

Occupational Health and Safety Policy and Management Manual and First Aid Policy

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Responsibility of:

Director of Finance and Operations

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1. Scope

Chelsea Academy is fully committed to meet the requirements of ISO45001 at the following address: Lots Road, London SW10 0AB. The provision of secondary education within an Academy environment; the provision of building and facilities management at Chelsea Academy including the management of supply chain partners, Mechanical & Electrical (M&E), cleaning and catering. The intended outcome for the OH&S management system is for the organisation to:

- Provide a safe and healthy workplace
- Prevent work related injury and or ill health
- Proactively monitor and improve OH&S performance
- Eliminate hazards and minimise OH&S risks
- Address management system non-conformities
- Fulfil legal and other requirements
- Integrate health and safety with wellbeing

2. Normative references

This document has been produced with reference to the BS ISO 45002 (Guidance for the Implementation of ISO 45001: 2018)

3. Terms and definitions

“acceptable risk”	Risk that has been reduced to a level that can be tolerated
“accident”	An incident that has given rise to harm
“continual”	Repetitive effort to address and improve
“controlled copy”	The issue of a document that will be updated whenever it is revised.
“controlled issue”	The issue of a document where proof of receipt is sought
“corrective action”	Action to eliminate the cause of a problem or issue
“hazard”	Source, situation or act with potential for harm to persons
“incident”	Events which can lead to harm
“management manual”	The documented health & safety system including other documented procedures
“management procedures”	The procedures documenting the health & safety systems
“management system”	The defined methods, practices and organisation to meet the health and safety requirements. The term “H&S Management System” is synonymous
“near miss”	An incident or action that could have resulted in injury or potential harm to persons.
“H&S”	Health & Safety

“preventive action”	Action to eliminate the cause of a potential problem or issue
“risk”	Combination of the likelihood and severity of an event
“risk assessment”	Process of evaluating risk
“the standard”	ISO 45001

Note: The words "shall", "must" and "will" denote a mandatory requirement and "should" denotes a recommendation. The word "may" denotes permission and is neither a recommendation nor a requirement.

4. Context of the Organisation

Chelsea Academy (A Science Academy) is a secondary school that is sponsored by both the Church of England and the Royal Borough of Kensington and Chelsea. The Academy has 1130 students and 140 staff.

4.1 Understanding the organisation and its context

As an education provider the Academy is required to provide a safe learning environment to deliver a curriculum prescribed by the Department for Education which may be affected by circumstances that might influence the implementation of the OH&S management system.

Internal issues that may influence the organisation's control of the OH&S system:

- Organisational structure, and roles.
- Policies and objectives.
- Resources
- Working conditions and organisational culture.
- Process for introduction of new products, processes, equipment.

External issues include:

- Local Education Authority regulations which the Academy must implement
- Political, Economic, Social, Technological, Legal and Environmental factors
- New contractors, suppliers, partners, services etc.
- National legislation

4.2 Understanding the needs and expectations of workers and other interested parties

Students, staff and other interested parties should be able to attend, learn, work, carry out activities, and collaborate in an environment that is compliant with ISO 45001.

The expectations of all interested parties is that the Academy has a management system in place that through risk-based thinking and checks to plan, do, check and act (PDCA cycle) within the context of the organisation to continually maintain and/or improve its OH&S through ISO 45001.

4.3 Determining Scope

Chelsea Academy is fully committed to meet the requirements of ISO 45001 at the following address:

Lots Road, London SW10 0AB.

providing a secondary education within an Academy environment; the provision of building and

facilities management at Chelsea Academy including the management of supply chain partners, Mechanical & Electrical (M&E), cleaning and catering.

Description

The OH&S management system is documented within this manual. The documented OH&S management procedures are listed in Appendix B.

This manual shows the relationship between the OH&S Management System and ISO 45001.

Implementation and Maintenance

It is recognised that documenting the OH&S management system is only the first step towards fully implementing its requirements. For this reason the DFO will brief all new and existing personnel on the requirements of the OH&S Management System and ensure full compliance through Staff INSET, CPD and OH&S Working Party meetings.

The effectiveness of the implementation is measured through regular scheduled inspections and internal audits (see Appendix C for scheduled audit plan) of the OH&S management system requirements by appointed personnel, as well as annual audit by a third party consultant. Where implementation is deemed inadequate then steps are taken to resolve the situation in a timely manner. Minor and Major non-conformities that are identified from the inspections and audits will be recorded and the progress tracked via (where appropriate) Management Review, Working Party, Spiceworks log. Preventative actions are recorded and tracked on (where appropriate) Management Review, Working Party, Spiceworks log.

New legal and other requirements, together with any updates on existing legal and other requirements that have a direct impact on the business will be recorded in the Legal Compliance Register. Evaluation of compliance is carried out twice a year in February and August to ensure the system is compliant to changes in legislation. The Register is revised on a 6-monthly basis and the Governors, Principal and Leadership Team will be informed of any changes to the Register via Management Review meetings, or immediately in urgent cases.

The OH&S management system as a whole will be reviewed during termly Management Review meetings where the completeness and effectiveness of the system and any steps necessary to improve it are discussed and actioned.

Whenever the OH&S management system is changed the DFO will confer with Governors and make all relevant personnel aware of the new or revised systems and monitor them through Staff INSET, CPD and OH&S Working Party meetings to ensure that they are implemented effectively.

4.4 OH&S Management System

Chelsea Academy has established this OH&S Management Manual, integrated procedures and forms to enable the implementation of ISO45001 and is compatible with its OH&S management system.

As an organisation the following steps have been taken to ensure compliance:

- a) All requirements of ISO 45001 have been specified within this document to ensure that all personnel concerned with its operation are aware of the requirements.
- b) The DFO oversees the implementation of the H&S management system, with the support of all personnel.
- c) Termly management review meetings will be held to review the implementation of the requirements and identify any actions that are required to maintain and improve the system.
- d) The organisation will report, track and remedy issues through Spiceworks to ensure continual compliance and improvement.

The scope to which this OH&S management system will be applied is defined as all operations which it conducts at and from the address stated in section 1.

5 Leadership and worker participation

5.1 Leadership and Commitment

Top management demonstrate leadership and commitment to the OH&S management system by:

- Being responsible overall and accountable for the prevention of work-related injuries and ill health, as well as the provision of safe and healthy workplaces and activities
- Facilitate and communicate to promote a positive culture and continuing improvement
- Promote internal and external communication through to all levels
- Promote the reporting of incidents, near misses, accidents to inform top management and influence changes
- Provision for working parties and committees

5.2 Occupational Health & Safety Policy

The DFO ensures that the policy is made known to all personnel including persons working under the control of the Academy and is available to interested parties upon request.

Policy Statement

The Academy, through the Board of Governors, is committed to ensuring so far as is reasonably practicable that it operates an integrated management system governing all aspects of the Academy H&S operations in compliance with ISO45001 certification. We are committed to continuous improvement in the health and safety of students, staff, contractors and other interested parties by maintaining a framework for establishing, implementing and reviewing the OH&S to drive improvement forward.

This document is both the OH&S Manual and Policy. Its aims are to:

- Provide a framework for setting H&S objectives
- Provide users of the Academy who enter the premises during the course of their business or course of education with a safe and healthy environment for the prevention of work related injury and ill health where risks are minimised.
- Eliminate hazards and reduce OH&S risks
- Continuous improvement of the OH&S system
- Consult and promote worker participation
- Fulfil legal and other requirements

The Academy has the ultimate responsibility for the implementation of this Policy and through the Board of Governors will ensure that the requirements of health and safety legislation are established.

