

St Matthew's Primary School



Health and Safety Policy

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1. General Statement of Health and Safety Policy

1. The aim of the Governing Body is to provide a safe and healthy working and learning environment for staff, pupils, parents and visitors. The Governing Body believes that the prevention of accidents, injury or loss is essential to the effective operation of the school and is part of the education of its pupils.
2. The Governing Body notes the provision of the Health and Safety at Work Etc. Act 1974 and in particular the duty of every 'employer' (see 2) to conduct their business in such a way as to ensure, so far as is reasonably practicable, that the persons who are and also persons who are not in their employment, but who may be affected by it, are not exposed to unacceptable risks to their health and safety. The Governing Body accepts that it has a responsibility to take all reasonably practicable steps to ensure the health, safety and welfare of staff and others.
3. The arrangements outlined in this policy statement and the various other safety provisions made by the Governing Body cannot in themselves prevent accidents or ensure safe and healthy working conditions. This can only be achieved through the adoption of safe methods of work and good practice by every individual. The Governing Body will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils must appreciate that their own safety and that of others also depends upon their individual conduct and vigilance while on the premises, or while taking part in school sponsored activities.
4. The Governing Body will review this policy statement annually and update, modify or amend it as is considered necessary to ensure the health, safety and welfare of its staff, pupils, parents and visitors.



Signed:

Chair, Governing Body

Date: 1.09.18



Signed:

Headteacher

Date: 1.09.18

Date for review Summer term annually

SECTION A:

1. Introduction:

1.1 This is a statement of Organisation and Arrangements (Code of Practice) for St Matthew's Primary School. This does not replace the Council's safety policy or the Children and Learning Department's safety policy but is in addition to it for the benefit of teaching and non-teaching staff and pupils, parents, visitors, contractors and all those on school sites. Copies of these documents along with other Codes of Practice and information on health and safety matters will be found in the school's safety manuals.

1.2 This statement deals with those aspects delegated by the School Governing Body over which the Head has control and covers safety associated with the building structure, plant, fixed equipment and services for which other officers of the authority also have responsibility and has been produced in full consultation with the LA; it describes how the Headteacher is discharging his/her responsibilities in respect of pupils, visitors and other employees who are present on school premises in the internal organisation, management and discipline of the school in accordance with the Articles of Government.

1.3 Luton Borough Council and Children and Learning Department Safety Policy

Attention is drawn to the general policy of Luton Borough Council with respect to the Safety, Health and Welfare at Work for all employees. This school policy must be read in the context of the Council's policy and the Children and Learning Department's policy.

1.4 School Policy

The promotion of the Safety, Health and Welfare of staff and pupils is considered to be a mutual objective for the LA, Governors and staff. It is therefore the school's policy so far as reasonably practicable to take the necessary steps to ensure the Safety, Health and Welfare of its staff and pupils and also the public and visitors

1.5 The aim of the statement is to ensure that all reasonably practicable steps are taken to secure the Safety, Health and Welfare of all persons using the premises:

- to establish and maintain a safe and healthy environment throughout the school;
- to establish and maintain safe working procedures among staff and pupils;
- to make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage, and transport of articles and substances;
- to ensure the provision of sufficient information, instruction and supervision to enable all people working on site and pupils to avoid hazards and contribute positively to their own safety and health at work, and to ensure that they have access to health and safety training as and when provided;

to maintain a safe and healthy place of work and safe access and egress from it;

- to formulate effective procedures for use in case of fire and other emergencies and for evacuating the school premises;
 - to lay down procedures to be followed in case of accident;
 - to provide and maintain adequate welfare facilities;
 - to make special arrangements to ensure the health and safety of any disabled person using the school site.
- 1.6 The Headteacher has the overall responsibility for the application of the school safety policy. However, staff within the school are responsible for implementing and maintaining compliance with the school safety policy in the areas for which they are responsible.

The responsibilities of teaching and non-teaching staff are set out in the following section.

SECTION B:

2. RESPONSIBILITIES

2.1 The 'Employer'

The employer is the Local Authority in maintained and voluntary controlled schools. The Governing Body is the employer in voluntary aided and foundation schools.

- 2.2 The Health and Safety at Work Etc. Act 1974 places a duty on **employers** to safeguard, as far as is reasonably practicable, the health, safety and welfare of their employees and the health and safety of others who may be affected by their work activities, such as pupils, parents and visitors. Employers also have additional duties under other legislation such as, for example, The Control of Asbestos at Work Regulations and School Teachers Pay and Conditions (work life balance).
- 2.3 ***The Local Authority, where it is the employer, requires that all Governing Bodies and Key Managers implement relevant health and safety enactments, policies, codes of practice/guidelines and operate effective safety management systems for all activities on all sites that they manage.***
- 2.4 **For the purposes of Health and Safety Management, all Headteachers are deemed to be Key Managers.**

3. ***Responsibilities/Duties of the Governing Body***

3.1 ***Governors are responsible for monitoring compliance with statutory requirements and with the Local Authority safety policy.***

- (a) ***Health and safety will feature as a regular agenda item at governor's meetings. A Governing Body Health and Safety Committee should be established to periodically monitor and review the effectiveness of the school health and safety policy and ensure that any necessary changes are made.***
- (b) Reports on health and safety will be received for the Headteacher and any of the following as appropriate
 - * ***The Local Authorities Health and Safety Adviser***
 - * ***The School Health and Safety Committee***
 - * ***Union safety representatives***

3.2 The Governing Body will, so far as is reasonably practicable, provide:

- (a) Adequate allocation of resources, including time, for work and activities with implications for health and safety to take place. Where a school does not have a delegated budget, the Local Authority will undertake this function.
- (b) A safe environment for staff, pupils, parents and visitors to go about their various activities.
- (c) Adequate welfare facilities
- (d) Necessary safety and protective equipment and clothing
- (e) Safe plant, equipment and systems of work.
- (f) Safe arrangements for the handling, storage and transport of articles and hazardous substances.
- (g) Supervision, training and instruction so that all staff and pupils can perform their activities in a safe and healthy manner.
- (h) The opportunity for all staff to receive health and safety training appropriate to their duties and responsibilities. This should be given before an employee commences any relevant work. Whatever training is required by statute, or considered necessary for the safety of staff, pupils and others, the Governing Body will ensure that such training is provided. Pupils will receive such training as is considered appropriate to the school related activities that they carry out. Records will be kept of all training. Staff and pupils training will be regularly updated.

