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

**Post Conversion**

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