safety may be considered gross misconduct and result in appropriate disciplinary action.

3.7 Areas of Responsibility

<u>Area</u>	<u>Managed by</u>
1. Accident Reporting and Recording	Operations Director
2. First Aid	Assistant Principal (pastoral care)
(a) Accidents involving blood	First Aiders
(b) Infectious Diseases	Principals
(c) Administering Medicines to students	Principals
3. Emergencies	
(a) Emergency Procedures and Drills	Operations Director
(b) Evacuation Notices and Signs	Premises Manager
4. Fire Fighting Equipment	
(a) Checking	Premises Manager
(b) Maintenance/Servicing	Premises Manager
5. Control of Substances Hazardous to Health	HoDs (or equivalent)/ Premises Manager
6. Electrical Safety	
(a) Mains	Operations Director
b) Portable Appliances	Operations Director
7. Gas Safety	Premises Manager
8. Smoking	Principals
9. Display Screen Equipment	Operations Director
10. Defect and Hazard Reporting	Premises Manager
11. Health & Safety Information	Operations Director
12. Risk Assessments	
(a) Equipment, activities, etc	HoY/ Premises Manager
(b) New and Pregnant Mothers	Operations Director
(c) Fire	Operations Director
13. Staff duty Rotas	Deputy Heads
14. Clear Passageway	Premises Manager
15. Security	Operations Director
16. Alarm Systems	Operations Director
17. Intruders	Operations Director
18. Violence to Staff	Principals
19. Academy Journeys and Outings	Head of trips
20. Minibuses, Coaches, Driving Permits, etc.	Operations Director/Head of trips
21. Parking	Operations Director
22. Storage	HoY/ Premises Manager
23. Manual Handling	HoY/Premises Manager
24. Contractors on Site	Premises Manager
25. Other Users	Operations Director
26. Water Quality	Operations Director
27. Hiring of Premises	Operations Director
28. Consultation with Employees	Principals
29. Work Experience	WE Co-ordinator
30. Work Equipment	HoY/ Premises Manager

- | | | |
|-----|--------------------------|---------------------|
| 31. | Asbestos | Operations Director |
| 32. | Work at Height | Premises Manager |
| 33. | Noise/ Vibration at Work | Premises Manager |

3.8 Schedule of Reviews and Record Keeping

Task	Frequency	Responsible Person(s)	Comments
Review of Health and Safety Policy Organisation and Arrangements	Every year and when required	Principals/ Operations Director	New Regulations, Codes of Practice, Academy Policies, etc may have to be added in the interim
Review of COSHH assessments	Every 2 years or whenever changes occur	HoY (or equivalent)/ Premises Manager (or equivalent)	Central record to be kept by Premises Manager; all contractors to provide COSHH information, if required
Record of water quality testing, temperature taking	As required by the Water Risk Assessment	Premises Manager	Training required for Site Management; log book must be kept
<u>Electrical Safety</u>			
Certification of fixed installations	As advised on current Certificate	Operations Director	Appliances to be categorised for testing according to vulnerability Only a Gas Safe registered person to do this
Record of maintenance inspections of fixed installations	As advised	Premises Manager	
Record of Portable Appliance Testing	6 mths - 4 yrs depending on usage/ according to Risk Assessment	Premises Manager	
Record of Gas appliance testing	At least once a year	Premises Manager	
<u>Fire Safety</u>			
Record of staff training	Keep up to date	Operations Director	
Record of nominated persons - "fire marshals"	Keep up to date	Operations Director	
Record of Fire Fighting appliances check	Monthly	Premises Manager	
Record of Fire Fighting appliances maintenance	Annually	Premises Manager	Contractor carries out
Record of Fire Alarm testing	Weekly	Premises Manager	Call points to be tested on a rota basis

Task	Frequency	Responsible Person(s)	Comments
Record of Fire Alarm and Battery back-up maintenance	6 monthly	Premises Manager	Contractor carries out
Record of Emergency Lighting tests	Monthly	Premises Manager	
Record of Fire Drills	Termly	Premises Manager	Log time taken, note problems, seek staff feedback/comments
Record of False Alarms	As required	Premises Manager	Note reasons
Review of provision	Annually	Operations Director	
<u>First Aid</u>			
Record of Accidents/ Injuries	As required	Assistant Principal - Pastoral/Administrators	To be tabled at Governing Body' meetings
Record of number of First Aiders and first aid stock	As required after assessment of needs	School Administrators	
Review of provision	Annually and as required	Assistant Principal - Pastoral	Need for replacement when a first aider leaves
Record of training of First Aiders	Keep up to date	Assistant Principal - Pastoral	Important for arranging re-training
Record of Manual Handling training	Keep up to date	HOY/Premises Manager	
Record of Display Screen Equipment assessments			
<ul style="list-style-type: none"> - designated users - visits to Optician - re-testing - claims - training 	<ul style="list-style-type: none"> Keep up to date As required As advised When necessary When carried out, attendee register 	Operations Director/Academy Receptionist	

Task	Frequency	Responsible Person(s)	Comments
- review of assessments	On changes and as required		
Record of Staff H&S Representatives	Keep up to date	Premises Manager	
Record of staff H&S Representative training	On changes	Operations Director/Premises Manager	Union and non-Union representation
Record of other H&S training	Keep up to date	Operations Director	
Record of Young Persons on Work Exp	Annually	WE Co-ordinator	Full details to be kept
Record of Asbestos visual check of condition	Termly or more frequently, if considered necessary	Premises Manager	Where vulnerable to damage
Record of journeys, outings, off-site activities, etc	On all occasions	Principals	Full details to be kept Risk Assessments to be made
Record of Risk Assessments	Keep up to date	Operations Director / Principals/ HoY/ Premises Manager	Central record to be kept by Premises Manager
Review of Risk Assessments	Every 3 years and as required		
Review of security arrangements	Annually and as required	Operations Director	
Record of incidents	Keep up to date	Operations Director/Premises Manager	
Record of maintenance of equipment	Annually		
Review of Smoking Policy	Every two years or when required	Principals	
Review of Policy on Special Medical Needs	Every 3 years or as required	SENCOs	
Record of students with Special Medical Needs	Annually or as required	SENCOs	
H&S Inspection Reports	Annually, as scheduled	Operations Director	
H&S Audit Reports	Every 2 years	Operations Director	
Record of all visitors on Academy Premises	Every occasion	Receptionist/ Premises Manager	Contractors should check in and out, recording time