The Academy's objectives are, so far as reasonably practicable:

- To maintain and continue to strengthen the positive health and safety culture in the Academy by 31 July 2026, helping to protect students and staff from work-related illness and injury. This will be measured by:
 - termly reporting to the Finance, Risk and Audit Committee to demonstrate continued reporting of incidents and near misses and termly interview with key staff to confirm that they continue to report incidents and near misses;
 - root cause analysis performed where risk rating is greater than 6 demonstrating that incidents and misses are thoroughly investigated and appropriate follow-up actions taken;
 - open communication regarding H&S issues measured by half-termly reporting of health and safety issues on the CALC;

- good level of staff engagement at annual update/ H&S quiz;
- termly H&S Working Party meetings to be attended by Principal, DFO, Corporate Services Manager, Site Manager, and at least 3 CLs; and
- sharing of any key lessons learned after drills and practices.
- To continue to commission a fire risk assessment from an appropriate third party following any significant change with any resulting recommendations completed in line with timelines agreed with the report author.
- To embed knowledge and understanding of evacuation and lockdown procedures by 31 July 2026. This will be measured by the communication of IMEC to staff, the completion of three fire drills and one lockdown practice by 31 July 2026 and evidence of lessons having been identified and appropriate action plans being in place.

The success of this policy is dependent upon the cooperation of every interested other party such as subcontractors and consultants and their employees who have a legal duty to:

- take reasonable precautions in safeguarding the health and safety of themselves and others.
- observe all health and safety rules and procedures as laid down by their Academy and use all health and safety equipment provided.
- alert management to any potential hazard that they have noticed and report all accidents or incidents that have led, or may lead to, illness or damage.

Chelsea Academy complies with the requirements of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and is fully committed to meet the requirements of ISO 45001 and all other relevant legislation, so far as is reasonably practicable.

This policy will be monitored to ensure it is effective and will be regularly reviewed and revised as necessary.

5.3 Roles, Responsibilities and authorities

Role of the Governing Board

Although the Principal is responsible for ensuring that the H&S strategy and organisation of Chelsea Academy is clearly defined and implemented, overall responsibility for H&S, risk management, strategy and implementation lies with the Governing Board. The Governing Board should set the tone and influence the culture of H&S and risk management, support the Principal and key H&S personnel in achieving H&S objectives. They should review annually the Academy's approach, approve changes or improvements to key elements of H&S processes and procedures and approve major decisions affecting the Academy's risk profile or exposure.

See Appendix A for the Academy management structure. The following personnel are based within or working from the Academy.

The Principal and Leadership Team

The Principal is responsible for:

- ensuring that the H&S strategy and organisation of Chelsea Academy is clearly defined and implemented to ensure an effective and operational H&S management system is in place, and
- directs regular emergency practices and where appropriate, other evacuations procedures on a termly basis

Director of Finance and Operations (DFO)

The DFO is responsible for

- setting up and implementation of the H&S management system, making sure it is compliant with all up-to-date legislations and any other requirements,

- develop relevant procedures, and ensure documents are controlled,
- organise regular audits,
- liaise with relevant personnel to carry out Risk Assessment and COSHH (Control of Substances Hazardous to Health) assessment and review CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services),
- propose objectives and targets to the Principal and Leadership Team and
- present H&S performance on annual management review.

Corporate Services and Branding Manager

The Corporate Services and Branding Manager assists the DFO in implementing and maintaining the OH&S management system by:

- Carrying out risk assessments.
- Acting as lead buddy to contractors,
- conduct health and safety briefings and issue work permits.
- internal audit review and
- H&S training for all staff members.

OH&S Working Party

The OH&S Working Party meets termly and is responsible for: carrying out and reviewing H&S risks in the Academy, its equipment and activities; ensuring staff conduct their daily work in a safe manner; relaying all relevant information, including near-misses and incident reports, brought up by staff, students and other interested parties to the DFO and other attendees at the OH&S Working Party and vice versa.

The Working Party is also responsible for reviewing:

- risk assessments in maintenance-related work, as well as the installation, scheduled maintenance and repairs on all equipment;
- risk assessments and data sheets in the Science Laboratories and Technology and PE departments and their activities, as well as COSHH assessments on all raw materials and finished products.

Attendees of the OH&S Working Party include the Principal, DFO, Corporate Services and Branding Manager, Site Manager, Curriculum Leads for Science, Technology and PE, and Union Representatives.

General Staff and Site Team and Contractors

Responsible for day-to-day implementation of the relevant procedures and ensuring any necessary changes/preventative actions to the procedure, first aid ill health, incident or new hazard/risk arising in the working environment are reported to the DFO, Corporate Services and Branding Manager or the Working Party using an incident report form available on the CALC.

Incident Marshals

In the case of fire or major incident, they are responsible for checking designated areas to ensure everyone has vacated, use fire-fighting equipment to tackle the fire if it is safe to do so, encourage others to use the most appropriate escape route, shutting down fatal or dangerous equipment, assist fire and rescue service on arrival and perform a supervisory/management role in any incident situation

HR (Health, Safety and Return to Work)

HR is appointed to take care of all employees in terms of health checks, safety and return to work.

5.4 Consultation and participation of workers

The OH&S system should ensure there are clear lines of communication, consultation and

participation of workers with allocated time and resources. Documenting on a regular basis using Google forms and Spiceworks. Some of the methods for promoting consultation and participation of workers is:

- OH&S issues are part of the agenda of LT meetings
- OH&S Working Party with core staff and additional staff representatives on a rolling/area of emphasis basis
- Identification and elimination of hazards
- Training
- Safe systems at work and in lessons using CLEAPSS for science and technology
- Incident and near miss reporting scheme using root cause analysis when there are incidents
- Communication using Staff CPD, Inset, CALC and Working Party feedback

6 Planning

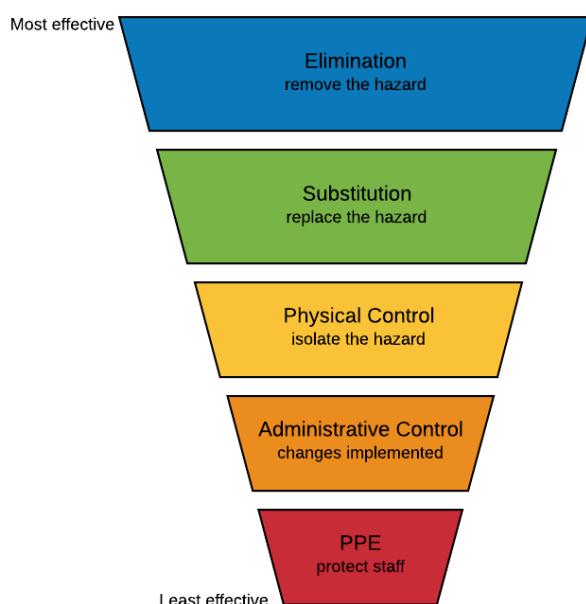
6.1 Actions to address risks and opportunities

Top management will set out long term objectives based on feedback and findings from the following sources:

- Elimination of risks by competent persons identifying them using risk assessment [Google form](#), Spiceworks, [incident report Google form](#), OH&S Working Party feedback and [permit to work for external contractors](#).
- Implementing changes to remove or replace the hazard once it has been identified
- Implementing CLEAPSS H&S guidelines for lessons in Science and Technology
- Using Evolve for Academy trips and visits.
- Using Spiceworks to proactively administer, track and resolve the reporting and identification of day to day issues that cause risks.
- Using root cause process following the reports of incidents and near misses on Google form as a means of investigating, recording, tracking and eliminating risks

6.1.1 General

Structure of hazard risk controls:



6.1.2 Hazard Identification and Assessment of Risks and Opportunities

6.1.2.1 Hazard identification

The DFO shall ensure that all hazards associated with the Academy's activities are assessed for risk so that precautions can be identified and actioned. Staff and other interested parties can use this [Google form](#) to identify hazards and assess risk to themselves and others.

