

# Westbrook Old Hall Primary School

Old Hall Road,  
Warrington,  
WA5 9QA



*Our Best Preparation for Tomorrow  
Is Doing Our Best Today*

# Westbrook Old Hall PRIMARY SCHOOL

## HEALTH AND SAFETY

## INSTRUCTION AND INFORMATION

## EMPLOYEE HANDBOOK

**This Handbook belongs to:** .....

**Job Description:** .....

**Issue date:**           **August 2019**  
.....  
.

**Issued by:** .....



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## 1. HEALTH AND SAFETY POLICY STATEMENT

In accordance with its duty under section 2(3) of the Health and Safety at Work etc. Act 1974, and in fulfilling its obligations to employees and members of the public who may be affected by its activities, the School has produced the following statement of policy in respect of Health and Safety:

It is our aim to achieve a working environment that is free of work-related accidents and ill health and to this end we will pursue continuing improvements from year to year.

The School recognises its Health and Safety duties under the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999, and all concomitant legislation, to ensure, so far as is reasonably practicable, the health and welfare at work of all employees.

Particular attention will be paid to duties required, namely:

- Provision and maintenance of safe plant and systems of work.
- Safe and healthy use, handling and storage of articles and substances.
- Provision of necessary information, instruction, training and supervision.

We undertake to discharge our statutory duties by:

- Identifying hazards in the workplace, assessing the risks related to them, and implementing appropriate preventative and protective measures.
- Providing and maintaining safe plant and work equipment.
- Establishing and enforcing safe methods of work.
- Recruiting and appointing personnel who have the skills, abilities and competence commensurate with their role and level of responsibility.
- Ensuring that tasks given to employees are consistent with their skills, knowledge and ability to perform.
- Ensuring that technical competence is maintained through the provision of refresher training as appropriate.
- Promoting awareness of Health and Safety and of good practice through the effective communication or relevant information.
- Furnishing sufficient resources needed to meet these objectives.

A successful Health and Safety programme is dependent on the participation and co-operation of all employees. All employees are aware that they have a legal duty to:

- Exercise reasonable care for the Health and Safety of themselves and others who may be affected by their acts or omissions at work.
- Co-operate with and assist the employer in meeting statutory obligations.
- Not intentionally or recklessly interfere with anything provided in the interests of health, safety and welfare.

Our Health and Safety Policy will be reviewed annually as a minimum, to monitor its effectiveness and to ensure that it reflects changing needs and circumstances. The Policy will be subject to additional review to reflect changes to legislative requirements, changes to key personnel in the School, and advancement in technologies which affect the School's activities.

Copies of this Health and Safety Policy Statement will be displayed in the workplace. The full School Health and Safety Policy will be available for all employees to read.

All Employees, external Consultants and Contractors employed by the School will be expected to comply with this Health and Safety Policy.

Signed: ..... Head Teacher

Date: .....

Review Date: August 2020

Issue 003 August 2019

## 2. REGULATION REFERENCES

- The Health and Safety at Work Act 1974.
- Construction (Design & Management) Regulations 2007 (CDM).
- The Provision and Use of Works Equipment Regulations (PUWER) 1998.
- The Lifting Operation and Lifting Equipment Regulations (LOLER) 1998.
- The Manual Handling Operation Regulations 1992.
- Personal Protective Equipment (P.P.E.) at Work Regulations 1992.
- Control of Substances Hazardous to Health (C.O.S.H.H.) Regulations 2002.
- Electricity at Work Regulations 1989.
- Control of Asbestos at Work Regulations updated 2012.
- The Health and Safety (First Aid) Regulation 1981.
- Management of Health and at Work Safety Regulations 1999.
- Confined Space Regulations 1997.
- Display Screen Equipment Regulations 1992.
- Health & Safety (Consultation with Employees) Regulations 1996.
- The Health & Safety (Safety Signs & Signals) Regulations 1996.
- Control of Noise at Work Regulations 2005.
- The Control of Vibration at Work Regulations 2005.
- Reporting of Injuries, Diseases, or Dangerous Occurrence Regulations (RIDDOR) 2012.
- The Workplace (Health, Safety & Welfare) Regulations 1992.
- Working at Height Regulations 2005 (amended 2007).
- Regulatory Reform (Fire Safety) Order 2005.