- (i) The following health and safety reports:
* Information to parent via the minutes of normal meetings and/or the Annual Parents Report as appropriate.

* On other occasions as appropriate, and in response to specific concerns.

3.3 The Governing Body, so far as is reasonably practicable and in consultation with the Headteacher, will:

- (a) Make itself familiar with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice that are relevant to the work of the school, in particular the Management of Health and Safety Regulations 1999.
- (b) Adopt and maintain an effective policy, organisation and arrangements for the provision of health and safety throughout the school.
- (c) Identify and evaluate risk control measures in order to select the most appropriate means of minimising risks to staff, pupils, parents and visitors.
- (d) Set standards and ensure responsibility is assigned for:
- i. Reporting accidents and near misses
 - ii. Recording and investigating accidents
 - iii. Establishing and participating in the school Health and Safety committee (including Governing Body representation)
 - iv. Undertaking, recording and reviewing risk assessments, especially in regard to:
 - Potential accidents and near misses
 - Health hazards
 - School sponsored on and off site activities
 - Pupils and their behaviour
- (e) Monitoring adherence to health and safety standards
- (f) Reviewing documentation and distributing from the Local Authority etc
- (g) Carry out inspections
- (h) Providing first aid
- (i) Dealing with emergencies
- (j) Supervising storage facilities
- (k) Dealing with waste material
- (l) Monitoring housekeeping standards
- (m) Dealing with complaints on health and safety

- (n) Purchasing and maintaining equipment
 - (o) Testing of plant and equipment to ensure it is safe
 - (p) Carrying out repairs where it is the responsibility of the school
 - (q) Organising security and fire protection arrangements
 - (r) Implementing risk control measures
- 3.4 So far as is reasonably practicable, the Governing Body, through the Headteacher, as Key Manager, will make arrangements for all staff, including temporary and voluntary staff and helpers, to receive a copy of this policy and comprehensive information on:
- (a) All other relevant health and safety matters.
 - (b) The instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.
- 3.5 Where the Governors delegate responsibility for carrying out a particular health and safety function to an employee, they must ensure that the person is aware of the duty, knows how he/she is expected to perform it, and is provided with any necessary information, instruction, training and supervision and resources (including time). In addition suitable measures for monitoring performance measures must be in place.
- 3.6 Governors are directly responsible for safety management/compliance during lettings and ensuring that premises, equipment and substances are safe and without risk to health (not currently applicable).
- 3.7 Where Governing Bodies award contracts independent of the Local Authority – such as cleaning, catering services and building works, etc. – they must give proper consideration to the health and safety aspects before the tendering of any such contract takes place and they must satisfy themselves that the successful contractors comply with all relevant legislation. Governors, who act responsibly, taking note of relevant guidance and seeking advice when in doubt, should have no difficulty in meeting these obligations.

3.8 The Headteacher's Responsibilities

The Headteacher also has responsibility for health and safety in the school and in particular he/she should:

- I. be the focal point for day to day references on safety and give advice or indicate sources of advice;
- II. co-ordinate the implementation of the safety procedures in the school;
- III. maintain contact with outside agencies able to offer specialist advice;

- IV. report all known hazards immediately to the Authority and/or the Governing Body and stop any practices or the use of any plant, tools, equipment, machinery, etc. he/she considers to be unsafe until satisfied as to their safety;
- V. as appropriate under LMS to take decisions about or make recommendations to the Authority for additions or improvement to plant, tools, equipment, machinery, etc. which are dangerous or potentially so;
- VI. make or arrange for investigation of premises, places of work and working practices on a regular basis and ensure that he/she is kept informed of accidents and hazardous situations;
- VII. review from time to time;
the provision of first aid in the school;
the emergency regulations;
and make recommendations for improving the procedures laid down.
- VIII. review regularly the dissemination of safety information concerning the school;
- IX. recommend necessary changes and improvements in welfare facilities;
- X. inform the Governors from time to time of the safety procedures of the school, and provide them with up to date report and safety issues;
- XI. monitor the school policy on health and safety procedures and update them as new information is supplied by Luton Borough Council.

3.9 General Responsibilities – Staff

No class of primary age children should be left for any reason except in an emergency and even then a colleague or the Headteacher should be made aware of the situation and asked to keep an eye on them.

- a) Scissors or sharp craft tools must be stored out of reach of children and when in use constant supervision must be exercised.
- b) A particular high level of supervision must be exercised when children are assisting in the movement of equipment.
- c) Computer screens will be sited so as to comply with the Borough Policy.
- d) Hot glue guns must **only** be used under teacher supervision.
- e) No child must be allowed out of school during school hours unless there is clear evidence or a request from the parent or guardian. The Headteacher must be notified and any letter making such a request should be kept until after the pupil's return.

- f) In all but exceptional circumstances, agreed by the Headteacher and the parents, all children leaving during school hours must be collected by an adult and not sent unaccompanied. The adult must complete the signing out book in the office and must be over 16 years of age.
- g) In the absence of the Headteacher, the deputy Headteacher(s) will discharge the above responsibilities.
- h) In addition to the overall responsibility of the Head the following have delegated responsibility in the areas shown:

	Area	Any Special Responsibility
All teachers	Own classroom/area	Day to day safety
Cook	Kitchen and Servery	
Premises Manager	Boiler House	
Teaching Assistants/teachers on duty	Playground activities at break times and lunchtimes	

- 3.10 All staff have the responsibility to co-operate with the Headteacher to achieve a healthy and safe workplace and to take reasonable care of themselves and children.
- 3.11 Whenever a teacher or supervisor notices a health or safety problem, which they are not able to put right they must straight away tell the appropriate person.

