



# Holly Primary School Health and Safety Self-Assessment Form

<b>Head Teacher Signature:</b>	D White
<b>Date Completed:</b>	1/9/22
<b>Review Date:</b>	1/9/25

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# School Health and Safety Self-Assessment

Occupational Health and Safety is a vital function within schools. Schools are required to demonstrate that they have a robust occupational health safety and risk management system in place to control significant risk and ensure statutory compliance is achieved in line with legislative requirements, local policies, procedures and current best practice.

As expectations on schools become increasingly stringent schools and academies, are required to undertake periodic benchmarking reviews to demonstrate they have effectively considered the risks and implemented suitable control measures.

For this to be effective, periodic reviews must be structured and focused in order to demonstrate the suitability and effectiveness of the management system.

This self-assessment form has been designed to assist schools to measure compliance against statutory requirement, in order to verify that the safety management system and associated procedures are operating effectively.

The self-assessment should be used to: -

- Establish the suitability of risk mitigation and risk reduction measures
- Identify areas of weakness within the management system that may require improvement
- Identify individuals with specific management roles and key safety responsibilities
- Identify the suitability of training and skills competency and possible gaps within training
- Identify suitability and effectiveness of operational and emergency procedures
- Identify a clear safety management structure and the effectiveness of mechanisms put in place for communication and consultation
- Identify areas that require continual / long term improvement

The above issues translate readily to ensure health, safety and welfare are given the due attention required, not only to meet legal and regulatory requirements but to embrace current best practice within schools and academy's.

## Instructions for Use

This form is primarily designed to be used by schools and academy's as an overarching review of the safety management system and associated procedures. The form can also be used by Heads of Department in relevant fields of expertise to focus on curricular safety management and property safety management e.g. Facilities Manager, Site Manager, Departmental Heads etc.

Where applicable the response to the statements on the checklist should be "yes". Where the response is "no" this should trigger action to be taken by the school.

If it is felt that the statement is not applicable to the school, ensure that a short explanation is provided within the comments / evidence box.

Please feel free to note comments within the section provided, however, where the statement indicates a review period please ensure a date is provided. You should also provide details of any available evidence and where this could be located to support the statement.

# Management

## 1. Health and Safety Policy

Responsible person: Duncan White				
Details		Yes	No	Evidence / Comments
A	Has a Health and Safety Policy been produced? Has it been signed, dated by the Head Teacher and the Chair of Governors?	✓		Updated annually
B	Has the Health and Safety Policy been reviewed within the last 12 months?	✓		Published on our school website
C	Has the Health and Safety Policy been brought to the attention of all staff? Have staff signed and dated a record as confirmation of receipt?	✓		Yes, staff induction process
D	Has a clear management structure been established? Have employees with health and safety responsibilities been identified by name and responsibility within the policy?	✓		Clear staffing structure published
E	Has a Governor been clearly identified with overall responsibility for reviewing health and safety on behalf of the Governing Body?	✓		N Smith (Governor)
F	Has a senior member of staff been designated with overall 'day to day' responsibility for managing health and safety?	✓		D White J Latham
G	Has the above member of staff completed health and safety management training for Business Manager and Head Teachers (IOSH Approved)?	✓		October 2019
H	Is a copy of the NCC or Trust Health and Safety Policy Statement of Intent displayed in a prominent location?	✓		
I	Has a statutory 'Health and Safety Law Poster' been displayed in a prominent position? Have the local arrangement information boxes been completed?	✓		Staffroom

## 2. Risk Assessment

Responsible person: Duncan White				
Details		Yes	No	Evidence / Comments
A	Have those with responsibilities for carrying out risk assessments been identified within the Health and Safety Policy?	✓		Yes, published on our website
B	Have those with responsible for carrying out risk assessments received training?	✓		D White J Latham
C	Have Generic and Specific Risk Assessments been completed to mitigate / manage the significant risks at the school?	✓		Stored in school
D	Have risk assessments been risk rated? Have they been signed and dated by the Assessor the Head Teacher / Head of Department upon completion? Following the completion of further actions / control measures have the residual risk ratings been re calculated?	✓		All complete
E	Have all risk assessments been reviewed within the last 12 months (or following significant change / post incident review)?	✓		Yes, published on school website

