**Onboarding Checklist; Health, Safety and Compliance**

**Trust C Suite Responsible Person; COO**

School:

**Pre-Conversion**

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| Main H&S Statutory Compliance Documents | Completion Date |
| 1. Obtain latest asbestos survey.
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| 1. Obtain asbestos management plan (AMP) with annual review.
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| 1. Obtain contractor Asbestos survey review sheet.
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| 1. Obtain Fire Risk Assessment with annual review document.
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| 1. Obtain Fire extinguishers annual check by contractors.
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| 1. Obtain school condition survey **(and completed by whom LA/Diocese/STOCCAT).**
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| 1. Obtain maps of the school site and perimeter.
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| 1. Obtain information regarding PE/Gym equipment (annual inspection internal and external. Including fitness suite).
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| 1. Obtain information regarding passenger lifts (annual inspection).
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| 1. Obtain information regarding hoists and change beds (6 monthly inspection).
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| 1. Obtain Display Energy Certificate (DEC).
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| 1. Obtain information regarding a Glazing Audit (approx. 10 year).
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| 1. Obtain information regarding roller shutter systems and automatic gates (annual inspection).
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| 1. Obtain information regarding tree surveys (1-3 years on inspection or on competent person advice).
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| 1. Obtain information regarding external play equipment (mainly primary schools).
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| 1. Obtain information regarding movable walls inspections (annual inspection).
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| Electrical Items | Completion Date |
| 1. Obtain 5 Year Fixed wire and electrical testing certificates (unless advised it should be completed more frequently).
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| 1. Obtain information regarding portable Appliance Testing (PAT) (12 – 24 monthly on risk/advice of competent person).
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| 1. Obtain information regarding Fire Alarm and smoke detection systems (6 monthly inspection).
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| 1. Obtain information regarding emergency lighting and exit lighting (annual failed supply test).
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| 1. Obtain information regarding lightning conductor test (where fitted) (annual inspection).
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| 1. Obtain information regarding power pedestrian doors (automatic internal doors) (annual inspection).
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| 1. Obtain information regarding electric external gates (annual inspection).
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| Mechanical items  | Completion Date |
| 1. Obtain information regarding boiler servicing (annual inspection).
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| 1. Obtain information regarding gas pipework and soundness test (annual inspection).
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| 1. Obtain information regarding local exhaust ventilation (LEV)14 monthly but normally annual inspection.
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| 1. Obtain information regarding convector fans (annual maintenance).
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| 1. Obtain information regarding kitchen ventilation inspection and deep clean (annual).
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| 1. Obtain information regarding kitchen equipment and servicing (annual inspection).
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| 1. Obtain information regarding Legionella risk assessments (2 yearly review to determine if new assessment needed).
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| 1. Obtain information regarding Legionella monitoring checks (monthly temperature checks).
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| 1. Obtain information regarding the Legionella system:
* Chlorination
* Disinfection
* Showerhead cleaning (each quarter)
* TMV servicing (on risk normally 6 monthly)
* Water heater and cylinder check (annual inspection)
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| 1. Obtain information regarding air conditioning systems and air handling units (annual inspection)
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| Higher Risk or specilised Compliance Documents | Completion Date |
| 1. Obtain information regarding radioactive sources leak tests (annual) (Science) Secondary school.
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| 1. Obtain information regarding pressure vessels (Science and Food Tec) Secondary school.
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| 1. Obtain information regarding Fume Cupboard inspection (Science) Secondary school.
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| 1. Obtain information regarding DT Workshop equipment inspection and emergency stop inspection (annual) Secondary school.
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| 1. PFI Equipment responsibility clarification.
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| 1. Obtain information regarding Kiln inspection (ART) school (annual inspection).
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| 1. Obtain information regarding Drama Stage lighting and rigging (3 yearly).
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| 1. Obtain information regarding Theatre seating (movable) annual inspection.
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| 1. Obtain information regarding swimming pool plant, equipment and lighting (as per standard operating procedures).