3.12 Other persons responsible for:

Staff Safety Training	Luton Borough Council/Governing Body
Carrying out safety inspections	Corporate Health and Safety Adviser
	Bedfordshire Fire & Rescue Service
	Luton Borough Council, Fixed Assets Department Division
Recording & Investigating Accidents	Headteacher (initially)
Maintenance of buildings plant and equipment for LMS and voluntary aided schools	As laid down in the local management of school documentation.

- 3.13 **Teaching and Non-Teaching Staff Holding Posts/Positions of Special Responsibility**
These staff:

- (a) have a general responsibility for the application of the Authority's safety policy to their own department or area of work and are directly responsible to the Head for the application of existing safety measures and procedures within that department/area of work. Advice or instructions given by the Authority and the Head, including the relevant parts of this statement, shall be observed;
- (b) shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, as far as is reasonably practicable safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances, (e.g. chemicals, boiling water, duplicating fluid, guillotines);
- (c) shall make every effort to resolve any health and safety problem any member of staff may refer to them and refer to the Head any of these problems for which they cannot achieve a satisfactory solution within the resources available to them;
- (d) shall carry out a regular safety inspection of the activities for which they are responsible and, where necessary, submit a report to the Head;
- (e) shall ensure, as far as is practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own safety and health at work;
- (f) shall, where appropriate, seek the advice and guidance of the relevant Adviser or Officer of the authority;
- (g) shall report to the Head requirements for safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so;
- (h) shall ensure that all cleaning materials are locked away in special stores when not in use.

3.14 **Supervision at Playtimes**

The mid-session breaks are legally deemed as part of the teaching day. The procedure and rota of supervision for each year group is shared with all staff in the year group by the Year Group Leader. A copy is displayed in each classroom. Absence cover for playtimes is organised by the Year Group Leader. No children should be allowed to practice activities in the hall unless personally supervised by a teacher in addition to the duty teacher.

During wet weather, it may be considered reasonable for small numbers of children to remain by choice in classrooms with periodic supervision. It is not reasonable to expect a class of children to be kept in during wet weather in safety without full supervision. At least one teacher and/or Teaching Assistant will remain in their classroom and supervise their class. Arrangements will be made for provision of beverages, also supervision of the children if a teacher wishes to visit the toilet or collect materials from another area of the school

3.15 Special Obligations of Class Teachers

The safety of pupils is the responsibility of class teachers; teachers have traditionally in law carried responsibility for the safety of pupils when they are in charge.

If for any reason, e.g. the condition or location of equipment, the physical state of the room or the splitting of a class for practical work, a teacher considers he/she cannot accept this responsibility; he/she should discuss the matter with the Head before allowing practical work to take place.

Class teachers are expected:

- to exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, bomb scare and first aid, and to carry them out;
- to know the special safety measures to be adopted in their own teaching areas and to ensure that they are applied;
- to give clear instructions and warning as often as necessary;
- to follow safe working procedures personally;
- to ask for protective clothing, guards, special safe working procedures, etc. where necessary;
- to make recommendations to their headteacher, e.g. on safe equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.

3.16 Supervision Before and After School

Full-time staff are expected in school no later than 08.30am and are expected to leave no earlier than 15.30pm. Parents are requested to ensure that children arrive at school as near to 08.45am as possible and leave the premises at the end of the day as soon after 15.25pm as possible. Pupils who arrive early or leave late may contact any member of staff in an emergency. On wet days children are to arrive at school as near to 08:45am as possible and shelter under the covered ways if necessary and are allowed in school under the supervision of their teacher when the teacher arrives in the classroom.

Teachers must remain in the class/cloaks area until the last child under their supervision has left the building and remain in the vicinity of the classroom until 15.30pm in case a child returns to the room.

The Headteacher or Deputy Headteacher or a member of the Senior Leadership Team will be on duty until 16.30pm to deal with any emergency.

No child must be kept in detention after school.

Special care must be kept to ensure that no child leaves the school between 08.45am and 15.25pm (15:20pm for EYFS and KS1).

At no time within the prescribed hours should children be unsupervised whether in the playground, dining hall or anywhere else in the school.

No child in EYFS, Year 1, Year 2, Year 3 or Year 4 is to leave the premises unless accompanied by a parent/adult known in advance to be collecting the child. Children in Years 5 and 6 may walk to and or from school if written permission is received from the child's parent or guardian.

Parents are asked to make sure that children do not bring items to schools, which are hazardous or dangerous. If such items are found by any member of staff they will be confiscated and the parents asked to come into school to collect them.

If any member of the public refuses to leave the premises or is constituting a nuisance, dial the Police (999) and request immediate assistance.

3.17 **The Pupil**

The pupils are expected:

- to exercise personal responsibility for the safety of self and class-mates;
- to observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous);
- to observe all the safety rules of the school and in particular the instructions of teaching staff given in emergency;
- to use and not wilfully misuse, neglect or interfere with things provided for their safety.

NB All pupils and parents should be made aware of the contents of this section.

3.18 **Persons with Disabilities**

e.g., visually impaired, hearing impaired, etc.

Where it is identified that a pupil/pupils are in requirement of special needs, it is a duty that these requirements are met, e.g.,

- Teacher training
- Specialist equipment
- Means of access

Advice can be obtained from:

Luton Borough Council Corporate Health and Safety Adviser
Clemitson House
44-48 Gordon Street,
Luton. LU1 2QP
Tel: 01582 548042

Luton Borough Services for the Visually Impaired,
Children and learning Department, Unity House,
111 Stuart Street, Luton. LU1 5NP
Tel: 01582 548107

Luton Borough Services for the Hearing Impaired,
Children and learning Department, Unity House,
111 Stuart Street, Luton. LU1 5NP
Tel: 01582 548106

3.19 Visitors

Regular visitors and other users of the premises, (e.g. delivery personnel from specific companies), should be required to observe the safety rules of the school. In particular parents helping out in school should be made aware of the health and safety arrangements applicable to them through the teacher to whom they are assigned. Such notice should be drawn to their attention.

3.20 Reporting Defects

Any teacher or adult, or child, discovering a defect in the building should report the matter to the designated person. The designated person should take immediate steps to render the area safe or out of bounds and should contact the Premises Manager. He/she should inform the Headteacher of his/her action. He/she should note the date of contact with the Premises Manager in the Defects Book, which should be examined by the Head on request.