Note: The following aspects will be considered for risk assessment when carrying out an internal audit:

- a) Routine and non-routine activities
- b) Hazards originating externally to the workplace
- c) Work operations including contractor activities
- c) Use of infrastructure, equipment and materials
- d) Whenever change occurs to systems, processes, equipment, personnel, materials etc.
- e) Changes in legislation
 - Normal and abnormal situations and potential incidents
- f) Contractors and visitors to the workplace
- g) The capabilities of personnel including human behaviour

6.1.2.2 Assessment of OH&S risks and other risks to the OH&S management system

Assessing risk can be completed by a competent person who is directly involved in the process prior to the activity taking place:

- Using risk assessment [Google form](#)
- Using CLEAPSS H&S guidelines for lessons in Science and Technology
- Using Evolve for Academy trips and visits
- Internal Audits with use of minor and major non-conformity identification

6.1.2.3 Assessment of OH&S opportunities and other opportunities to the OH&S management system

Opportunities for OH&S assessment and OH&S management system are:

- Changes in H&S legislation
- Membership to accredited organisations
- DfE legislation
- Training through iHasco and other providers
- Membership to staff wellbeing service
- Membership to occupational health services
- Changes to the local environment
- Changes of students' staff and other interested parties' needs

6.1.3 Determination of Legal and Other Requirements

The DFO determines all relevant H&S legislation with reference to the HSE website (<http://www.hse.gov.uk/legislation/index.htm>)

and any other service twice a year and where required. In addition, the Third Party Consultant provides the Academy with legal advice in general legislation which includes Health and Safety. A legal and other requirement register is drawn up and maintained. The evaluation of compliance of legislations and other requirements is carried out twice a year in April and October when new legislations/updates are released. Where actions are generated from the evaluation of compliance, they are raised in the Spiceworks log to help tracking and completion progress.

Updates made to the register are listed in the Health & Safety legislation section of termly Management Review meetings to ensure the Principal and Leadership Team is aware of all relevant changes that may have a direct impact on the business. All relevant personnel and other parties will be informed on the legal and other requirements that they must comply with by their departmental

managers before any work is commenced. Where the change of legislation and other requirements have led to a risk assessment revision, the DFO is to ensure all relevant personnel are aware of such revision and provide refreshment training whenever necessary.

6.1.4 Planning action

6.2 OH&S Objectives and Planning to achieve them

Chelsea Academy will set out and review its health and safety objectives and targets on a 3 time yearly basis (or more regularly if needs be) within the health & safety programme section of the management review meetings. Details of program dates and responsibilities will be defined in the management review meeting. The health & safety objectives will be aimed at relevant functions and levels within the business.

When setting objectives and targets the Academy will ensure that they are consistent with the H&S policy and ISO 45001 taking into account, financial, operational and business requirements as well as technological options and targets should be set to achieve objectives within an academic year.

In order to determine whether or not the objectives and targets are being met they will be measured, in the form of meeting minutes review, spiceworks log and WP meetings to allow progress to be monitored.

Implementation and Operation

Index of management processes is appended.

Resources, Roles, Responsibility, Accountability and Authority

The DFO has overall responsibility for the H&S management system and will assign personnel to the necessary duties outlined in this manual and make available all necessary resources to ensure that the management system is fully implemented.

Roles and responsibilities are defined and communicated through this management manual and any other referenced documentation and will communicate with all designated personnel to ensure that they are fully aware of their roles and what is expected.

6.2.1 OH&S objectives

Objectives are set during Management reviews and communicated to Governors and Leadership Team, Curriculum Leaders for contribution and ratification. These are communicated to staff through Insets and CPD.

6.2.2 Planning to achieve OH&S objectives

Planning actions to achieve OH&S objectives will be the introduction of control measures into the existing framework of OH&S and noted in points of 6.1.2 above.

7 Support

7.1 Resources

Resources to achieve the requirements of the OH&S management system will include human, natural, infrastructure, technological and financial resources.

7.2 Competence

The Principal and Leadership Team ensures that capable personnel with suitable qualifications and experience and training are employed on work tasks which have the potential to cause harm. Line

managers will take action to ensure that training requirements are met and that the effectiveness of training to meet requirements is monitored.

Defined methods of recruitment of full time and temporary/agency workers with capability to work on tasks will be followed. Ensuring that through induction they have an awareness of hazards of the environment and processes.

The DFO will liaise with Corporate Services and Branding Manager to ensure that all persons understand the importance of their training and experience and how they can work effectively to ensure safe working. She will also ensure that personnel are aware of the health and safety consequences of their work activities and the benefits of following safe working practices.

It is the duty of line managers to ensure that records of training, education, qualification and experience are maintained. Copies of training certificates are maintained and listed in the document control register.

7.3 Awareness

Awareness of the requirements of the OH&S system and each worker's own responsibility to protect themselves and others from exposure to hazards is achieved through induction, Inset, CPD and the CALC. These events are minuted in the Working Party OH&S meetings and on the CALC.

7.4 Communications

Communication

The Corporate Services and Branding Manager will ensure that all personnel including contractors, visitors and any other external interested parties are made aware of issues regarding health and safety. The Corporate Services and Branding Manager and H&S Working Party will act as the persons responsible for receiving, recording and responding to any health and safety communications. Important outcomes from communications are presented to The Principal and Leadership Team at termly Management Review meetings and to the rest of the Academy as and when required.

Participation and Consultation

Due to the size of the Academy the employer is able to consult employees directly on health and safety matters via departmental meetings, daily team meetings, team briefings and individual meetings. Employees are actively involved in incident investigation, hazard identification, risk assessment and the appropriate precautions to be taken. In monthly departmental meetings, all staff will have an opportunity to contribute towards the development and review of H&S policies and objectives.

Contractors and visitors are made aware of any changes that affect their H&S in an induction meeting that is carried out on their arrival on site. Contractors are required to supply public and employer's insurance certificates, H&S policy, method statements and risk assessments and those statements are checked both before and upon their arrival on site and at the start of the job, any non-conformances are addressed immediately. A permit-to-work system has been implemented for effective management of contractors on-site which is completed upon our request.

7.4.1 General

The Academy uses the [CALC](#) as its internal system of control for documented information and its [website](#) for external systems of control. Academy regulations, responsibilities, hazards, risk assessments, instructions, minutes, performance, investigation results are all forms of internal and external communication.

Communication occurs when staff are recruited, Induction, INSET, CPD, Leadership meetings, Middle Leaders Meetings, Departmental meetings, Briefing to all staff each Monday morning, OH&S Working Party meetings, information posted daily on the CALC, Academy emails and one-to-one line management meetings.

7.4.2 Internal communication

- Use of the CALC as system of control for documented information
- Use of Google forms to collect information on accidents, incidents and risk assessments the nature of which automatically date and time stamps all logging and revisions.
- Use of Drive to store, log and archive all documentation
- Adherence to General Data Protection Regulations
- Induction presentations during Inset
- Training records
- Evidence of maintenance and remedials completed in a timely manner.

7.4.3 External communication

- Use of website
- Use of SIMS & Edulink
- Adherence to General Data Protection Regulations
- Regulatory through Government, HSE, codes of practice websites and leaflets
- External provider safety, data sheets, certificates of conformity material
- Machinery installation instruction and maintenance sheets
- O&M manuals
- Risk Assessment Method statement (RAMs)
- Training certificates

7.5 Documented information

Is noted in 7.4.2 and 7.4.3 on a what, when, who and how basis.

7.5.1 General

All communication is documented in the same way by all staff using Google Drive and its components. This ensures access at any time, from anywhere, in the event of an emergency using secure password and encryption technology.

7.5.2 Creating and updating documentation

Documents that are necessary to meet the requirements of this H&S management manual shall be maintained as evidence of compliance. These are all date and time stamped and automatically log revisions and changes of when these were made. Such documentation is available via a link to edit (by nominated persons), view by all and comment as necessary.

Documents specifically retained as evidence include but are not limited to:

- a) The H&S policy (point 3) should be displayed on the Academy CALC and website as well as across the premises
- b) The H&S objectives recorded and maintained within the minutes of the Management Review Meeting
- c) The scope of the H&S management system is defined within section 1.2
- d) A description of the main elements of the H&S management system is set out in Appendix C
- e) A legislation register is kept and updated frequently to ensure compliance to relevant legal requirement

- f) Training content and records are kept
- g) Internal audit reports are kept and maintained as an assessment on the effectiveness of the H&S management system
- h) Risk assessments are carried out and regularly reviewed
- i) Statutory Inspection reports and Health Surveillance records
- j) Maintenance records and completed checklists

7.5.3 Control of Documented Information

Documents required by this management manual shall be approved for issue and reviewed and updated as often as necessary. The revision status and page numbering of documents shall be included to ensure that incorrect documents are not inadvertently used. In particular superseded documents shall be marked as such or removed to avoid inadvertent use.