### 3. RESPONSIBILITIES

The Health and Safety at Work Act 1974 gives everyone responsibilities.

Where these responsibilities are not carried out people like you can be injured or killed. There are over 100 fatalities every year, several thousands are seriously injured. Fines of thousands of pounds can be imposed on companies.

**Schools** must provide a safe place of work, safe equipment and the instruction and training to enable you to carry out your work safely.

**Employees** you have legal duties too.

They include:

- Taking reasonable care for your own health and safety and that of others who may be affected by what you do or do not do.
- Co-operating with your school on health and safety.
- Correctly using work items provided by the school, including personal protective equipment, in accordance with training or instruction.
- Not interfering with or misusing anything provided for your health, safety, or welfare.
- The following safety rules have been implemented to ensure your safety and the safety of your school colleagues.

#### Do

- Wear PPE as identified in the school rules or by your Head Teacher
- Report to your Head Teacher any accident or injury; any defects in plant or equipment; any hazards in the school
- Keep your workplace clean and tidy
- Understand and comply with all safety signs and instructions
- Drive carefully by observing speed limits & traffic signs
- Use the eating, drinking & toilet facilities provided

#### Do not

- Report for work under the influence of drink or drugs
- Indulge in horseplay
- Alter or adapt safety equipment unless authorised and trained to do so
- Use plant or equipment for which you have not been authorised and trained
- Light fires or burn rubbish without permission
- Leave plant or equipment unless it is switched off and secured
- Bring any equipment or substances in to school without prior permission from the Head Teacher or Health and Safety Adviser.

## 4. SAFETY GUIDELINES

### Safe Use of Mobile Phones

Mobile phones are sometimes required at school. They can have benefits for safety, efficiency and convenience for school related issues.

The HSE advises that employees should be instructed not to use mobile phones whilst carrying out any task or duty where safety is important and the use of the phone might interfere with concentration such as:



- Working at height
- Working from a ladder
- Driving or whilst re-fuelling a vehicle

The phone could also be disruptive if used in School.

Always switch off your mobile phone in school.

Remember, personal use of mobile phones is not permitted. The phone should only be used for school business or emergency purposes.

### Drugs and Alcohol

When you work at heights or with machinery or are involved in moving large items, you require all your brain functions to save yourself and others from injury.

We have made it our policy and a condition of employment at school that, if it is suspected that anyone is intoxicated by drink, or are under the influence of un-prescribed drugs, they will not be permitted into school.

After heavy drinking at night you could still be unfit to drive or work the following morning.





## Slips, Trips and Falls

Slips and trips account for about a third of all reported major injuries - just under 90% of which involve fractures of arms, wrists and ankles.

They are the most common hazard faced at work, with nearly 1000 workers a month suffering serious injury (a broken bone or head injury) following a slip or trip.

**What can I do to prevent slips and trips?**

***What can you do to make a difference?***

- Your actions could make the difference between someone getting injured or not.
- Seen a spillage? Instead of thinking it is someone else's problem, why not clear it up?

***A useful checklist to help improve safety for you and your colleagues in the school***

- ✓ Use your initiative
- ✓ Suggest ways of preventing contamination (water, oils, cardboard, waste etc.) from getting onto the floor
- ✓ Monitor everything you put in place
- ✓ Make sure the floor is clean and dry
- ✓ Clear up spillages immediately
- ✓ Dispose of waste materials
- ✓ Remove any obstructions
- ✓ Avoid trailing cables
- ✓ Store goods safely
- ✓ Keep workstations clear of obstacles
- ✓ Make sure flooring materials are level and secure
- ✓ Identify and mark slopes and changes of levels
- ✓ Ensure you have adequate lighting
- ✓ Wear suitable footwear
- ✓ Think about visitors to your workplace, what do they need to know? Do you need to do more to protect them?