3.21 Defects in Equipment

Any defective equipment should be taken out of use immediately and the designated person informed. The designated person should inform the Head about the repair or replacement of the item.

Repaired equipment should be checked by the designated person, before being brought back into service.

3.22 Information

Copies of all Luton Borough Council, Health and Safety circulars are issued to schools as and when necessary.

3.23 Electrical Safety

The Local Education Authority policy dealing with electricity at work has been implemented within these premises.

The regulations governing the renewal of the School's Public Entertainment Licence ensures an annual check by the Environmental Health Department and Fire Brigade of electrical safety of earth leakage circuit breakers, emergency exit signs, fire alarms, etc., to meet current legislation.

Residual Current Devices should be tested, the results of which being recorded in a form similar to that shown in Appendix 1.

4. **SECTION C:**

General Arrangements

4.1 **First Aid**

First Aid will be administered in accordance with Luton Borough Council Guidelines.

Emergency Services - telephone 999.

The Accident folder is located in the main office. If accidents or near-misses occur an accident report **must** be completed in accordance with Luton Borough Council requirements and the incident reported to a senior member of staff. The accident folder will be monitored by senior leaders.

Administration of Medicines in schools - in accordance with Administering Medicines Policy.

Supporting children with medical conditions at school – Children with medical condition are supported in line with the statutory guidance document 'Supporting pupils with medical conditions at school' (June 2017).

In case of Accident

- (a) If of a minor nature, deal as a first aid case and enter the details in the first aid/accident book/log an accident report must be completed using the online AssessNet accident / near miss reporting system
- (b) In serious or doubtful cases, attempt to contact parent/emergency contact, and/or call an ambulance (999). A child must be accompanied to hospital by a parent or member of staff. If the latter, parents must be informed as soon as possible. An accident report must be completed using the online AssessNet accident / near miss reporting system

5 **FIRE**

5.1 **Regulatory Reform (Fire Safety) Order 2005**

PLEASE REFER TO THE FIRE RISK ASSESSMENT AND EMERGENCY EVACUATION POCEDURE (updated at least annually)

The Fire Precautions (Administering Workplace) Regulations apply to the school in their entirety, to this end fire risk assessments have been undertaken in accordance with the above Regulations, copies of which can be found in the Premises Manager's office. The fire risk assessment is reviewed, amended and communicated at least annually. Emergency evacuations are held during the school year. It is in the nature of the drills that they occur without warning to staff or pupils. On occasions a drill will be announced. In an emergency evacuation special consideration is given to the evacuation of pupils/staff/visitors who may be disabled. Staff, pupils and visitors who may have difficulty raising the alarm, or difficulty exiting the premises due to additional needs are supported with a Personal Emergency Evacuation Plan (PEEP). Emergency evacuations are times and evaluated for effectiveness.

Pupils are informed of the emergency evacuation procedure on the first day of the new school year and at regular intervals thereafter, as to the exact procedures to follow in the event of a drill or an emergency.

Responsibility for administration of the emergency evacuation rests with the Headteacher, Deputy Headteacher or a member of the Senior Leadership Team who has been appointed by the Headteacher to undertake this task. All members of staff participate in emergency evacuation and report to year heads or the appointed person for the purpose of checking pupils.

5.2 General Fire Safety.

Ensuring fire safety rests with the:	Headteacher.
Fire doors:	Must never be fastened open. Must never be obstructed by desks, etc. to impede exit.
Fire extinguishers to be serviced by:	Approved contractors.
Fire alarms:	Headteacher - period of drills will be a minimum one every half term for all zones.
Fire Alarm: Break Glass	At least one different break glass point to be tested on a weekly basis and a record of such test to be kept

Alarm

- (a) Sound the alarm by breaking the glass of the alarm system. Report source of fire to the Headteacher.
- (b) Person nearest the telephone will dial 999 and call the Fire Brigade.

DO NOT WAIT FOR PERMISSION.

Action

- (a) Classes on playground or field will proceed by the nearest safe route to a designated location.
- (b) Main building classes will exit by the most convenient door according to the situation of the fire and proceed to a designated location.

Teachers

- (a) Escort children in a calm and orderly manner to the designated location
- (b) Close all doors.
- (c) Bring attendance registers if in the classroom.
- (d) Check that all children are accounted for and report to the nominated fire marshall.

Non-Teaching Staff and Anyone Else on the Premises

- (a) Leave the room via the nearest external exit
- (b) Report to the nominated fire marshall.

If you discover a fire

- (a) If the fire appears to be a minor one, attempt to deal with it using apparatus available, if trained to do so. Never put yourself in danger.
- (b) Advice and Consultancy should be sought from your local Fire Prevention Officer

6. SECTION D:

6.1 General Information

Specialist advice can be obtained from the Health and Safety Officer, Health and Safety Service

Luton Borough Council Corporate Health and Safety Adviser
Clemitson House
44-48 Gordon Street,
Luton. LU1 2QP
Tel: 01582 548042

Health & Safety Executive
Woodlands
Manton Lane
Bedford
Bedfordshire
MK41 7LW

The Department to contact in case of emergency repairs is the Fixed Assets Department.

6.2 **Electrical Equipment**

An approved contractor will be appointed for routine inspections of plugs and cables for loose connections and faults. PAT testing is carried out at least annually. See Appendix 3. The Department to contact in case of emergency is the Fixed Assets Department or the approved contractor.

6.3 **Other Equipment**

Boiler House	Premises Manager	As laid down in Luton Borough Council Manual of inspection on the use, planning and cleaning of machinery and heavy equipment
Kitchen	Cook Assistant Cook	

The cook or assistant cook is responsible for contacting the Fixed Assets Department if any defects are found.

An approved contractor will be appointed for the maintenance of appliances, audio-visual equipment, etc., that contractor being as approved by the Premises Manager or Headteacher.

6.4 **Working at Heights**

To be undertaken in accordance with Luton Borough Council Children and Learning Department Guidelines and procedures.