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| 1. Obtain information regarding PE equipment inspection.
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| Contract information. Who provides the following services in school? | Completion Date |
| 1. Obtain information regarding the Gas provider.
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| 1. Obtain information regarding the Electric provider.
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| 1. Obtain information regarding the Grounds Maintenance.
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| 1. Obtain information regarding the Heating.
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| 1. Obtain information regarding the Air conditioning.
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| 1. Obtain information regarding the Fire risk.
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| General Health and Safety Documentation (required for a full H&S audit or review by the enforcing authorities) |
| Policy and information for staff  | Completion Date |
| 1. Obtain information regarding the H&S Policy and links to other H&S policies.
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| 1. Obtain information regarding the Staff induction checklist.
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| 1. Obtain information regarding the Staff Handbook (not statutory but recommended).
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| 1. Obtain information regarding the process for reporting H&S concerns (staff, Governors, Trust).
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| Fire log book | Completion Date |
| 1. Obtain information regarding the Fire evacuation plans.
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| 1. Obtain information regarding the Fire logbook – weekly / monthly checks (means of escape, emergency lighting, extinguishers, call points, flick test)
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| 1. Obtain information regarding the Fire drill records.
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| 1. Obtain information regarding the Copies of Personal Emergency Evacuation (PEEP).
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| Additional Site Manager or Caretaker logs | Completion Date |
| 1. Obtain information regarding the weekly flushing of infrequently used water outlets.
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| 1. Obtain information regarding the demonstration of internal /external risk checks and observation.
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| 1. Obtain information regarding the ladder register and formal checks (6 monthly internal inspection).
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| COSHH review and assessment | Completion Date |
| 1. Obtain information regarding the COSHH register for the caretaker, kitchen and science/DT departments.
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| 1. Obtain information regarding the material safety data sheets held for each department.
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| 1. Obtain information regarding the COSHH assessments.
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| First aid  | Completion Date |
| 1. Obtain information regarding the First aid needs assessment.
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| 1. Obtain information regarding the Records of Defibrillator and first aid box checks.
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| Lockdown  | Completion Date |
| 1. Obtain information regarding the Lockdown procedure.
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| 1. Obtain information regarding the Record of lockdown drills (highly recommended).
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| DSE assessments  | Completion Date |
| 1. Obtain information regarding the Records of DSE self-assessment or full assessment.
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| **School minibus /school drivers** | Completion Date |
| 1. Obtain information regarding Driver license checks.
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| 1. Obtain information regarding the maintenance records for the vehicle.
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| 1. Obtain information regarding the list of authorised drivers.
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| 1. Obtain information regarding the Pre-use checklist.
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| 1. Obtain information regarding the log book.
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| Training  | Completion Date |
| 1. Obtain information regarding the school H&S training matrix including; for example:
* First aid
* Work at height
* Risk assessment
* DATA training for DT Teachers
* NEAD training for Art training
* CLEPSS training for Science trainers
* EVC
* Manual handling
* COSHH awareness and risk assessment
* Fire safety including any specific e.g. EVACCHAIR
* Caretaker
* Fire warden
* Managing stress
 |  |
| Risk assessment  | Completion Date |
| 1. Obtain information regarding the premises risk assessments, including;
* Activity risk assessments
* Curriculum risk assessments
* Expectant mother
* DSE
* Lone work
* First aid needs
* Manual handling
* Work at height
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| Accident reporting  | Completion Date |
| 1. Obtain information regarding reporting procedures for school (for reporting, investigation and RIDDOR reporting).
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| 1. Obtain information regarding the Accident reporting form and minor injury log in primary schools.
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| 1. Obtain information regarding the details of any reportable accidents in the last 12 months (Copies of the RIDDORs).
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| School trips | Completion Date |
| 1. Obtain information regarding EVC details.
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| 1. Obtain information regarding the process for approving visits.
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**Post Conversion**

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|  | Completion Date |
| 1. Commence regular HSE meetings according to categorisation.
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