

Misson Primary School Safety Programme 2021-22

Programme of inspections/document review (to include statutory and planned preventative maintenance / inspections)

Type of inspection	Frequency	Month/Week Due	Responsible Person / Contractor	Date Completed
Fire				
Fire Risk Assessment	Annually (minimum)	June '22	Head Teacher	See Fire Log Book
Fire extinguishers / blankets	Annually	June '22	Notts Fire & Rescue Service	
Full test of emergency lighting	Every 6 months		Shooters	
Manual testing of emergency lighting	Monthly		Caretaker	
Fire Alarm System	Every 3 months		Shooters	
Alarm call points	Weekly (rotational basis)		Caretaker	
Smoke / heat detectors	Every 6 months		Shooters	
Integrity of fire doors	Monthly		Caretaker	
Fire exit routes (clear)	Monthly		Caretaker	
Legionella				
Flushing of rarely used outlets	Weekly (inc holiday periods)	See Log Book	Caretaker	See Water Monitoring Log Book
Temperature checks	Monthly		NCC Water Services Team	
Water quality audit	Annually			
Legionella				
Legionella risk assessment	Every 2 years	January '22	NCC Water Services Team	
Asbestos				
Asbestos containing materials	Frequency dependant upon the vulnerability and condition of material (See B8 NCC Safety Manual)		Caretaker / Responsible Person	See Asbestos Management Plan

Equipment				
Electrical portable appliances	Annually (minimum)	November '21	AGG	
	Visual user checks (on use)	As used	Appliance user	
Hard wire test (fixed wiring)	Every 5 years	July '23	ECA registered contractor	
Boiler system	Annually (minimum)	March '22	Competent contractor	
Hoists (planned maintenance)	Every 6 months	No longer required	Competent contractor	
Hoists (statutory inspection)	Every 6 months	No longer required	Through Allianz Cornhill	
Sports equipment	Annually	October '21	Sportsafe	
	Monthly (visual inspection)		Designated staff member	
Fixed outdoor play equipment	Annually (minimum)	October '21	Sportsafe	
	Monthly (visual inspection)		Caretaker / Responsible Person	
Portable outdoor play equipment	Visual user checks (on use)	Logged Monthly	Responsible person	
Cooker Hoods / fans	Annually (primary settings) Every 3/6 months (secondary setting)		Competent contractor	Catering Services to Arrange
Fridges / freezers	Annually (minimum)		Competent contractor	
Catering equipment – Mixers / slicers (statutory inspection)	Annually (minimum)		Competent contractor	
Drip tray – cleaning	Daily		Catering staff	
Trees				
Tree Survey	Two yearly	January 2024	Office Manager	
Document Review				
Safety Policy	Annually (minimum)	June '22	Head Teacher / Governors / SMT	
Generic risk assessments	Annually (minimum)	June '22	Head Teacher / Governors / SMT	

Type of inspection	Frequency	Month/Week Due	Responsible Person / Contractor	Cost
Document Review				
Specific risk assessments e.g Lone working, display screen equipment etc	Annually (minimum)	June '22	Head Teacher Governors / SMT	
Staff Training Records	Annually (minimum)	June '22	Head Teacher	