6.5 **Asbestos**

Under The control of Asbestos at work Regulations (CAR) 2012, all staff have a duty to prevent or control exposure of employees, pupils and visitors to the premises from asbestos products. As detailed in the Asbestos Policy (Operation Non Housing properties).

No work should take place without reference to the Asbestos log, which should be held centrally and is located in the Premises Manager's office.

6.6 **Legionella**

Legionella testing is undertaken in line with Council procedures in accordance with ACOP L8

The risk assessment is contained within the legionella log book which is located in the Premises Manager's office.

6.7 **COSHH - Control of Substances Hazardous Health Regulations 2002**

Under the COSHH Regulations 2002 all staff have a duty to prevent or control exposure of employees or pupils and visitors to the premises to substances hazardous to health.

These Regulations apply to all potentially hazardous substances such as dusts, printing products, pesticides, detergents, bleaches, fumes, micro-organisms, paints, dyes and solvents as well as substances used in science experiments.

The master set of COSHH assessment records will be kept in the cleaning cupboards. Copies of relevant assessments will be issued to individual department/s personnel.

No new substances may be brought into school without carrying out a full COSHH assessment. This is a legal requirement.

All hazardous materials will be purchased through regulated suppliers or other recognised scientific suppliers who provide hazard data sheets and/or appropriate labels with each substance purchased. A copy of any hazard data sheet so obtained must be passed to the Premises Manager for filing with the COSHH assessments. It is our responsibility as purchaser to obtain any hazard data sheets so these must be requested as part of any order.

Premises staff holding stocks of hazardous substances (Science, Art, Technology, Office, Premises manager, Ground staff, etc.) are required to check stock on a regular basis (at least annually) and list for disposal all substances no longer required. Flammables (e.g. aerosols) should be stored in locked flammables cupboard, which is suitably marked in accordance with the Safety Signs Regulations 1980. All hazardous substances and containers will be labelled and have tops on.

All members of staff must make proper use of control measures and report any defects to the Headteacher.

All COSHH assessments must be reviewed on a regular basis or whenever there is a change in circumstances concerning use.

In all work with their pupils staff must bring any relevant safety procedures to their notice.

6.8 **COSHH ASSESSMENT RECORDS**

To comply with the 2002 COSHH Regulations, a full survey of the premises at St Matthew's Primary School was carried out to assess which products may be harmful, in April 2010.

Relevant assessment records have been circulated to all staff and are available for reference in the cleaning cupboards.

This is an on-going procedure and all staff have been made aware of assessment records and data sheets.

6.9 Educational Visits

No teacher/member of staff must take children off school premises without specific insurance cover as governed by current Borough requirements. All trips and visits off of the school premises require a risk assessment to be authorised by a senior member of staff. Risk assessments are to be recorded and evaluated on EVOLVE. See LA Guidance booklet.

6.10 Sports Activities

To be undertaken in accordance with Luton Borough Council Children and learning Department Guidelines. Risk assessments for sporting activities are available in the Risk Assessments folder in the main reception office. These are also stored electronically on the 'shared area' of the school network.

6.11 Maintenance of Physical Education Equipment

To be undertaken in accordance with Luton Borough Council Children and learning Department Guidelines.

6.12 Supervision of Physical Activities

To be undertaken in accordance with Luton Borough Council Children and learning Department Guidelines.

6.13 Repair, Maintenance and Upkeep of Buildings

The Head of Fixed Assets Department is responsible for ordering building and other similar work in premises used by the Borough Council as laid down in Section 4 of local management of school buildings. The Headteacher may also in delegated schools order such work.

Contractors, including BTS, working on Luton Borough Council premises must comply with any appropriate legislation and any Borough Council rules governing the particular premises. To this end contractors will agree with the Premises Manager/Headteacher what working arrangements will be applied before starting work.

Where possible, prior to the contractor's staff starting on site, designated routes for the movement of vehicles should be planned to reduce the risks to other persons.

They will also be required to report to the person in charge of the premises all accidents and injuries which occur on the premises whether such accidents involve injury to their own staff or to other persons on the premises.

6.14 **Notification of dangers when work is in progress**

The following procedures should be followed:

In the event of danger, the operator in charge of the building should take any steps deemed necessary to exclude persons from the danger until such times it is rectified.

The contractor should be told what the person in charge has identified as dangerous and what has to be done to ensure that persons are not endangered.

Where work has been ordered by The Head of Fixed Assets Department, the matter should be reported to the Clerk of Works/Principal Building Surveyor.

In cases of less urgent nature, the person in charge of the building should discuss the problem with the contractor's representative on site and if possible agree a solution.

The Clerk of Works/Principal Building Surveyor should always be consulted or notified on the apprehended danger and what is being done by the contractor to avoid it.

6.15 **EC DIRECTIVES 1992**

MANUAL HANDLING OPERATIONS

Manual handling assessments for the handling of articles, persons and animals will be undertaken by the appropriate Headteacher/Deputy Headteacher/Head of Department and the assessments will be retained by the Premises Manager.

PERSONAL PROTECTIVE EQUIPMENT

The provision of personal protective equipment will be determined by the appropriate Head of Department and agreed with the Deputy Headteacher/Headteacher. This will be done in line with the Luton Borough Council policy and guidance notes.

PROVISION AND USE OF WORK EQUIPMENT

Wherever possible any equipment provided for use at work will be purchased to meet an appropriate CE mark or relevant British Standard, in line with the Luton Borough Council policy and guidance note.

DISPLAY SCREEN EQUIPMENT

These apply to all types of Display Screen Equipment, together with associated furniture and installations. DSE users (employees) are entitled to free eyesight testing and contributory costs towards lenses/spectacles where appropriate. (Eyesight testing can be arranged via the Borough Personnel Department's Principal Occupational Health Nurse - tel: 01582 546373). Any costs incurred for eyesight tests/prescriptions will be the school's responsibility under LMS in line with Borough Policy.

Refer to Welfare, Health and Safety EC Directives Binder for further information on the above directives.

6.16 **Use of Borough Council (schools) Equipment by Contractors**

Employees who are in charge of such equipment must not lend it to contractors who are not employees. The contractor is expected to supply any/all equipment needed to complete the work safely that they have undertaken to do.