## 3. Monitoring and Review of Health and Safety Standards

Responsible person: Duncan White				
Details		Yes	No	Evidence / Comments
A	Is safety monitoring being carried out and recorded by the member of staff allocated with 'day to day' health and safety management responsibilities? (to ensure health and safety compliance and statutory arrangements are in place and being complied with)?	✓		Daily, Weekly, monthly, annually
B	Are termly Governor inspections and safety monitoring being carried out by the Governor allocated with health and safety responsibilities, to ensure health and safety standards are being maintained, documentation is in place and local arrangements are being complied with? Do the Governors provide the Head Teacher with a written report identifying the findings from the safety inspection?	✓		N Smith regular visits
C	Do Heads of Department carry out health and safety monitoring of their areas and activities and record the findings to ensure that health and safety standards are being maintained and monitoring arrangements complied with?	✓		Leadership time
D	Does the Site Manager undertake regular health and safety inspections of external	✓		Daily, weekly, monthly

	areas, trees, play equipment and record the findings on a weekly basis?			
E	Is a system in place for reporting health and safety defects and maintenance issues that require actioning?	✓		As per policy
F	Is Health and Safety a standing agenda item at Governing Body meetings and Staff Meetings?	✓		Standard item
G	Are accident/incident reports reviewed at Governing Body meetings?	✓		Reported as appropriate
H	Does the Head Teacher complete a safety management review report for the Governing Body?	✓		As appropriate

## 4. Critical Incidents

Responsible person: Duncan White				
Details		Yes	No	Evidence / Comments
A	Does the school have a 'Coping with a School Emergency Plan' in place? (covering major injuries on/off site emergency preparedness, pupil missing, fire, flood, gas leak, power/water/heating failures)	✓		All covered
B	Have key personnel been nominated to perform specific roles during incidents and are they aware of their responsibilities?	✓		All responsibilities assigned
C	Is an up to date contact list available for key personnel and emergency services identifying key emergency contacts? Is it reviewed regularly to ensure the contact details are current?	✓		Complete
D	Has the Emergency plan been tested to ensure it is suitable and effective? (including both on-site and off-site incidents)	✓		Regular drills
E	Does the plan identify lock down and dispersal procedures? Have arrangements been made for off-site accommodation in the event of dispersal? Where is the off-site accommodation located?	✓		Local areas identified

## 5. First Aid and Infection Control

Responsible person: Duncan White				
Details		Yes	No	Evidence / Comments
A	Has the school completed a First Aid Needs Assessment?	✓		
B	Are enough first aid boxes available around the school? Has a person been nominated to check the contents of first aid boxes (termly)?	✓		

C	Have enough staff been trained in first aid to ensure coverage for all school activities (including paediatric first aiders, sporting first aid, off site activities as deemed necessary)?	✓		Recorded within safeguarding policy
D	Are certificates available for all first aid trained staff?	✓		Complete
E	Has suitable equipment been provided for cleaning and disposal of bodily fluids?	✓		
F	Is a copy of the UK government "Infections in childcare settings" available and have staff been briefed on control and transmission of infectious diseases within child care settings?	✓		Main school office
G	Does the school have Individual medical assessments for students? Does the School have a policy in place for the storage of medication and the administration of medicines? Have parents signed a medical consent form for the administration of medication?	✓		Stored in main school office
H	If required have containers been provided for the safe disposal of discarded syringes/sharps?	✓		Sharps box in HT room

## 6. Accident Reporting

Responsible person: Duncan White				
	Details	Yes	No	Evidence / Comments
A	Are minor injuries to pupils being recorded?	✓		Accident book
B	Are significant injuries to pupils and all injuries to staff and others recorded on the Wellworker accident reporting database?	✓		Riddor process
C	Has a senior member of staff been nominated to report RIDDOR injuries to the HSE via the Wellworker database and notify the Health and Safety Team?	✓		D White S McGuinness C Howard
D	Has a senior member of staff been allocated responsibility for reviewing and closing out accidents and incidents on the Wellworker database? Are Accidents and Incidents reviewed and closed out at the earliest opportunity?	✓		S Robinson