Cleaning floors can prevent accidents - but unless it is done with care, it can also introduce new risks.



## Working from Height

It is not possible to provide a comprehensive list of 'Working at Height' situations.

Definition of 'at height' is, if a person could be injured falling, even if it is at or below ground level. 'Work' includes moving around at a place of work (except by a staircase in a permanent workplace) but not travel to or from a place of work. Caretakers should use only completed working platforms – with guard rails, toe boards, etc. Do not interfere with, alter, move any scaffolding or ladder access equipment. All ladders must be tied or footed regardless of the duration of work. Only trained persons may erect or alter scaffolds. Teachers or staff are not permitted to use anything other than a two step ladder. Any other requirements the caretaker must be informed. It is unacceptable to use chairs etc to gain access to height. Suitable footwear must be worn ie not high heel shoes.



### List of Risks

- Falls from heights, slips, trips
- No handrails
- Falling objects
- Accessibility
- Moving machinery

## SAFETY GUIDELINES

Considerations that should be given to minimise the risk:-

- The ability to reach the place of work safely.
- That the scaffold / platform provided is erected by a competent person and current safety tag is visible.
- That there are adequate guard rails provided.
- That the walkway boards are arranged to prevent trips and falls.
- Sufficient signage is on display.
- Where a powered access is provided i.e. lift, a trained and competent person must ensure that it is correctly fixed and adequately guarded with regular inspections recorded.
- When working from ladders, ensure the equipment is in good working order. The ladder should be secured to prevent slipping down / sideways.
- Never over reach or over stretch yourself to gain access.
- Never operate any lifting equipment i.e. hoists, cherry pickers, etc. unless you have been authorised and trained to use the equipment specified.

## Step Ladders

Before use, check the condition of:

- Treads.
- Stiles.
- Hinge arrangement.
- Restraining rope between legs.
- Floor / surface condition.

Damaged step ladders are to be taken out of use and either destroyed or returned to the supplier.

Working from step ladders:-

- Firm level base.
- Type of operation – should a mobile platform be used instead.
- Work no further than two thirds up step ladders (hand hold required).
- Boards not to be slung between treads on steps to provide working platform.



Where work is to be done at height:

- Identify if other safer means of access can be used such as: tower scaffolds, podiums, or powered access such a cherry picker or a scissor lift.
- Identify the remaining work for which ladders can still be used. Restrict this to short duration, light duty work based on a suitable risk assessment of the risks.

Many accidents occur due to step ladders being poorly maintained or misused.

## Safe Stacking

Many accidents occur when materials have to be taken from stacks, particularly when this is done by hand.

Care taken when material is stacked initially can help prevent many of these accidents.



### SAFE STACKS SAVE INJURIES

- When handling dangerous materials, wear protective clothing i.e. gloves
- Only stack material in authorised areas, never near doorways, access ways or on fire routes.
- Stack on a level firm surface.
- Materials stacked by pallet truck may have to be removed by hand, consider this in the method of placing.
- When handling materials by hand, check weight, if in doubt ASK.

### DO NOT ATTEMPT TO LIFT MORE THAN YOU FEEL ABLE TO

- If material is being lowered by machine, stand clear and keep hands clear of load and/or slings.