6.17 **Lunchtime Duties – Teaching Assistants and Midday Supervisors**

Within the terms laid down by Luton Borough Council, specific duties to include:

- (a) Responsibility for all children on school premises during designated working times.
- (b) Deal with misbehaviour during the dinner period following the school's behaviour policy.
- (c) Provide emergency first aid cover throughout the duty period.
- (d) Perform all clerical duties related to the post, e.g. time sheets, accident reports, etc

On arrival the Senior Supervisor will:

- Check weather conditions and decide if indoor activities are appropriate.
- Obtain class lists from office and check numbers of children staying for meals and packed lunches in each class.

6.18 **Dining Hall – Teaching Assistants and Midday Supervisors**

- Children should be assembled in an orderly manner and brought to the dining hall by the class Teaching Assistant or a Midday Supervisor.
- Supervise pupils on arrival in the dining hall.
- Organise children in serving and clearing of meals, maintaining reasonable levels of noise, good order and table manners.
Monitor eating where necessary and report any concerns to the class teacher.
- Deal with any accidents and ensure that hazards from spillage, breakage, sickness, etc. are kept to the minimum and dealt with immediately.
Administer general first aid where required.
- Organise in a disciplined manner, the children leaving the dining hall for outdoor play.
- Organise the supervision of children remaining in the dining hall finishing meals, etc.

6.19 **Play**

- Ensure the safety and well-being of the children at all times. Teaching Assistants when on the playground must patrol the whole playground area and not remain in one space.
- Organise outdoor or indoor activities as directed by senior staff
- Note new children and help them settle in.
- Control the supervision of toilets.
- Share information with class teacher regarding concerns over meals, behaviour incidents and communicate any information relevant to the childrens' needs.

6.20 **Discipline**

- Follow the school's behaviour policy
- Ensure that children are engaged in activities to minimise boredom
- Ensure that children are supervised and watched to minimise incidents of unacceptable behaviour

6.21 **Community Use**

Under the 1986 Education Reform Act the Headteacher and Governors recognise that community use of premises will be required, e.g., Adult Education/Youth Service and Community Groups. Such groups' attention will be drawn to the detail of this safety policy with which they will be required to comply with so far as it affects their operation. Safety provisions over and above those contained in this safety policy may be appropriate for particular common use activities and each group will be responsible for producing their own safety procedures, which compliment those within existence within the school.

6.22 **Self-Help Projects on Education Premises**

As per LA policy and notification procedure set out in Section (i) of Local Management of Schools (Buildings) documentation.

6.23 **Infectious Diseases**

The school will take all reasonably practicable precautions in accordance with the requirements of the Health and Safety at Work, etc. Act 1974 to protect all persons on the premises.

The school policy and hygiene guidelines will be adhered to and are available on request from the Headteacher.

Pupils and staff should be familiar with these arrangements.

6.24 **Conclusion**

The whole staff are committed to make these arrangements work. This will ensure, so far as is reasonably practicable, that working conditions are safe and without risks to health and that the working life of everyone is accident free.

If an Improvement or Prohibition Notice is served by an enforcement officer (e.g. Health and Safety Executive), the Head should immediately advise the Corporate Director of Children and Learning, also the Borough Council's, Corporate Health and Safety Adviser (Schools). If a Prohibition Notice is issued with immediate effect the activities specified should cease forthwith.

6.25 Future Safety Policy

This document is not a finite statement of policy. It will require regular consideration and revision where necessary. It cannot include all items necessary to achieve safe working conditions and due consideration must be given by all employees to the statutory requirements and internal arrangements which can, and will, help the achievement of a safe and healthy place to work.

6.26 Health and Safety Advisers

The Corporate Health and Safety Adviser (Schools) acting on behalf of the Children and Learning Department have the right to stop any activity on Council owned property if it is, in their opinion, giving rise to imminent danger. The work activity will not be allowed to restart until such time that the cause of the danger is removed or rectified. Officers acting in this manner will be indemnified.

Any member of staff noticing a failure to comply with this statement of organisation and arrangements, or other advice/guidance issued by the Authority or Head in pursuance of the safety policy, should immediately report the circumstances to the Head. The Head should then initiate appropriate remedial action. If it proves impossible for the Head to resolve the matter, he/she should then report the matter to the Corporate Health and Safety Adviser (Schools).

Hazardous situations should also be reported immediately and the same procedure followed.

Suggestions by any member of staff to improve standards of health and safety are welcomed by the Head and Governors.

APPENDIX 1

**RESIDUAL CURRENT DEVICES - TEST IN ACCORDANCE WITH
MANUFACTURERS INSTRUCTIONS**

DATE	TIME	TESTED BY	LOCATION	SATISFAC- TORY	FAULT	ACTION TO REMEDY FAULT	DATE FAULT CLEARED

APPENDIX 2

FIRE ALARMS - TWO BREAK POINTS TESTED EACH WEEK

DATE	TIME	TESTED BY	LOCATION	SATISFACTORY	FAULT	ACTION TO REMEDY FAULT	DATE FAULT CLEARED

**APPENDIX 3
CABLE CHECKS - VISUAL EXAMINATION ONLY -
ALL STAFF AWARE OF NEED TO REPORT ANY DAMAGE
IMMEDIATELY**

DATE	TIME	TESTED BY	LOCATION	SATISFACTORY	FAULT	ACTION TO REMEDY FAULT	DATE FAULT CLEARED

ACCIDENT & NEAR MISS REPORTING**1**

Definitions:

Accident – An accident is an undesired, unplanned incident that resulted in injury, damage or loss to persons or property.

Near Miss – A near miss is an undesired, unplanned incident that **may have** resulted in injury, damage or loss to persons or property.

THE LAW

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

These apply to all employees and cover everyone at work or affected by work activities.

Failure to follow an effective system of accident reporting is an offence. Contravention of any of the provisions of RIDDOR may lead to conviction or a fine of £5 000.