## 7. Employee Induction Procedures

Responsible person: Duncan White				
	Details	Yes	No	Evidence / Comments
A	Do all new members of staff receive a H&S induction covering; - <ul style="list-style-type: none"> <li>• Health and Safety Policy</li> <li>• Safe working procedures</li> </ul>	✓		

	<ul style="list-style-type: none"> <li>• Evacuation procedures</li> <li>• Emergency procedures</li> <li>• First aid and injury reporting</li> </ul> Any other specific information relating to health and safety? Do peripatetic and temporary staff receive a safety induction on arrival?			
B	Have all members of staff who have completed the H&S induction process signed to confirm that they have received the induction? Have records of induction been retained? (including temporary and peripatetic staff)	✓		

## 8. Learning and Development

Responsible person: Duncan White				
Details		Yes	No	Evidence / Comments
A	Has a core competency framework been implemented to identify the minimum health and safety learning and development training requirements for management, Teaching Staff and Site Staff? Has refresher training dates been identified?	✓		Site Manager records
B	Do employees have access to the learning and development programme? Do senior staff, Business / Office Manager, Site Managers / Caretakers regularly access the Schools Portal to ensure the latest policies templates and procedures are being used?	✓		Training plan
C	is there a clearly defined procedure for identifying further safety requirements, i.e. first aid, DBS, DVLA etc?	✓		Admin systems
D	Have records of staff attendance on training courses been recorded and documented?	✓		Admin systems
E	Has the Head Teacher /Business Manager attended the mandatory IOSH training course?	✓		Completed
F	Has the Site Manager/Caretaker attended the mandatory IOSH Premises Management training course?	✓		Completed



# Premises

## 9. Construction Work and Contractors

Responsible person: Duncan White				
Details		Yes	No	Evidence / Comments
A	Is the Head Teacher aware that 'The Construction Design and Management Regulations (CDM) apply to all construction projects? Projects that lasts lo 30 days or longer and have 20 or more workers on site must be notified to the HSE. (Specialist advice should be sought in these cases)?	✓		Historical evidence
B	Does the school have procedures in place for works involving breaking into the structure of a building built prior to 2000? For structures built pre 2000 has an Asbestos refurbishment and demolition survey been carried out, prior to any intrusive or destructive work including works on voids e.g. above ceilings, wall cavities etc?	✓		
C	Are Major refurbishment / construction projects managed by a competent construction specialist?	✓		
D	For minor works organised directly by the school. Has the competency of contractors been checked prior to placing the order? (to include competency, insurance and liability cover)	✓		
E	Has a member of staff been nominated to liaise with the contractors before work starts to agree risk control measures? Are daily meetings being held with contractors to discuss programme and variations?	✓		
F	Has a member of staff been nominated to monitors the activities of contractors to ensure the agreed risk control measures are in place and methods of working are being complied with?			
G	Is effective segregation in place and being maintained to separate contractors from students during normal day to day activities?	✓		
H	Are the Notification of Building Works and AF forms completed for major works at the school? All forms must be forwarded to <a href="mailto:hands@nottscc.gov.uk">hands@nottscc.gov.uk</a> and <a href="mailto:asbestos@nottscc.gov.uk">asbestos@nottscc.gov.uk</a> .	✓		
I	Were appropriate is Landlords consent obtained from the local authority / trust / diocese prior to construction work commencing?	✓		

J	Do all Contractors receive an induction containing safety and welfare information before any work commences? i.e. emergency procedures, welfare facilities, times of work/locations during the school day, first aid provision and the location of any asbestos? Contractors must confirm that they have received an induction by signing the SR77 contractor Induction form. (SR77 forms must be retained)	✓		
K	Is exchange of information taking place between the school and contractors e.g. risk assessments, safe systems of work, method statements?	✓		