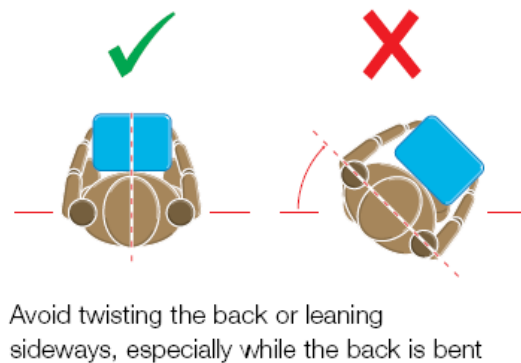
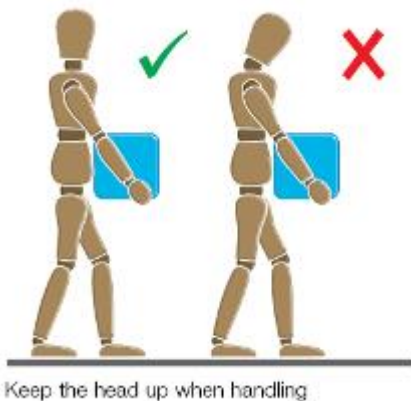
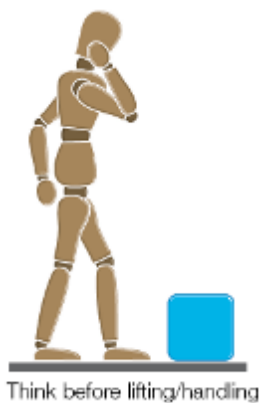
If stacked vertically, use suitable racks to prevent collapse – material stacked vertically against walls can collapse whilst being removed.

## Manual Handling

One third of all injuries received at work are the result of bad lifting and carrying techniques. Many of these injuries result in permanent damage to the back, but if care is taken these injuries could be avoided.

- Size up the load and if necessary, make a trial lift of a few inches.
- Do not attempt to lift alone, any load that is too heavy, too large, or awkward.
- Ensure that there are no obstructions in the direction you will be going.
- Take up position, feet at shoulder breadth apart; one foot slightly forward pointing in the direction you will be going.
- Bend the knees – back muscles should be relaxed.
- Get a secure grip of the load.
- Lift, keeping the back straight, arms close to body, with leg muscles providing the power.
- Step off in the direction that advanced foot is pointing, load held close to body.
- Do not carry a load that obscures the vision.
- When lifting to a height from the floor, do it in two stages.

**Remember- get down to the load, bend your knees not your back and lift using your legs**



## PPE Clothing

Suitable and sensible clothing will be provided when required and can provide effective protection against a wide range of hazards.

### Main Points

- Wear safety shoes/boots that provide protection to your toes and to the soles of your feet.
- Wear suitable gloves where there is any risk to your hands.
- Wear hi-visibility clothing/vests – be seen.
- Keep clothing reasonably clean to protect against dermatitis, fire, etc.
- Avoid loose clothing – especially loose ends that can get in machinery, etc.

## Fire Precautions

**Fire prevention is much better than firefighting. You should therefore be aware of the fire risks, particularly with those associated with your own work.**

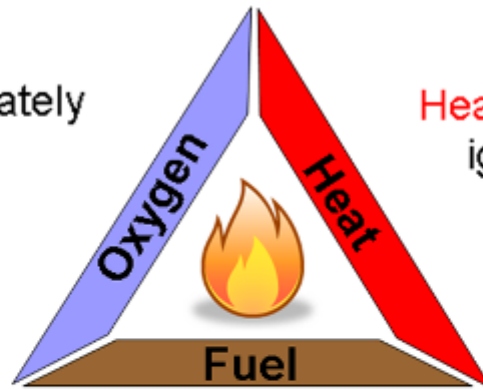
- a. Ensure that you know what to do in the case of fire.
- b. Ensure you know your escape routes.
- c. Keep fire doors and shutters clear and unobstructed.
- d. Do not obstruct access to fire extinguishers; learn how they operate – read the labels or ask.
- e. Do not hang clothing over or near heating equipment.
- f. Do not let paper or other rubbish accumulate.
- g. Do not smoke in unauthorised areas.
- h. Use proper containers for flammable liquids, not open tins, or buckets.
- i. Handle flammable liquids at a safe distance from possible sources of ignition.
- j. Switch off from the mains any electrical equipment when not in use.
- k. Only bring substances and equipment into school with prior permission from the Head Teacher
- l. Familiarise yourself with the trained Fire Marshals> List at back of handbook.