Documents required by this manual shall be updated and re-approved to ensure that they are current. Pertinent documents at the correct versions will be made available for use and it will be ensured that they are identifiable and legible.

Designated people have full access to all documentation, most of the documents are read-only for staff, employees and other interested parties.

Control of Records

The organisation shall maintain records as evidence that the requirements of this H&S management manual have been met. The records will be maintained so that they can be located and referred to easily.

These records include but are not limited to:

- Management Review / Working Party meeting minutes
- Audit / Inspection form
- Non-conformance reports
- 18001 and 45001 Spiceworks log
- Risk and Coshh Assessments and register
- Evaluation of procedures
- Incident and Accident investigation
- Incident and Accident reporting and records
- Training records

8 Operation

8.1 Operational planning and control

The Corporate Services and Branding Manager shall ensure that the controls and any necessary operating criteria are stipulated where the risk assessment process has identified precautionary measures to be implemented.

Where necessary to ensure compliance with safe working practices, documented procedures will be prepared, implemented and maintained to define the working methods to be employed.

8.1.1 General

Processes within the Academy are identified in clause 4.4 and planned and the method in which the Academy will operate are identified in clause 6.

8.1.2 Elimination hazards and reducing OH&S risks

The Academy has outlined its process of elimination and control of hazards in clause 6.1.1.

8.1.3 Management of change

The Academy stores all OH&S management system and operational information on the Google Drive which is accessible by the DFO which mitigates the loss of knowledgeable and competent staff, absence of key staff and changes in physical aspects within the Academy.

8.1.4 Procurement

Operational controls shall be specifically considered when purchasing goods, equipment and services.

8.1.4.1 General

The Academy requires external contractors to complete a permit to work as mandatory if they are new to the Academy and periodically if they are the existing contractors. New Contractors are required to submit their RAMs prior to work and existing contractors provide them each year if there are any changes in their working practice or the Academy environment that would create new hazards or expose contractors or staff to risks.

8.1.4.2 Contractors

All contractors are accredited with the required certification to carry out their works within their trade. Regular spot checks during work are made to ensure their RAMs and safe practice whilst on site are being met. Legislative certification is obtained following work that requires this.

8.1.4.3 Outsourcing

New contractors are sourced using a variety of methods including Crown procurement and invited to attend site to survey the work and quote for it. Once they attend site to commence the work, they are taken through an induction process with the Corporate Services and Branding Manager or Site Manager so they understand the Academy's rules and requirements regarding OH&S and Child Protection regulations.

8.2 Emergency Preparedness and Response

The Academy has identified the potential emergency situations and incidents pertaining to its business operations and undertaken appropriate risk assessments. Where required they are regularly reviewed and tested. The Academy has an Incident Management Evacuation Continuity Plan (IMEC).

Where necessary documented procedures have been prepared, implemented and maintained to define the emergency response.

9 Performance evaluation

9.1 Monitoring Measurement Analysis Performance and evaluation

The Principal has appointed the Corporate Services and Branding Manager to undertake routine inspections of the workplace and ensure safe day-to-day operations of the Academy. The DFO will undertake termly inspections and report on performance and effectiveness of the controls. H&S observations also form part of weekly line management meetings with the Corporate Services and

Branding Manager. Any findings that warrant corrective action shall be recorded on an internal audit log and if necessary, the Incident Report form. Spiceworks is used to track and progress corrective action to its conclusion.

The DFO will collect data related to the H&S performance and report this to the Principal in termly Management Review meetings. Performance measures include non-conformities, accidents, incidents, near misses etc. Where calibrated equipment is used to measure performance it will be ensured that it has a current calibration certificate.

The OH&S Working Party meetings provide the opportunity to evaluate performance in curriculum and catering areas. Actions arising are minuted and followed up.

The Management Review looks at areas of concern, following up on previous issues and looking ahead to possible issues.

9.1.1 General

Performance and compliance evaluation is a process that is continual so that the Academy can improve its operation and hazard management. The Academy plans its maintenance, remedies points of failure, and checks itself through regular internal audits and acts on any incidents, reports, findings or concerns.

9.1.2 Evaluation of compliance

Conformance with legislation and other requirements is reviewed. Evidence of evaluation is maintained through an internal evaluation of compliance procedures, documents, reports, legislation register, contractors' RAMS and management review process.

The Academy evaluates its contractor compliance register on Google Sheets which tracks, logs and contains information about contractors' details, equipment they are contracted to service and repair, the dates of last service and reminders for next service and costs. This log contains references to purchase order numbers for remedial work to demonstrate action on recommendations, details relevant to remedials that are outstanding or delayed and/or Spiceworks job numbers if relevant to in-house resolution.

Through this process the Academy:

- Reviews frequently the method of evaluation.
- If action is needed through evaluation, how it will then be implemented and costs
- Maintains knowledge and understanding of compliance status
- Retains documentation as supporting evidence.

9.2 Internal audit

Regular internal and external audits are carried out. A report is generated from the visit and minor and major non-conformities raised are recorded on Spiceworks log and assigned to relevant personnel or the works are contracted to the service supplier for remedials or tendered out if relevant. The DFO is responsible to ensure the non-conformities are closed out and update management in the management review meeting.

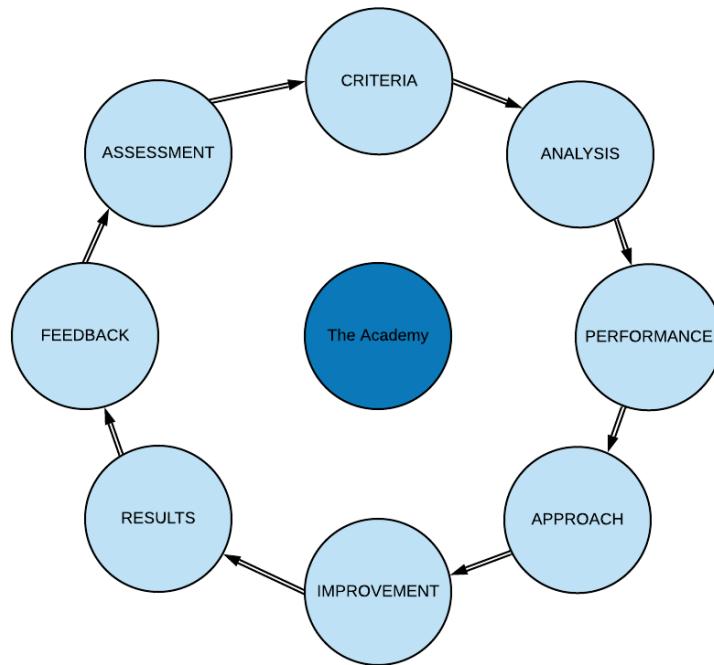
In addition, internal audit programmes are devised on a risk basis ensuring that all parts of the management systems (as defined within this H&S management manual) are reviewed to ensure that they continue to meet the requirements of ISO 45001. The internal audits are undertaken by the Corporate Services and Branding Manager and DFO to ensure impartiality. The outcome is recorded on an Internal Audit Form together with any audit findings' remedials on the Spiceworks log.

Non-compliance findings are fed back to the Working Party. Internal audits should be conducted at the highest level.

Note: Internal audits are supplemental to routine inspections (section 9.1) and are directed towards ensuring that the systems defined in this manual are implemented correctly.

9.2.1 General

Process tools the Academy uses in its performance evaluation is illustrated as follows:



9.2.2 Internal audit program

The internal audit is an effective means of systematic and regular checking of processes and requirements ensuring standards are being adhered to. The Internal Audit Programme (see Appendix C) is devised to meet the impending BSI audit. The DFO makes regular audit checks that are logged by:

[Internal Audit log](#)

[Spiceworks](#)

[Incident Report form](#)

Issues are logged and must be reviewed, resolved and communicated to the OH&S Working Party and form part of the Management Review process for analysis and planning if relevant.