## 10. Asbestos

Responsible person: Duncan White				
Details		Yes	No	Evidence / Comments
A	Does the school have a current asbestos condition survey report? Is a copy of the report available for reference by those who require it? (for any building built pre 2000)	✓		Updates 1.9.22
B	Have all remedial work recommended in the asbestos condition survey been completed? Once works have been completed have they been recorded in the Local Asbestos Management Plan LAMP?	✓		
C	Has a Local Asbestos Management Plan (LAMP) been drawn up to ensure any asbestos containing materials left in situ are being managed. The Asbestos condition is assessed termly, and the findings recorded in the LAMP?	✓		
D	Has a member of staff been nominated to Monitor asbestos and record the findings in the Local Asbestos Management Plan (LAMP)? Is the plan being updated following any removal works?	✓		
E	Has the above member of staff received asbestos awareness training? Do all staff receive an annual asbestos briefing and signed to confirm they have attended the briefing?	✓		
F	Has the Head Teacher as the Asbestos Duty Holder, completed Asbestos Awareness Training for Duty Holders?	✓		
G	Is a system in place to ensure that contractors are made aware of the presence of asbestos containing materials before they undertake any work (Asbestos surveys / LAMP / SR77)?	✓		
H	Are contractors routinely monitored during their work to ensure that asbestos containing materials are not disturbed?	✓		

I	Have members of staff been informed about the presence of asbestos within the building and understand the risks? (the asbestos tool box talk could be used at a staff meeting)	✓		Regular updates
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## 11. Fire Safety

Responsible person: Duncan White				
Details		Yes	No	Evidence / Comments
A	Has a member of staff has been nominated as the responsible person to manage fire prevention and protection arrangements?	✓		J Latham
B	Has a fire risk assessment been carried out and the significant findings recorded? Have remedial actions been carried out? Is the fire risk assessment reviewed on an annual basis?	✓		Site manager paperwork
C	Is weekly / monthly testing being conducted and recorded within the Fire Log Book?	✓		All reports completed regularly
D	Have fire evacuation procedures been displayed throughout the school?	✓		On display
E	Have staff received Fire Safety Awareness Training and practical training in the use of fire extinguishers within the last three years?	✓		Regular training plan in place
F	Are staff familiar with the fire safety procedures at the school? Have key personnel been trained to fulfil roles within the fire safety arrangements?	✓		All complete

## 12. Legionella

Responsible person: Duncan White				
Details		Yes	No	Evidence / Comments
A	Has a water hygiene specialist assessed the legionella risks from the hot & cold water services at the school? Is a copy of the report available?	✓		Site Manager records
B	Have remedial works identified within the above report been completed?	✓		
C	Is monthly testing and weekly flushing being conducted and recorded within the water log book?	✓		
D	Has a member of staff been nominated to oversee Legionella management within the school? Have they received adequate training for this role?	✓		

## 13. Electrical Safety

Responsible person: Duncan White				
Details		Yes	No	Evidence / Comments
A	Has the fixed electrical installation been inspected and tested within the last 5 years and any remedial work category C1&C2 been actioned? Is a hard copy of the Periodic Test Report available for reference and inspection?	✓		
B	Are formal visual inspections/tests of portable electric equipment being carried out by a competent person at least annually Are PAT records available for reference and inspection?	✓		
C	Are competent commercially qualified electrical contractors used to undertake work on fixed electrical circuits? On completion of installation is a record of the electrical installation certificate obtained? Does the school use a qualified PAT Testing company to undertake the annual PAT testing on portable electrical equipment? e.g. plug fitting, cable testing, ICT equipment, new equipment etc? Is a copy of the PAT test report obtained?	✓		

## 14. Boiler Room

Responsible person: Jack Latham				
Details		Yes	No	Evidence / Comments
A	Are the boilers being serviced on a regular basis by a qualified contractor? Is a record of service /maintenance records obtained and available for inspection?	✓		Service plan in place
B	Are boiler rooms free from clutter and combustible materials? Where fitted are CO2 monitors and smoke detectors being tested and a record of test results retained?	✓		
C	Are pressure vessels being maintained & Inspected in accordance with the pressure vessel regulations and a record of the test results available for review and inspection? Have large pressure vessels associated with the boiler with a capacity of more than 250bar-litres being examined by a competent insurance inspector under either a formal inspection or written examination scheme? Are records of inspection retained and made available for inspection upon request?	✓		