A CORPORATE POLICY STATEMENT

Luton Borough Council, as an employer, will ensure that when an accident happens the following action will be taken after first aid:-

1. Managers/Headteachers will investigate, gather evidence and attempt to determine the cause.
2. Check that the existing risk assessment is suitable and sufficient.
3. Take reasonably practicable steps to prevent a recurrence.
4. Report the accident in accordance with legislation (see below).
5. All named witnesses will provide a written statement where appropriate.
6. Second or subsequent absences from work require the on line accident system AssessNET to be updated and a GPs note confirming second absence relates to original injury at work.

NO LOST TIME AND UP TO THREE DAYS LOST

All accidents must be recorded within each department / school using AssessNET (the on line accident reporting system).

Injury resulting from physical violence is to be reported as above and the Violence at Work incident report form must also be completed. See [Violence at Work Incident Reporting Form](#) on the intranet

OVER SEVEN DAYS LOST

Where a person at work is incapacitated (unable to do their normal contractual work) for more than seven consecutive days (excluding the day of the accident but including any days which would not have been working days) owing to injury resulting from an accident at work, (including physical violence injuries) or a member of the public/pupil is taken directly to hospital as a result of injury caused by activities under the control of LBC, you must:

1. Follow the procedure for No Lost Time Accidents.
2. Investigate the accident and ensure that the Manager's Investigation Report Form, Witness Statements and accident record are entered on AssessNET (the on line accident reporting system).
3. Inform the HSE Incident Contact Centre (ICC) within 15 days of the accident through the use of AssessNET (the on line accident reporting system).

DEATH OR MAJOR INJURY

- your employee, or a self-employed person working on your premises, is killed, suffers a major injury (including physical violence injury) or is admitted to hospital as a result of your work activity for more than 24 hours.

Or

- a member of the public/pupil is killed or suffers a major injury as a result of activities under the control of Luton Borough Council and is taken from the scene of the accident straight to hospital for treatment.
- the responsible person must notify the HSE immediately (telephone 0845 300 9923). They will ask for brief details about your business, the injured person and the accident. Also inform the H&S Adviser on 01582 548042. If out of office hours call **08448 476648**.

sure that details of the accident, the Manager's Investigation Report Form and Witness Statements are entered on to AssessNET (the on line accident reporting system).

NEAR MISS INCIDENTS

All Near Miss incidents that had the potential to cause injury, damage or loss to persons or property are to be reported using AssessNET (the on line accident reporting system).

Please note: The reporting of accidents to persons under the age of 18 who are on an LBC apprenticeship scheme are subject to additional external reporting. These accidents are to be immediately reported to Work Based Learning on 01582 547235. If you have any further questions regarding the accident reporting procedure or require training and access to AssessNET (the on line accident reporting system) please contact your H&S Adviser on 01582 548042. .

ACCIDENT REPORTING

ROAD TRAFFIC ACCIDENTS

Only a limited number of accidents caused by moving vehicles on a public road are reportable and usually only if connected with work on or alongside the road.

These accidents are to be reported using AssessNET (the on line accident reporting system).

WORK-RELATED DISEASE

If a doctor notifies you that your employee suffers from a reportable work-related disease (including Work Related Upper Limb Disorders) then you must complete the work related disease using AssessNET.

The ailment should also be reported to Occupational Health and the Health and Safety Adviser.

Reportable diseases include:

- * some skin diseases such as:
 - * occupational dermatitis
 - * skin cancer
 - * chrome ulcer
 - * oil folliculitis/acne

- * certain poisons

- * lung diseases including:
 - * occupational asthma
 - * farmer's lung
 - * pneumoconiosis
 - * asbestosis
 - * mesothelioma

- * infections such as:
 - * leptospirosis
 - * hepatitis
 - * tuberculosis
 - * anthrax
 - * legionellosis
 - * tetanus

- * other conditions such as:
 - * occupational cancer
 - * certain musculoskeletal disorders
 - * decompression illness
 - * hand-arm vibration syndrome

ACCIDENT REPORTING

REPORTABLE MAJOR INJURIES, DANGEROUS OCCURRENCES AND DISEASES AS DEFINED BY RIDDOR 1995 ARE:-

- Fracture other than to fingers, thumbs or toes;

- Amputation;

- Dislocation of the shoulder, hip, knee or spine;

- Loss of sight (temporary or permanent);

- Chemical or hot metal burn to the eye or any penetrating injury to the eye;

- Injury resulting from an electric shock or electrical burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours;

- Unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent;

- Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;

- Acute illness requiring medical treatment where there is a reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