9.3 Management Review

Management Review meetings are undertaken to the requirements of ISO45001 and all pertinent aspects are reviewed and actions taken as required. The Management Review meeting is used as the pivotal means of ensuring that the Academy's systems are fully implemented and effective and where identified incorporated in planning future improvements to OH&S. The meeting is undertaken each term (3 times per year). The meeting is attended by the Principal, DFO and Corporate Services and Branding Manager and any other interested parties. Minutes are taken and stored on Google Drive.

Summary content of review meetings:

- Status of actions from previous management review including completed or incomplete tasks with justifications.
- Changes to legal and other requirements to ensure continued compliance
- Changes in organisational risk and their impact
- Review of ISO 45001 objectives, progress pending audits
- Incidents, non-conformities and trends and corrective action
- Monitoring and measuring
- Internal Audits outcomes and objectives
- OH&S Working Party minutes and agenda for future meeting
- Resources
- Actions / implications
- Communication
- General performance

On completion of the management review the Academy must communicate and decide with Governors and LT what, if anything, is needed to continuously improve OH&S to continue to meet the required ISO45001 standard.

10 Improvement

10.1 General

Improvement is achieved by:

- Use of results discussed in Section 9 Management Review
- Non-conformity root cause analysis and corrective action
- Incident investigation corrective action
- Accident corrective action
- Compliance obligations and new regulations

10.2 Incident, Nonconformity and Corrective Action

Incident Investigation

All personnel are required to record all incidents on an Incident Report Form which is automatically sent to the Corporate Services and Branding Manager for review. The Corporate Services and Branding Manager will report any high-risk incidents immediately to the DFO. For any incidents with risk rating (impact x probability) greater than 6, the DFO will complete a root cause analysis and ensure suitable corrective actions have been assigned and recorded. Progress is monitored through the audit log where all corrective actions are recorded.

The following (although not limited to) are to be considered incidents for the purposes of reporting:

- Near misses
- Any situation that may lead to harm which is not subject to a current risk assessment

Accidents are reported on a dedicated Accident Reporting Form, automatically sent to the Corporate Services and Branding Manager for review and root cause analysis, with follow-up corrective actions as recommended.

In order to achieve continual improvement, the causes of health and safety incidents that become known will be investigated and action taken to avoid recurrence completed in a timely manner.

Nonconformity, Corrective Action and Preventive Action

All incidents, near misses, external party issues, results of inspections and internal audits are

recorded in forms of Incident Reports, with root cause analysis completed for any with risk rating greater than 6. Corrective actions generated are then logged and if appropriate raised as a ticket on the Spiceworks log. The DFO shall take responsibility for ensuring that appropriate corrective actions are identified, documented within the audit log and communicated to all relevant personnel. He will ensure that the corrective action takes account of the cause analysis of the incident.

The DFO will progress the corrective action to a conclusion and ensure that the Incident Report is effectively closed following a review of its effectiveness. Where necessary the DFO will ensure that the issue is subjected to a revised risk assessment.

Chelsea Academy is committed to eliminating hazards and managing risk effectively in line with BS OHAS 45001. Action is preferable to Reaction. The Principal and Leadership Team in consultation with other parties will therefore take opportunities to reflect on situations and take preventive action wherever possible. All preventive action will be recorded and tracked.

10.3 Continual improvements

Processes to support continual improvements are:

- Incident report
- Near Miss report
- Root cause analysis
- Corrective action
- Risk based thinking to eliminate hazards
- Communication
- Review
- Management Review

First Aid Policy

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Statement of intent

Chelsea Academy is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting staff, students and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the Academy in regard to all staff, students and visitors.

The Academy will take every reasonable precaution to ensure the safety and wellbeing of all staff, students and visitors.

This policy aims to:

- Ensure that the Academy has adequate, safe and effective first aid provision for every student, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor.
- Ensure that staff and students are aware of the procedures in the event of any illness, accident or injury.
- Ensure that medicines are only administered at the Academy when express permission has been granted for this.
- Ensure that all medicines are appropriately stored.
- Promote effective infection control.

Nothing in this policy will affect the ability of any person to contact the emergency services in the event of a serious medical emergency. If staff administering first aid feel it is a serious medical emergency they should immediately seek the approval of the Principal or Vice Principals to call 999, before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the Academy site. However if none are available the judgement should be made to call 999 without such permission.

1. Legal framework

This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Health and Safety (First Aid) Regulations 1981
- The Road Vehicles (Construction and Use) Regulations 1986
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2019) 'Automated external defibrillators (AEDs)'
- DfE (2022) 'First aid in schools, early years and further education'

The policy is implemented in conjunction with the following policies:

- Occupational Health and Safety Policy
- Supporting Students with Medical Conditions Policy
- Data Management and Protection Policy
- Behaviour Policy
- Child Protection and Safeguarding Policy
- Trips and Visits Policy

2. Roles and responsibilities

The Principal is responsible for:

- The development and implementation of this policy and its related procedures.
- Ensuring that all staff and parents / carers are made aware of the Academy's policy and arrangements regarding first aid.
- Ensuring that all staff are aware of the locations of first aid equipment and how it can be accessed, particularly in the case of an emergency.
- Ensuring that all students and staff are aware of the identities of the Academy first aiders and how to contact them if necessary.
- Ensuring that there are procedures and arrangements in place for first aid during off-site or out-of-hours activities, e.g. educational visits or parents consultation evenings.

The Director of Finance and Operations is responsible for:

- Ensuring that the relevant risk assessments, and assessments of the first aid needs of the Academy specifically, have been conducted.
- Ensuring that there is a sufficient number of appointed first aiders within the Academy based upon these assessments.
- Ensuring that insurance arrangements provide full cover for any potential claims arising from actions of staff acting within the scope of their employment.
- Ensuring that appropriate and sufficient first aid training is provided for staff, and ensuring that processes are in place to validate that staff who have undertaken training have sufficient understanding, confidence and expertise in carrying out first aid duties.
- Ensuring that adequate equipment and facilities are provided for the Academy site.
- Ensuring that first aid provision for staff does not fall below the required standard and that provision for students and others complies with the relevant legislation and guidance.
- Ensuring that an 'appointed person' is selected from amongst staff to take the lead in first aid arrangements and procedures for the Academy.

Staff are responsible for:

- Ensuring that they have sufficient awareness of this policy and the outlined procedures, including making sure that they know who to contact in the event of any illness, accident or injury.
- Securing the welfare of the students at school.
- Making students aware of the procedures to follow in the event of illness, accident or injury.

First aid staff are responsible for:

- Completing and renewing training as dictated by the Principal.
- Ensuring that they are comfortable and confident in administering first aid.
- Ensuring that they are fully aware of the content of this policy and any procedures for administering first aid, including emergency procedures.
- Keeping up to date with government guidance relating to first aid in schools.

Schools must have at least one 'appointed person' to oversee first aid provision. The appointed person is not a first aider, and must not conduct any first aid for which they have not been trained. The appointed person should, however, be trained in emergency procedures as outlined below. More information on the role of the appointed person can be found [here](#).

The Director of Finance and Operations (DFO) as our appointed person is responsible for:

- Overseeing the Academy's first-aid arrangements.
- Taking charge when someone is injured or becomes ill.
- Overseeing the first-aid equipment, e.g. ensure restocking of the first aid containers.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Partaking in emergency first aid training, and refresher training where appropriate, to ensure they have knowledge of:
 - What to do in an emergency.
 - Cardiopulmonary resuscitation.
 - First aid for the unconscious casualty
 - First aid for the wounded or bleeding.
 - Maintaining injury and illness records as required.

3. First aid provision

The Academy will routinely re-evaluate its first aid arrangements, at least annually, to ensure that these arrangements continue to be appropriate for hazards and risks on the Academy premises, the size of the school, the needs of any vulnerable individuals onsite, and the nature and distribution of students and staff throughout the Academy.