## 15. Cleaning Substances

Responsible person: Jack Latham				
Details		Yes	No	Evidence / Comments
A	Is the use of extremely hazardous cleaning substances avoided where possible? Is the number of chemicals use on site strictly limited by the procurement process?	✓		Locked room
B	Are cleaning substances stored in a secure locked cupboard / cabinet when not in use? Is the COSHH storage area appropriately signed?	✓		Looked room COSH signed
C	Are cleaning substances kept in proprietary storage containers and properly labelled?	✓		
D	Are Material Safety Data Sheets and COSHH assessments in place for all hazardous substances and processes? Are MSDS & COSHH assessments available to staff who may require them? Have staff signed as confirmation that they have seen the assessments and any associated procedures?	✓		
E	Have cleaning staff been instructed in the safe use of the cleaning substances in accordance with manufacturers' instructions? Are staff aware of dilution rates for chemicals?	✓		
F	Is the correct Personal Protective Equipment provided to staff that require it to undertake specific work tasks?	✓		
G	Has a member of staff been trained to complete and review COSHH assessments? Are MSDS sheets and COSHH assessments being reviewed at twelve monthly periods? Have persons responsible for cleaning received COSHH awareness training?	✓		

# Curriculum

## 16. Educational Visits

Responsible person: Duncan White					
Details		Yes	No	Evidence / Comments	
A	Are outdoor risk assessments for educational visits in place and recorded on the EVOLVE database? Have local risk assessments been completed for local visits? (e.g. church services, community activities)	✓		Well used	
B	Has a member of staff been appointed as the Education Visits Co-ordinator? Has the EVC been trained to use the EVOLVE database?	✓			

## 17. Swimming

Responsible person: Duncan White					
Details		Yes	No	Evidence / Comments	
A	Are swimming activities supervised by qualified staff/lifeguards as set out in the publication 'HSG179 – Managing Health and Safety in Swimming Pools' (HSE)?	✓			

## 18. Physical Education

Responsible person: India Linley					
Details		Yes	No	Evidence / Comments	
A	Does the school have a PE Policy in place? Have risk assessments for physical education been carried out and general rules drawn up to minimise PE risks? Has the PE risk assessments been communicated to PE staff and have they signed as confirmation that they read the assessments and associated procedures?	✓			
B	Is PE equipment and external play equipment being thoroughly examined on an annual basis by a specialist contractor? Are records being retained and made available for inspection upon request?	✓			
C	Is PE equipment and external play equipment being inspected weekly and records of inspection being maintained? Are records of equipment inspections retained and made available for inspection upon request?	✓			

# Risk Areas

## 19. Work at Height

Responsible person: Jack Latham				
Details		Yes	No	Evidence / Comments
A	Is work at height avoided wherever possible?	✓		
B	Where the above is not possible have specific risk assessments and working at height procedures been developed to prevent the impact of falls? e.g. for tasks such as putting up displays, removing balls from roofs, clearing gutters etc? Have staff signed to confirm that they have read the assessments and associated procedures?	✓		
C	Are ladders / stepladders / working at height equipment being formally inspected termly? Are records of formal inspections of working at height equipment being retained and made available for inspection upon request? As best practice does the school use Scaff tags on ladders to identify when ladders were last inspected?	✓		
D	Have staff who are required to use ladders or stepladders as part of normal working completed working at height training? Are records of training available? Are pre-use checks undertaken and where required safe working procedures in place?	✓		
E	Have all staff in school received a tool box talk on the risks associated with working at height e.g. putting up displays?	✓		
F	Is all access equipment kept secure or locked to prevent un authorised access when not in use? For higher risk working at height have individuals been authorised / trained to use the equipment?	✓		
G	Do person/s who use powered working at height equipment or erect proprietary aluminium access towers hold the appropriate industry training certification? e.g. PASMA for erecting aluminium towers and appropriate training/ guidance from the manufacturer? IPAF for powered access equipment? Are records of training checked to ensure they are current?	✓		