Remember, if there is a fire and you have left the school, and fail to sign out or inform others, someone maybe risking their life searching for you. If there is a signing in and out procedure, you must adhere to it at all times.

Staff **must not** bring gas or electrical items into school.

## The Fire Triangle...

Oxygen – Approximately 16% required.

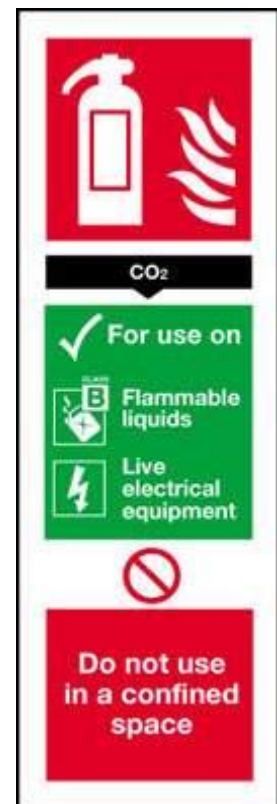
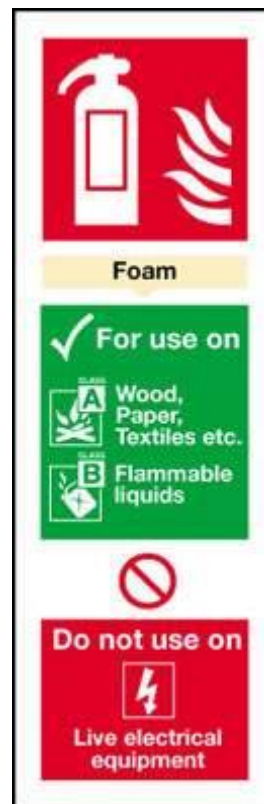


Heat Sources – To reach ignition temperature

Fuel – Gases, Liquids, Solids (Bulky – Dust)

**Remove any one side of triangle will stop fire!**

### Types of Fire Extinguishers



Please note that although CO<sub>2</sub> is nonconductive, electrical equipment involved in a fire should always be isolated whenever possible before the extinguisher is used. Because of extreme cold (especially the discharge horn), only the squeeze grip control and carrying handle should be held during use.



## C.O.S.H.H.

Whilst working in school it is possible that you will come into contact with materials or substances which could cause health problems if sensible precautions are not taken.

### CARE OF SKIN

The Employment Medical Advisory Service in conjunction with the Health and Safety Executive has issued information on skin care as this is the most common occupational health problem.

The following advice may help prevent you becoming affected:-

#### SAVE YOUR SKIN

Occupational contact dermatitis is a rash caused by substances used at work. It can look like some common rashes not connected with work. Some people are more likely to get it than others but it is not catching. It most commonly affects the hands, forearms and legs although when it is caused by dust, mist, or fumes, you may also get it on the face, neck, or chest.

#### SOME COMMON CAUSES ARE:

Pitch, tar, bitumen, brick, stone, cement, plaster, dust, paints, varnishes, lacquers, stains, certain epoxy resins, certain woods, acrylic and formaldehyde resins chromates (in primer paints, cement) organic solvents, petrol, white spirit, thinners, acids, and alkalis to name but a few.

Some substances take weeks, months, or even years to cause dermatitis. This is because the skin becomes allergic to them. This type of dermatitis may also cause swelling of the eyes and lips.

Always read and follow the C.O.S.H.H 'safe use' advice supplied with the produce and always wear the recommended P.P.E.

Staff **must not** bring cleaning products into school.



## Infection Control & Blood-borne Viruses

Under the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999, we have a legal duty to protect the health of our employees and anyone else who may be affected by our work, or who may be on your premises at any time. We will consult all our employees on the risks identified and the measures needed to prevent or control these risks. We will also ensure all employees are familiar with our safety policy.