The Academy will have suitably stocked first aid boxes in line with the assessment of needs. Where there is no special risk identified in the assessment of needs, the Academy will maintain the following minimum provision of first aid items:

- A leaflet giving general advice on first aid
- Individually wrapped sterile adhesive dressings, of assorted sizes
- Sterile eye pads
- Individually wrapped triangular bandages, preferably sterile
- safety pins
- Medium-sized individually wrapped sterile unmedicated wound dressings
- Large-sized individually wrapped sterile unmedicated wound dressings
- 2 pairs of disposable gloves

All first aid containers will be identified by a white cross on a green background.

The appointed person will ensure that the contents of first aid boxes are routinely examined, including any mobile first aid boxes for offsite use – these will be frequently checked and restocked as soon as possible after use. Items will be safely discarded after the expiry date has passed.

First aid boxes are located in the following areas:

Floor	Room	Location
Lower Ground	Activity Hall	Mounted on wall in safe location
Lower Ground	First Aid room	Mounted on wall in safe location LG09
Ground Floor	Front reception desk	Mounted on wall in safe location
Ground Floor	Front reception desk	AED On wall
Ground Floor	Main Admin office	In cupboard behind first sign G.06
Ground Floor	Student Services	Mounted on wall in safe location G19
Ground Floor	Food Tech Classroom	Mounted on wall in safe location G38
Ground Floor	Main Kitchen	Mounted on wall in safe location G20
GroundFloor	Technology Room	Mounted on wall next to G49
GroundFloor	Tech Corridor	Mounted on wall beside G46
GroundFloor	Technology Workroom	Mounted on wall in safe location G43
Ground Floor	Academy Bus	HL19 JBE
Ground Floor	Academy Bus	HX59 KFZ
1st Floor	Science room 1	Mounted on wall in safe location 1.06
1st Floor	Science room 2	Mounted on wall in safe location 1.10
2nd Floor	Art room	Mounted on wall in safe location 2.20
2nd Floor	Prep room 1	Mounted on wall in safe location 2.04
2nd Floor	Science room 4	Mounted on wall in safe location 2.07
3rd Floor	Science room 7	Mounted on wall in safe location 3.08
3rd Floor	Science room 8	Mounted on wall in safe location 3.12
4th Floor	Prep Room 2	Mounted on wall in safe location 4.05
4th Floor	Science room 9	Mounted on wall in safe location 4.08
4th Floor	Science room 10	Mounted on wall in safe location 4.12
PLANT ROOM	PLANT ROOM	Mounted on wall in safe location LG24

4. First aiders

The main duties of first aiders will be to administer immediate first aid to students, staff or visitors, and to ensure that an ambulance or other professional medical help is called when necessary.

The Academy will ensure that all first aiders hold a valid certificate of competence, issued by an approved organisation, and that refresher training and retesting of competence is arranged for first aiders within the Academy before certificates expire.

The Academy will be mindful that many standard first aid at work training courses do not include resuscitation procedures for children, and will consequently ensure that appropriate training is secured for first-aid personnel where this has not already been obtained.

First aiders will ensure that their first aid certificates are kept up-to-date through liaison with the Director of Finance and Operations.

The first aid appointed person will be responsible for maintaining supplies.

First aid notices will be clearly displayed throughout the Academy with information on the names and locations of first aiders to ensure that students and staff know who they must contact in the event of illness or injury.

Trained first aiders are listed on The CALC.

During core hours, the Academy will ensure that there is always a sufficient number of first-aid personnel available on site at all times to provide adequate cover to all areas of the Academy. Outside of core hours activity leaders will follow the controls and guidance contained within the before and after Academy first aid risk assessment.

The Academy ensures that the two designated members of staff employed to work at Student Services are trained first aiders. Any other staff members will be made aware that agreeing to become a first aider for the Academy is strictly on a voluntary basis and that they should never feel pressured to take on this role.

When selecting first aiders, the Academy will follow the criteria laid out in government guidance, considering:

- Reliability and communication skills.
- Aptitude and ability to absorb new knowledge and learn new skills.
- Ability to cope with stressful and physically demanding emergency procedures.
- Availability to respond immediately to an emergency.

5. Automated external defibrillators (AEDs)

The Academy has an AED which is located behind Reception.

Where the use of the AED is required, individuals will follow the step-by-step instructions displayed on the device. A general briefing session to promote the use of AEDs will be provided to staff on an annual basis.

6. Emergency procedures

If an incident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling for a first aider.

If called, a first aider will assess the situation and take charge of first aider administration. If the first aider does not consider that they can adequately deal with the presenting condition by the administration of first aid, then they will arrange for the injured person to access appropriate medical treatment without delay.

Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, or the individual has become seriously unwell, a responding staff member should immediately seek the approval of the Principal or Vice Principals to call 999.

Where necessary, a trained staff member will administer emergency help and first aid to all injured persons. The purpose of this is to keep the casualty alive and, if possible, comfortable, before professional medical help arrives. In some situations, immediate action can prevent the accident from becoming increasingly serious, or from involving more casualties.

Where the seriously injured or unwell individual is a student, the following process will be followed:

- A responding staff member calls 999 immediately and follows the instructions of the operator – this may include the administering of emergency first aid.
- Where an ambulance is required, a staff member accompanies the student in the ambulance and calls the student's parent as soon as possible to inform them of the course of action taken. The staff member remains with the student at the hospital until a parent or carer arrives.
- Where an ambulance is not required, but medical attention is needed, the parent or carer is called and asked to collect the student and take to a hospital or doctor.
- The Academy will ensure that no further injury can result from any incidents that occur, either by making the scene of the incident safe, or, if they are fit to be moved, by removing injured persons from the scene.
- Responding staff members will see to any students who may have witnessed the incident or its aftermath and who may be worried or traumatised, despite not being directly involved. These students will be escorted from the scene of the incident and comforted. Younger or more vulnerable students may need parental support to be called immediately.

Once the above action has been taken, details of the incident will be reported promptly to:

- The Principal.
- The parents / carers of the casualty.

7. Reporting accidents and record keeping

In the event of incident or injury to a student, a parent or carer will be informed as soon as practicable. In the event of a serious injury or an incident requiring emergency medical treatment, the responding member of staff will telephone the student's parent / carer as soon as possible. Parents / carers will be informed in writing of any injury to the head, whether minor or major, and be given guidance on the action to take if symptoms develop.

A list of contacts can be found on each student's record on Edulink, which is accessible to all staff.

The appointed person will ensure that records are kept of any injuries, accidents or illnesses, as well as any first aid treatment that is given in the accident book – this will include:

- The date, time and place of the incident.
- The name and class of the injured or ill person.
- Details of the injury or illness and what first aid was given.
- Details of what happened to the person immediately afterwards, e.g. whether they were sent home or went back to class.
- The name and signature of the first aider or person dealing with the incident.

The DFO will ensure that any injury or accident that must be reported to the HSE or LA under RIDDOR obligations is reported in line with the legal requirements.

Staff at Student Services will complete the Academy First Aid tracker.

8. Offsite visits and events

Before undertaking any offsite visits or events, the teacher organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the visit or event and the persons involved.

The Academy will take a first aid kit on all offsite visits.

Additionally, the Academy will ensure that the minibus has a first aid box readily available and in good condition which contains:

- 10 antiseptic wipes, foil packed.
- 1 conforming disposable bandage that is not less than 7.5cm wide.
- 2 triangular bandages.
- 1 packet of 24 assorted adhesive dressings.
- 3 large sterile unmedicated ambulance dressings that are not less than 15x20cm.
- 2 sterile eye pads, with attachments.
- 12 assorted safety pins.
- 1 pair of non-rusted blunt-ended scissors.

For more information about the Academy's educational visit requirements, please see the Trips and Visits Policy.

9. Storage of medication

Medicines will be stored securely and appropriately in accordance with individual product instructions, save where individual students have been given responsibility for keeping such equipment with them. Medicines will be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration, and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine.