## 20. Moving and Handling Items of Equipment

Responsible person: Duncan White				
Details		Yes	No	Evidence / Comments
A	Have significant moving and handling tasks in the school been risk assessed and measures implemented to reduce significant handling risk?	✓		
B	Has equipment been chosen to reduce the risk from manual handling activities e.g. trolleys and barrows? Are barrows, trolleys etc being regularly serviced / maintained?	✓		
C	Have staff whose work involves significant moving and handling been trained in manual handling techniques and safe working procedures to minimise injury?	✓		

## 21. Management of Sub Contractors

Responsible person: Duncan White / Jack Latham				
Details		Yes	No	Evidence / Comments
A	Has a member of staff been allocated responsibility to lease with sub contractors? (have arrangements been considered to deal with contractors out with normal term time) Has a member of staff been allocated responsibility for issuing permits to work and ensuring contractors are following agreed safe system of work? Have all sub contractors received an induction SR77 and signed to confirm they have received the induction? Have local emergency arrangements been briefed? Has the contractor got adequate arrangements in place for fire and first aid? (if they are required to) Is Sub contractor Insurance and Liability insurance checked to ensure it is suitable, sufficient and current?	✓		
B	Where Cleaning Contractors' and external Caterers are used has the school checked that the contractors have method statements and risk assessments in place? Do contractors emergency procedures dovetail with the school's emergency arrangements? Where Hazardous substance are used are MSDS and COSHH assessments in place?	✓		
C	Has the school checked with contractors that they have suitable competency training in place for the work they are undertaking?	✓		



## 22. Kitchen Safety

Responsible person: Tracy Blackburn					
Details		Yes	No	Evidence / Comments	
A	Has someone been appointed to review kitchen safety? (This should include an overview of kitchen arrangements where third parties manage the catering arrangements).	✓			
B	Has statutory inspections been completed (gas, water Pressure vessels, LEV checks, COSHH, Electrical & PAT testing, safety shut off systems, gas monitors, CO2 monitors etc)? Is routine maintenance of appliances being completed and deep cleaning of cooker hoods being undertaken?	✓			
C	Are maintenance certificates and inspection certificate available.? Where third parties manage catering, facilities has the school as due diligence requested copies of statutory certification to ensure statutory inspections are in place and equipment is compliant?	✓			

## 23. Third Party Use

Responsible person: Duncan White					
Details		Yes	No	Evidence / Comments	
A	Where external third parties use the building or sporting facilities out with normal school hours is adequate insurance cover in place? Have Third parties signed an appropriate letting agreement (as required)?	✓			
B	Are third party emergency arrangements Fire, First aid suitable and sufficient? Are third parties considered within the School Emergency Plan arrangements?	✓			
C	In the event of an emergency or security issue have school emergency contact details been provided? Have emergency arrangements at weekends or out with normal term time been considered and agreed between both parties? Have emergency contacts for the school been provided to third parties?	✓			

## 24. Young Persons and Work Experience

Responsible person: Duncan White				
Details		Yes	No	Evidence / Comments
A	Has a 'Work Experience Co-ordinator' been appointed?	✓		SLT
B	Have risk assessments been carried out for young persons (under the age of 18 years) working in the school to identify any measures necessary to protect them because of their lack of experience or immaturity? Has a copy been provided to the young person and the staff members with responsibility for the young person?	✓		As appropriate
C	Are young persons provided with adequate supervision and not permitted to carry out tasks outside of their capabilities?	✓		
D	Does the school only use approved work placement providers for work experience placements?	✓		
E	Have young person's been Inducted and briefed on emergency arrangements / safety risks before the start of the placement?	✓		

## 25. Pregnant and Nursing Mothers

Responsible person: Duncan White				
Details		Yes	No	Evidence / Comments
A	Has a member of staff been given responsibility to lease with pregnant staff / nursing mothers?	✓		
B	Has a risk assessment been carried out for the pregnant member of staff / nursing mother? Is the Risk assessment being regularly reviewed thought the pregnancy?	✓		

## Confirmation

Name:	Duncan White
Job Title:	Executive Headteacher
Signed:	D White
Date:	1.9.22

This record should be kept for 3 years. It is recommended that the assessment is reviewed annually in order to establish the effectiveness of the Safety Management System and any associated procedures.

**A copy of the completed Assessment must be forwarded to the Health and Safety Team.**