Specific legislation on hazards that arise from working with biological agents such as BBVs is contained in the Control of Substances Hazardous to Health Regulations 2002. Under COSHH we have a legal duty to assess the risk of infection for employees and others affected by your work. When the risk is known, you need to take suitable precautions to protect their health. We will also provide all our employees with adequate information, instruction and training on any risks to their health which they may face at work.

## Safety Signs



**Prohibition signs** - a sign prohibiting behaviour likely to increase or cause danger (e.g. 'no smoking');



**Hazard signs** - a sign giving warning of a hazard or danger (e.g. 'danger electricity');



**Mandatory signs** - a sign prescribing specific behaviour (e.g. 'ear protection must be worn');



**Safety Signs** - escape or first-aid sign - a sign giving information on emergency exits, first-aid, or rescue facilities (e.g. 'emergency exit/escape route')



**Chemical Signs** – a sign which gives warning of a hazard associated with a chemical or substance.



## Accidents and Incidents

If an accident happens, prompt action may save a life or at least reduce the suffering of one of your colleagues. You can help by making sure that first aid assistance is called immediately. Do not attempt to give first aid yourself unless you have been trained to do so. Familiarise yourself with the First Aiders displayed at the back of the handbook.



### Where instant action is needed:

- Do not move the injured person unless their position is life threatening.
- Get someone to call the emergency services, stay with the injured person, keep them warm and ensure that they can breathe freely.
- If there is serious bleeding, apply pressure near the wound, but do not touch the wound itself.
- Do not allow the injured person to eat or drink.
- In the case of electric shock do not touch the injured person until the power is switched off.

**Make sure you know where to find first aiders and the first aid boxes.**

Always report **All Accidents, Incidents and Near Misses** to the Head Teacher/Team Leader. It is important that they are reported so that they can be investigated and measures put in place to stop them from happening again.

Think, next time you might not be so lucky! Report It!

## Smoking



Since 2007 it has been illegal to smoke at places of work.

It is also illegal to smoke in school vehicles, this includes; cars and mini buses etc.

This includes E Cigarettes and Vaping.

Always ensure that:

- You do not smoke in school vehicles.
- You only smoke off the school grounds.

## Safety in PE/ Swimming Lessons



During any PE activity the teacher has a duty of care to the whole class-it should not be necessary to stand by one piece of equipment.

Firm control should be maintained at all times.

All children must be wearing appropriate dress and should not have anything in their mouths (see clothing regulations below)

Equipment should be checked for stability and good repair before activities commence.

All movement of equipment must be supervised and safe practices observed.

In gymnastics it is important that an indirect teaching approach is adopted as this caters for the needs and abilities of all pupils.

### **In case of an accident in a PE lesson:**

- Stay with casualty-if in doubt do not move him/her
- Send a child or another adult to inform a member of the Senior Leadership Team or another teacher.
- If the casualty requires further treatment parents should be informed and any necessary arrangements made.
- Fill in an incident form.

### **Safe Practices for School Swimming Lessons**

The policy specifically outlining safety in swimming lessons is as follows:

- Pupils are counted and signed in at the beginning of their lesson
- Pupils shower wherever possible and use the toilet before their lesson
- Pupils are accompanied at all times in public areas
- Changing areas to be supervised at all times
- Teachers and pupils are aware of safety procedures and pool rules
- Teachers taking a group must be competent to do so
- Teachers taking a group of children are encouraged to take the National Rescue Award for Swimming teachers and Coaches
- Teaching ratios are 20:1 for swimmers and 12:1 for beginners
- Teachers must change outdoor footwear and wear appropriate poolside clothing
- Pupils must wear suitable swimwear i.e.:
  - a) Boys – swimming trunks (stretch close fitting with or without short legs)
  - b) Girls – one piece swimsuit
    - All pupils must wear hats
    - No jewellery to be worn
    - Where possible children to be grouped according to their ability
    - Swimming aids to be made available to all pupils
    - Only supervised diving to be taught in appropriate depth of water
    - Pupils are counted on leaving
    - Pupils cannot return to the pool area
    - Accompanying Teachers to be aware of pools Operational and Emergency Procedures

## Method Statements

A work method statement, sometimes called a "safe system of work," is a document that details the way a work task or process is to be completed. The method statement should outline the hazards involved and include a step by step guide on how to do the job safely. The method statement must also detail which control measures have been introduced to ensure the safety of anyone who is affected by the task or process.