Medicine brought in by students will be disposed of by Student Services when they are no longer required or have expired.

An emergency supply of medication will be available for students with medical conditions that require regular medication or potentially lifesaving equipment, e.g. an EpiPen.

Parents will advise the Academy when a child has a chronic medical condition or severe allergy so that an Individual Health Care Plan (IHCP) can be implemented and staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy, diabetes and anaphylaxis. Further information regarding the development of IHCPs can be found in the Academy's Supporting Students With Medical Conditions policy.

Students will have any medication stored and, where appropriate administered, in accordance with their IHCP and the Academy's Supporting Students With Medical Conditions policy.

10. Illnesses and allergies

When a student becomes ill during the Academy day, their parent/carer will be contacted and asked to pick their child up as soon as possible.

Students will be asked to wait in Food for Thought under the supervision of the Student Services team whilst they wait for their parent/carer to pick them up.

Where a student has an allergy, this will be addressed via the arrangements set out in the student's IHCP .

The Academy will manage any emergencies relating to illnesses and allergies in accordance with the Emergency procedures section of this policy.

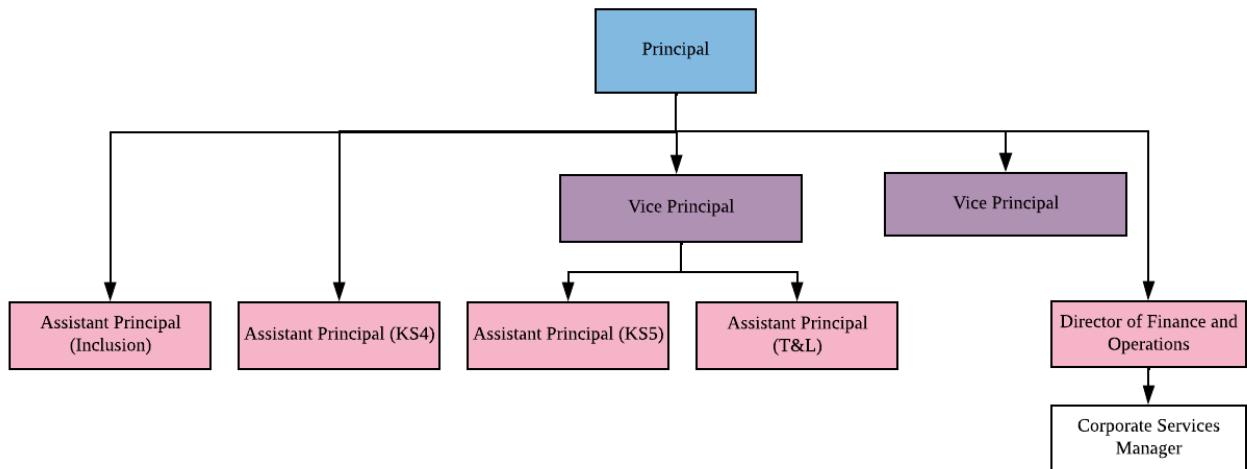
11. Consent

Parents will be asked to complete and sign a medical condition form when their child is admitted to the Academy, which includes emergency numbers, alongside details of allergies and chronic conditions – Parents will be periodically reminded that they can update this information directly in Edulink.

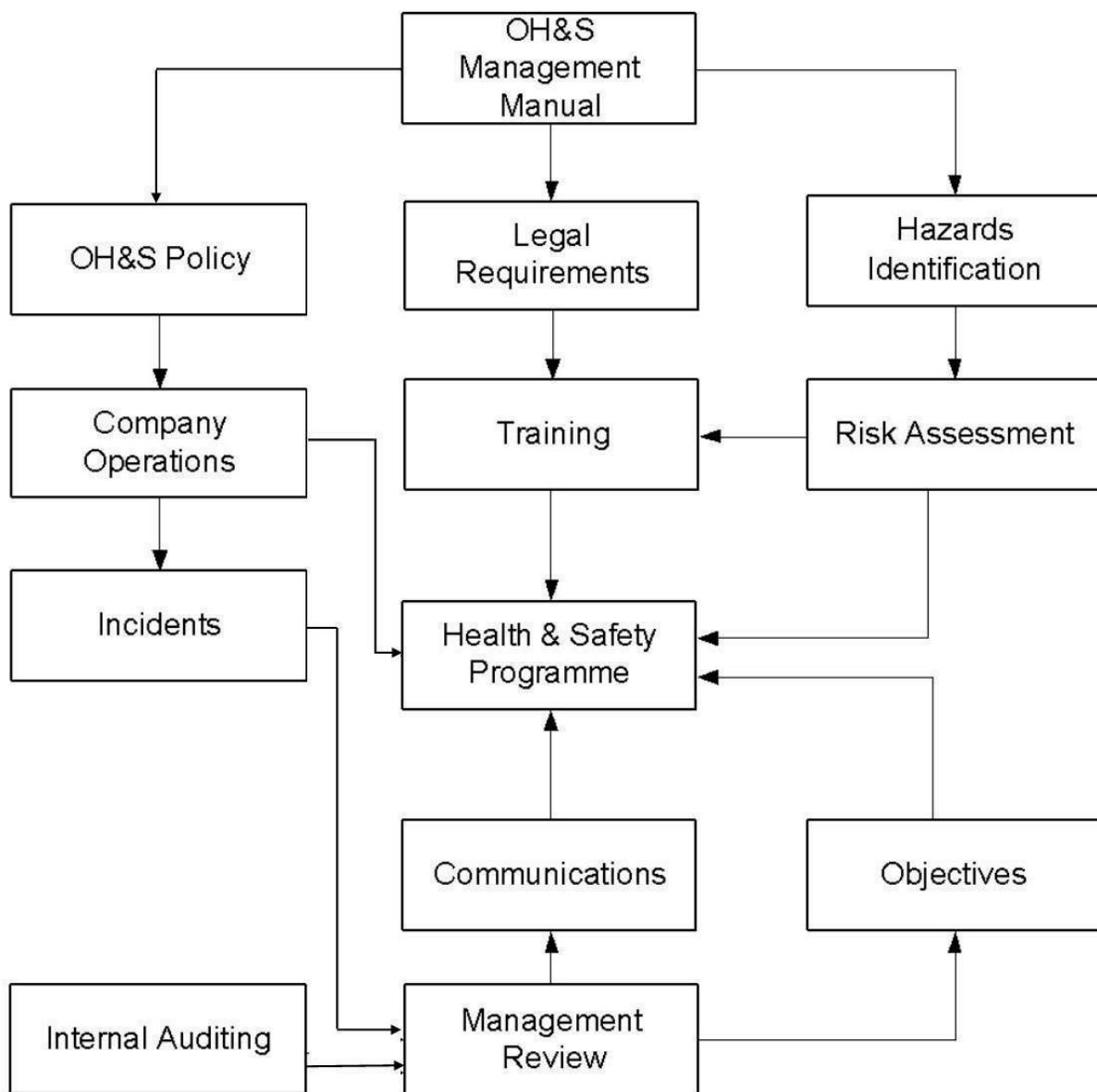
Staff will always aim to act and respond to accidents and illnesses based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the student in mind – guidelines will be issued to staff in this regard.

