**Schools PeopleNet health and safety document updates**

To ensure that the most up to date documents are used when you are reviewing your health and safety policy, guidance and forms, or for any new documents which have been added to Schools PeopleNet, please check through the following documents which have been updated in the last twelve months:

**August 2014**

**F639** Night workers Assessment Questionnaire - Updated to reflect change of Occupational Health Provider

**G639** Night worker health assessment guidance for managers - Updated to reflect change of Occupational Health Provider

**G629h** Guidelines for Dual Computer Screen Use for Managers and Employees - New document

**July 2014**

**P650** Work experience and work related learning policy - Amended Safeguarding section following publication of new statutory government guidance 'Keeping Children Safe in Education' (pages 7 and 8).

**June 2014**

**P624** Procedure for pre-employment health assessment - Updated to reflect change in process for pre-employment by new Occupational Health provider

**F624m** Pre-employment hazards form - New document

**May 2014**

**G637** Premises Management Guide - Updated following new information from NPS on login details

**P611c** Model School Health and Safety policy - Formatting improvements for ease of use

**G637** Premises Management Guide - Updated to aligh with other linked policies.

**G658** Premises Manager C2 guidance - Updated with new NPS login information (page 3)

**G644** Wellness recovery action plan (WRAP) and personal toolkit - Formatting changed and contact information updated (Page 31 – 32)

**P610** Hazardous substances policy and procedures - Updated as part of the review process

**April 2014**

**G606** Electrical equipment safety guidance for employees - Updated to reflect changes made to inspection frequency earlier this year

**C606** Portable Electrical Equipment Visual inspection checklist for all employees - Updated to reflect changes made to inspection frequency earlier this year

**F602** Asbestos Local Management Plan Log Book - Updated date formatting

**P657** Employees working at and visiting non NCC premises - New document

**G659** Biomass boiler operation Health and Safety guidance - New guidance to align with policy

**G633** Referral to Occupational Health Employee information - Updated as from 1 April we have a new Occupational Health provider. People Asset Management (PAM) replaces Atos

**F633** Consent for referral to Occupational Health form - Updated as from 1 April we have a new Occupational Health provider. People Asset Management (PAM) replaces Atos

**F615** Immunisation request form - Updated as from 1 April we have a new Occupational Health provider. People Asset Management (PAM) replaces Atos

**F635c** Respiratory surveillance questionnaire and referral form - Updated as from 1 April we have a new Occupational Health provider. People Asset Management (PAM) replaces Atos

**F635h** Review skin surveillance questionnaire and referral form – Updated as from 1 April we have a new Occupational Health provider. People Asset Management (PAM) replaces Atos

**F635i** Initial skin surveillance questionnaire and referral form – Updated as from 1 April we have a new Occupational Health provider. People Asset Management (PAM) replaces Atos

**F635j** Audiometry Surveillance Questionnaire and referral form - Updated as from 1 April we have a new Occupational Health provider. People Asset Management (PAM) replaces Atos

**G658** Premises Manager C2 guidance - New document added to ‘General Premises Management’ sections

**G633** Referral to Occupational Health Employee information - Updated as from 1 April we have a new Occupational Health provider. People Asset Management (PAM) replaces Atos

**G633b** Occupational Health price list - Updated as from 1 April we have a new Occupational Health provider. People Asset Management (PAM) replaces Atos

**F624a** Pre employment health screening questionnaire - Updated as from 1 April we have a new Occupational Health provider. People Asset Management (PAM) replaces Atos

**March 2014**

**P620** Operation of minibuses policy - Slight amendment made for driving abroad (page 4)

**G643b** Secondary Design and Technology Health and Safety Code of Practice - CLEEPS information updated (page 7)

**G643f** Secondary Science Health and Safety Code of Practice - CLEEPS information updated for Secondary Science (page 7 – 8)

**P611c** Model Schools Health and Safety policy - CLEEPS information updated for Secondary Science and Secondary Design and Technology (page 10)

**P651** Workplace conditions policy and guidance - Policy amended to take account of the recently revised Approved Code of Practice for workplace conditions.

**G611d** Health and Safety Management Information Sheets - Added additional MI sheet details

**P654** Food safety policy - Policy reviewed to ensure current and accurate, and to enable to be published on both PeopleNet and Schools PeopleNet

**G654** Food Safety General Requirements and Safe Practice Guidance - Policy reviewed to ensure current and accurate, and to enable to be published on both PeopleNet and Schools PeopleNet

**February 2014**

**G650** Work experience and work related guidance - Updated following changes to organisations working in partnership with NCC to carry out pre-placement H&S checks

**G629e** Laptop: Selection and use guidance - Removed from web site

**G629c** Laptop computers guidance for managers - Removed from web site

**G601g** Incident notification for managers - New document

**G601b** Managers online initial review - Updated to reflect minor changes in the OSHENS system by the suppliers

**G601a** Online incident notification - Updated to reflect minor changes in the OSHENS system by the suppliers

**G611d** Health and Safety Management Information Sheets - Updated Health and Safety management information sheets published in 2014

**F643p** Risk Assessment Checklist (Design and Technology Department) - New document

**G643i** Design and Technology Code of Practice Part 2 - Removed from web site

**F643b** Record of Procedural Arrangements Design and Technology - Guidance has been rationalised to make it more consistent and signpost to, the specific information issued by CLEAPS.