You have probably noticed that Method Statements are more and more these days being requested by organisations of all sizes and in all industries. The reason they do this is so they can comply with Health and Safety legislation which requires them to make suitable and sufficient enquiries as to the competence of any organisation they contract to carry out work.

## Risk Assessments

A risk assessment is nothing more than a careful examination of what in your work, could cause harm to people so that you can assess whether you have taken enough precautions or should do more to prevent them."

The purpose and function of risk assessments may be expressed as the following:

To identify operations, tasks, and processes which may foreseeably cause harm to employees or others, including members of the public (hazard);

To identify the potential of the hazard being realised, and the potential consequences which might then occur (risk)?

To enable a risk assessment to be developed which will assist in eliminating or reducing the exposure of the population to the risk.

When an evaluation of the risk has been considered, the principles of prevention, control, and protection should be applied. The hierarchy of control is as follows:-

- Avoid the risk if possible.
- Combat risk at source.
- Change the method of work to suite the individual.
- Make use of technological developments.
- Incorporate control measures into the procedures within an overall planned structure to reduce risks.
- Give precedence to controls which cover the whole workforce or activity.
- Provide information and training to employees and self-employed persons.
- Confirm that the control measures indicated by the risk assessment have been put into place and are effective.

Definitions that must be understood:

A "**Hazard**" is defined as something with the potential to cause harm. This includes injury and ill health, loss of production and damage to plant, goods, property or the environment.

"**Risk**" is the likelihood that the harm from a particular hazard is realised and the severity of its consequences.



To complete risk assessments efficiently an element of forethought and planning should be utilised.

The HSE recommend that we use a five step method:-

- STEP 1 Look for the hazards.
- STEP 2 Decide who may be harmed and how.
- STEP 3 Evaluate the risk arising from the hazard.
- STEP 4 Record the findings of the assessment.
- STEP 5 Review the assessment from time to time and amend it if necessary.

A suitable and sufficient risk assessment should identify all the hazards associated with that activity and be carried out by a competent person and record the significant findings and be communicated to those persons likely to be exposed to the risk.

### **Off-site visits and residential holidays**

Staff taking part in visits, journeys and holiday excursions should ensure they have the necessary knowledge, experience and skills required so that they will be aware of, and have made arrangements to deal with all risks involved. Insurance schemes are fully implemented. Parental consent is obtained before taking any children off the school site. Vehicles used to transport children are fitted with seatbelts and car seats when required. Children are given appropriate supervision and instruction in the use of these. A separate policy for educational trips and visits exists. This also includes a risk assessment pro-forma.

### **Break and lunch time supervision.**

At morning break, children are supervised by a team of up to twelve teaching assistants and up to four teachers. During lunch break, the children are supervised by a team consisting of a senior supervisor, and three welfare assistants in the hall. A rotated team of up to twenty four teaching assistants under the supervision of a member of the Leadership Team supervise other areas of the school.

### **Car park area.**

Parent vehicles and taxis, other than those authorised by the school, are required to park outside the school grounds during arrival and departure periods. Children who cycle or scoot to school are required to have a bicycle/scooter permit. Conditions of issue include appropriate health and safety guidance.

## **Security of premises.**

During school hours all staff are responsible for the monitoring of visitors/strangers on the school premises. If an unattended visitor is found on the premises they must be offered assistance. If suspicions are raised, inform a member of the Leadership Team immediately.