Appendix A

Chelsea Academy Structure



Appendix B
H&S Management Processes



Appendix C
Audit Review Plan

Audit Plan from February 2026 - 6 monthly cycles							KEY	Complete
OH&S Policy and Manual Clause Reference	Feb 26	Aug 26	Feb 27	Aug 27	Feb 28	Aug 28		Due
	Overdue							
Systems Day		X		X		X		
Operations Day	X		X		X			
Opening meeting considering: Business/ Systems Change Incidents, accidents, RIDDORs, enforcement action, as appropriate	X	X	X	X	X	X		
Review of actions from previous assessment as appropriate	X	X	X	X	X	X		
Context: <ul style="list-style-type: none"> Issues Interested parties Scope Management System 		X		X		X		
Leadership Interview, considering: <ul style="list-style-type: none"> OH&S strategy OH&S objectives, Policy Risks/ opportunities Culture Consultation & participation 		X		X		X		
Leadership: <ul style="list-style-type: none"> Policy Roles and responsibilities Consultation & participation 		X		X		X		
Planning: <ul style="list-style-type: none"> Risks and opportunities management Hazard identification & risk assessment Compliance obligations Planning action Objectives & programme 		X		X		X		
Performance evaluation: <ul style="list-style-type: none"> Monitoring & measurement Internal audit Evaluation of compliance Management review 		X		X		X		
Improvement: <ul style="list-style-type: none"> Corrective action management 		X		X		X		

Audit Plan from February 2026 - 6 monthly cycles							KEY	Complete
OH&S Policy and Manual Clause Reference	Feb 26	Aug 26	Feb 27	Aug 27	Feb 28	Aug 28		Due
	Feb 26	Aug 26	Feb 27	Aug 27	Feb 28	Aug 28		Overdue
• Incident management • Improvement								
Central support processes: • Resource management • Competence management • Awareness • Communication • Documented information			X		X		X	
Operational control - the review of the below areas should consider, as appropriate: • Operational control • Hazard identification & elimination - • Risk / method statements • Emergency preparedness & response • Plant / equipment management • Statutory requirements • Support, including resources, competence, awareness, communication & documented information, calibration, roles and responsibilities • Control of contractors • Performance monitoring		X		X		X		
Operational control - off site educational activities			X		X		X	
Operational control- onsite educational activities (higher risk): PE, Technology, Science For Technology and Science CLEAPPS will be considered.			X		X		X	
Operational control - onsite educational activities (lower risk)			X		X		X	
Operational control - facilities management including full site tour	X			X		X		
Operational control - procurement	X							
Report preparation	X	X	X	X	X	X		

Audit Plan from February 2026 - 6 monthly cycles							KEY	Complete
OH&S Policy and Manual Clause Reference	Feb 26	Aug 26	Feb 27	Aug 27	Feb 28	Aug 28		Due
								Overdue
Closing meeting	X	X	X	X	X	X		
Recertification via strategic review				X		X		

H&S Management Review Meeting Template

Attendance:		Date:
Item	Agenda Item	Action by
1	Actions 1.1 "Discuss and review detail progress, complete and incomplete tasks including justifications and closure of actions from the previous meeting".	
2	Internal and External Issues "Discuss changes relating to internal and external issues ensuring needs of interested parties are met"	
3	Communications / Complaints 3.1 "Discussion with customers and other interested parties. Discuss complaints and other actions taken and to be taken. Show analysis where possible."	
4	Participation and Consultation results 4.1 "Discuss communications with staff regarding H&S matters. Show analysis where possible."	
5	Performance / Incidents 5.1 "Discuss the overall OH&S performance including non-conformances etc. Show root analysis where possible."	
6	Policy / Objective & Targets 6.1 "Discuss the ongoing suitability of the Policy and H&S Programme adding / updating table. Discuss overall performance of the H&S management system."	
7	Risk Assessments / Legislation / Other Requirements 7.1 Discuss what may be forthcoming / changing to affect the environmental, health & safety aspects and update table below.	
8	Recommendations for improvement 8.1 "Discuss and record what steps have been and will be taken to avoid the occurrence of any problems that are likely to arise."	
9	Resources / Training 9.1 "Discuss resources and decide whether any changes need to be made to the resource levels currently in place. Identify resources (ie human, time or financial) required."	
10	Next Meeting 10.1 "Discuss actions needed to correct non-conformities and their implications".	
11	Minutes of Meeting - H&S Programme	
Overall Objective - what is aimed for	Specific Action - what will be done to Monitor	Target Date - Measure of completion
		Action

Legal & Other Requirements	Related Hazards	Management & Monitoring How the organisation is managing & monitoring this aspect or risk. e.g. aspect & risk assessments.
---------------------------------------	------------------------	--

Record, Circulate and retain the Management Review Minutes.

COSHH Assessment Form

 COSHH Risk Assessment No:								
Name of Premises / School:		Section/Area:						
Describe the activity or work process. <i>(Include how long and how often this is carried out and the quantity of substance used)</i>								
Location of process being carried out?								
Identify the persons at risk:	Employees <i>(including trainees)</i>	<input type="checkbox"/>	Contractors	<input type="checkbox"/>	Public <i>(including students)</i>	<input type="checkbox"/>		
Name the substance involved in the process and its manufacturer. <i>(A copy of a current safety data sheet for this substance should be attached to this assessment)</i>								
Classification (state the category of danger)								
	<input type="checkbox"/>	Acute toxicity Cat 1-3		<input type="checkbox"/>	Serious health hazard		<input type="checkbox"/>	Aquatic Environment
	<input type="checkbox"/>	Acute toxicity (cat 4) Toxic		<input type="checkbox"/>	Flammable		<input type="checkbox"/>	Explosive
	<input type="checkbox"/>	Corrosive		<input type="checkbox"/>	Oxidising		<input type="checkbox"/>	Gas pressure under
Hazard Type								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Gas	Vapour	Mist	Fume	Dust	Liquid	Solid	Other (State).....	
Route of Exposure								
<input type="checkbox"/>	<input type="checkbox"/>							
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Inhalation	Skin	Eyes	Ingestion	Other (State)				
Workplace Exposure Limits (WELs) please indicate n/a where not applicable								
Long-term exposure level (8hrTWA):			Short-term exposure level (15 mins):					

State the Risks to Health from Identified Hazards		
Control Measures: (for example extraction, ventilation, training, supervision). Include special measures for vulnerable groups, such as disabled people and pregnant workers		
Is health surveillance or monitoring required?		
Yes <input type="checkbox"/> No <input type="checkbox"/>		
Personal Protective Equipment (state type and standard)		
 <input type="checkbox"/>		 <input type="checkbox"/>
Dust mask		Visor
 <input type="checkbox"/>		 <input type="checkbox"/>
Respirator		Goggles
 <input type="checkbox"/>		 <input type="checkbox"/>
Gloves		Overalls
 <input type="checkbox"/>		 <input type="checkbox"/>
Footwear		Other
First Aid Measures		
Storage		
Disposal of Substances & Contaminated Containers		
Hazardous Waste <input type="checkbox"/> Skip <input type="checkbox"/> Return to Depot <input type="checkbox"/> Return to Supplier <input type="checkbox"/> Other <input type="checkbox"/>		
(If Other Please State):.....		
Is exposure adequately controlled?		
Yes <input type="checkbox"/> No <input type="checkbox"/>		
What further action needs to be taken		
Action	By Who	By what date
Assessed by: _____ Date: _____ Review Date: _____		

New and old CLP symbols

New Pictogram	Number	Hazard Class (CLP)	Old "CHIP" Symbol
	GHS-01	Explosives; Self-reactive substances and mixtures, types A, B; Organic peroxides, types A,B	
	GHS-02	Flammable gases, aerosols, liquids or solids; Self-reactive substances and mixtures; Pyrophoric liquids and solids; self-heating substances and mixtures; Substances and mixtures which in contact with water emit flammable gases; Organic peroxides	
	GHS-03	Oxidising gases, liquids and solids	
	GHS-04	Compressed gases, liquids and solids; Liquefied gases; Refrigerated liquefied gases; Dissolved gases	No current symbol
	GHS-05	Corrosive to metals; Skin corrosion; Severe eye damage	
	GHS-06	Acute toxicity (Cat 1-3)	 Toxic/Very Toxic Harmful
	GHS-07	Acute toxicity (Cat 4) Skin and eye irritation; Skin sensitisation; Specific target organ toxicity; Respiratory tract irritation; Narcotic effects	
	GHS-08	Respiratory sensitisation; Germ cell mutagenicity; Carcinogenicity; Reproductive toxicity; Specific target organ toxicity; Aspiration hazard	 No current specific symbol Use either

New Pictogram	Number	Hazard Class (CLP)	Old “CHIP” Symbol
	GHS-09	Hazardous to the aquatic environment	 Dangerous for the environment