**G643b** Design and Technology Code of Practice Part 1- Guidance has been rationalised to make it more consistent and signpost to, the specific information issued by CLEAPS.

**P601** Incident reporting policy - Amended to take account of the recently revised list of incidents that need to be reported to the HSE

**P645a** Infection Control Policy and Procedure for Regulated Activities - Minor changes to allow the policy to be visible on both PeopleNet and Schools PeopleNet

**P645** Infection control policy and procedure - Minor changes to allow the policy to be visible on both PeopleNet and Schools PeopleNet

**P611** Health and Safety Organisation and Responsibilities Policy - Removed from web site

**F605b** Contractor checklist - Updated to align with new ways of working

**G611b** Creating a School Health and Safety Policy - Removed from web site

**G620b** Towing Guidance Flow Chart - New document

**F620a** Minibus Drivers Hours Record Form - New document

**F655** Driving for work examples for risk assessment - Updated licence review period (page 4)

**F620** Minibus risk assessment - Reviewed to include information regarding requirements of NCC’s Operators Licence and control measures

**P655** Driving for work policy - Reviewed to include information regarding requirements of NCC’s Operators Licence

**P620** Operation of Minibuses Policy - Reviewed to include information regarding requirements of NCC’s Operators Licence and control measures

**January 2014**

**F643c** Record of Procedural Arrangements - Drama Lessons - Updated to align with policy

**G643c** Drama Code of Practice - Updated to align with policy

**C657** Risk Assessment Checklist (Drama Activities) - New risk assessment

**December 2013**

**P611a** Health and Safety Our Commitments - Updated to reflect changes in organisation structure and direction

**G611** Health and Safety Management System Guidance for School Head Teachers and Line Managers - Updated to reflect changes in organisation structure and direction

**G657d** Drama Miscellaneous - New guidance

**G657c** Drama propos and Special Effects - New guidance

**G657b** Drama Scenery - New guidance

**G657a** Drama Stage lighting - New guidance

**G657** Drama Suspended Equipment - New guidance

**F643d** Record of procedural Arrangements Drama Productions - Updated to align with policy

**P626** Safety Representative and Committees Agreement - Updated to remain consistent with P408 Joint agreement on time off for Trade Union duties

**P616** Asbestos Management Control Strategy - Updates regarding survey types, additional surveying needs and contractor responsibilities

**November 2013**

**G611d** Health and Safety MI Sheets - Updated information sheets published in 2013

**F643o** Risk Assessment Checklist (Swimming Pool Use) - New document

**F643n** Record of Procedural Arrangements (Management of Swimming) - New document

**G643g** Health and Safety in Swimming Pools Code of Practice – Part One (Management of Pools) - Document completely reviewed and re-written

**F608b** First Aid Needs Assessment Form - New document

**G608a** First Aid Needs Assessment Guidance - New document

**F608a** First Aid Record of Treatment Form - Updated to reflect recent changes in legislation

**P608** First Aid at Work Policy and Procedure - Updated to reflect recent changes in legislation

**October 2013**

**F643e** Record of Procedural Arrangements – PE - Amended formatting

**G643d** PE Code of Practice - Amended to align with revised corporate risk assessment scoring (page 2 and 3)

**F643l** Risk Assessment Checklist (PE Activities) - Amended to align with revised corporate risk assessment scoring (page 2 and 3)

**F643m** Risk Assessment Checklist (School Science) - Updated regarding reporting of accidents (page 8 and 9)

**F643i** Record of Procedural Arrangements (Secondary Science) - Updated section regarding management of radiations (page 1)

**G643f** Secondary Science Code of Practice - Rewritten to reflect updated guidance regarding managing radiations, and replaced named individuals with job titles

**C643a** Risk Assessment Checklist (Primary Curriculum Activities) - New document to Schools PeopleNet

**G643e** Primary curriculum code of practice - Rewritten to reflect the addition of the Risk Assessment Checklist

**F643g** Record of Procedural Arrangements (Primary) - Rewritten to reflect the addition of the Risk Assessment Checklist

**September 2013**

**P653** Work equipment policy and procedure - Information on buying second hand and selling old equipment updated

**P607a** Emergency evacuation arrangements (for people with disabilities or requiring additional support) - Reviewed and updated

**P606** Portable Electrical Equipment – Testing and Inspection Guidance Note for Headteachers - Reviewed and updated

**C656** Recruiting Volunteers Health and Safety Guidance - New document added to Schools PeopleNet

**P656** Recruiting Volunteers Health and Safety Guidance - New document added to Schools PeopleNet