## **Lone Working**

All staff should avoid lone working wherever possible by arranging for a colleague to also be on site. Where lone working is unavoidable staff should ensure that all outside doors are locked and curtains/blinds are closed when it is dark.

Fire doors must be unlocked when staff are working on the premises, e.g. out of school hours.

Anyone lone working should ensure they have access to a personal mobile phone.

When two or more people work late they should try to leave the building together.

Cars should be parked as close to the access doors as possible.

Where possible staff should let someone know if they will not be home at their usual time and what time they can be expected.

## **Key Holder Safety during Call Outs**

Key holders on call out should be mindful of their own safety.

Before leaving the key holder should ensure that the school is secure and the alarm re-set.

If any member of staff is onsite and concerned about their own safety or damage to the school due to the presence of other people on or around the site they should telephone the police.

## **Critical Incidents**

The school has contingency measures in place for dealing with critical incidents. See School Emergency Response Plan.

## Summary

As a School we expect that you will agree and abide by the advice and basic precautions outlined in this booklet.

We all know, however, that conditions can change rapidly, suddenly creating new dangers to guard against. For this reason you are asked to '**THINK SAFETY**' and recognise that accident prevention concerns everyone. Your concern will mean better safety, better conditions, improved productivity, and the continued prosperity of yourself, your fellow colleagues, and your School.

You can prevent accidents happening!

# Thank You!

## *Think, Safety First!.....*



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For further Health & Safety information, please refer to the companies Health & Safety Policy.

Additional information can be found on the Health & Safety Executives Website: [www.hse.gov.uk](http://www.hse.gov.uk).

## 5. ACKNOWLEDGEMENT

This is to acknowledge that I have received my copy of the 'School Health and Safety Handbook' and have been given an orientation as to its contents.

I have read and will abide by all the rules and regulations in the Handbook, together with any additional safety rules and regulations relating to my job.

Signed ..... Dated .....

Position .....

Issue 003 August 2019



This is to acknowledge that I have delivered the School 'Health & Safety Handbook' to the person who has signed the above receipt and that I have given an orientation as to the contents of the Handbook to that person.

Signed ..... Dated .....

Job Title .....

## CLASSROOM MONTHLY CHECKLIST

<b>Classroom:</b>	
<b>Person/s completing Checklist:</b>	<b>Date:</b>

<b>Fire Safety</b>	<b>Action if Required (✓ if no action)</b>
Safety rules and evacuation routes are prominently displayed.	
The area has an audible evacuation alarm.	
Doorways, walkways and evacuation exits are kept clear	
External fire exit doors can be opened from the inside without a key and emergency fire exits are signed.	
Fire control equipment is easily accessible.	

<b>Rooms</b>	<b>Action if Required</b>
The room is clean and tidy.	
There is sufficient space for each person to work safely.	
Floor surfaces are maintained in a safe condition and are they suitable for the type of activities being conducted.	
Walls and ceilings are safe and in good condition.	
Steps/stairs/ramps are in a safe condition with non-slip surface, and secure handrails where needed.	
Doors, windows, locks and latches are in good condition and in working order.	
Window blinds are in good condition and not creating a ligature point	
There is adequate ventilation.	
The lighting is adequate to work safely in.	

<b>Furniture, Fixtures and Fittings</b>	<b>Action if Required</b>
All furniture is safe and in good condition.	
Light fittings/fixtures and ceiling fans are in good condition and working order.	
Hanging displays are not hazardous.	

<b>Storage</b>	<b>Action if Required</b>
Flammable material is stored and handled in a safe manner.	
Required resources and equipment are stored safely.	
Free standing shelves/cupboards are secured to ensure stability.	
Storage methods are used that will eliminate or minimize accidents.	

<b>Electrical</b>	<b>Action if Required</b>
Electrical equipment is in good condition and is tested and tagged as required.	

<b>Other Issues</b>	<b>Action if Required</b>