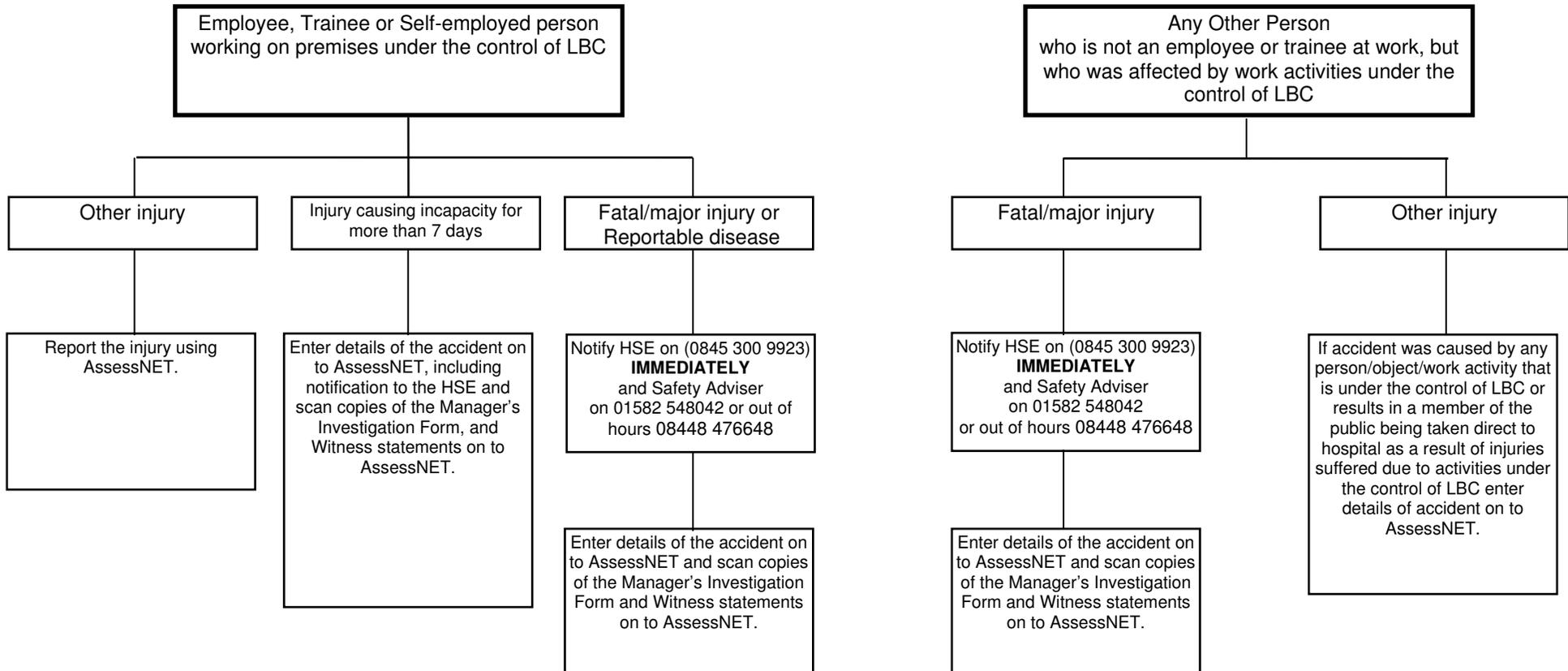
ACCIDENT REPORTING

REPORTABLE DANGEROUS OCCURRENCES

The dangerous occurrences which are required to be reported immediately on line to the Health and Safety Executive using AssessNET.

1.	Collapse, overturning or failure of load-bearing parts of lifts and lifting equipment.	11.	Collapse, or partial collapse, of a scaffold over five metres high, or erected near water where there could be a risk of drowning after a fall.
2.	Explosion, collapse or bursting of any closed vessel or associated pipe work.	12.	Unintended collision of a train with any vehicle.
3.	Failure of any freight container in any of its load-bearing parts.	13.	Dangerous occurrence at a well (other than a water well).
4.	Plant or equipment coming into contact with overhead power lines.	14.	Dangerous occurrence at a pipeline.
5.	Electrical short circuit or overload causing fire or explosion.	15.	Failure of any load-bearing fairground equipment, or derailment or unintended collision of cars or trains.
6.	Any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion.	16.	A road tanker carrying a dangerous substance overturns, suffers serious damage, catches fire or the substance is released.
7.	Accidental release of a biological agent likely to cause severe human illness.	17.	A dangerous substance being conveyed by road is involved in a fire or released.
8.	Failure of industrial radiography or irradiation equipment to de-energise or return to its safe position after the intended exposure period.	18.	Unintended collapse of any building or structure under construction, alteration or demolition where over five tonnes of material falls, a wall or floor in a place of work; any false work.
9.	Malfunction of breathing apparatus while in use or during testing immediately before use.	19.	Explosion or fire causing suspension of normal work for over 24 hours.
10.	Failure or endangering of diving equipment, the trapping of a diver, an explosion near a diver, or an uncontrolled ascent.	20.	Sudden uncontrolled release in a building of 100 kg or more of flammable liquid; 10 kg of flammable liquid above its boiling point; 10 kg or more of flammable gas or of 500 kg of these substances if the release is in the open air.
		21.	Accidental release of any substance which may damage health.

RIDDOR Luton Borough Council Accident Reporting Procedure



Governors / Management Committee

Health & Safety Inspection Checklist

Guidance Notes on using this checklist

This safety checklist has been designed to assist you when carrying out the regular walkabout inspections of your school/center. It is by no means an exhaustive list, but you will hopefully find it a useful tool to prompt you during your inspection.

If yours is a very large site, then you may decide to inspect a different individual Department / are each time, ensuring that the whole site has been inspected at regular intervals (e.g. annually).

This checklist can be used alongside departmental specific checklists e.g. in science / DT.

Definitions

- Machinery – Items such as Kilns, Pug mills, Pillar drills, Lathes, Table saws etc.
- Tools/Equipment – Includes hand tools (e.g. hammers, chisels etc), Buffer machines, Polishing machines, strimmers, PE Equipment.
- Hazardous Substances – Substances that are covered by the Control of Substances Hazardous to Health (COSHH) Regulations 2002 (substances classified as very toxic, toxic, harmful, corrosive or irritant. These can be identified by their warning label and orange pictogram but there are other substances such as dusts to consider).
- Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS) Schools should have a handbook that gives guidelines, risk assessments etc. for Science and Design & Technology subjects.
- Off Site Activities – Any activity that takes place beyond the school site (e.g. trips, visits, sports fixtures); details can be found in the “Off Site Visits” Manual.
- DSE – Display screen Equipment such as computers, laptops etc.

SCHOOL NAME..... AREA INSPECTED.....
 DATE INSPECTED..... INSPECTED BY.....

1. MANAGEMENT SAFETY SYSTEMS		Y	N	N/A	COMMENTS / ACTIONS NEEDED
*The management safety systems only need to be checked on an annual basis.					
1.1	IS THERE A HEALTH & SAFETY POLICY (SIGNED & DATED BY HEAD TEACHER / CHAIR OF GOVERNORS) THAT HAS BEEN REVIEWED IN THE LAST YEAR?				DATE OF LAST REVIEW -
1.2	IS POLICY IN LINE WITH LBC MODEL IN HAVING STATEMENT OF INTENT, ORGANISATION (ROLES AND RESPONSIBILITIES) AND DETAILED LOCAL ARRANGEMENTS?				
1.3	IS THERE A SYSTEM WHEREBY ALL DEFECTS FOUND WITH EQUIPMENT / PLANT /PREMISES ARE NOTIFIED TO MANAGEMENT AND TAKEN OUT OF SERVICE?				
1.4	ARE RECORDS KEPT OF STAFF INDUCTIONS AND STAFF TRAINING?				
1.5	ARE EMERGENCY PROCEDURES CLEARLY DISPLAYED (EG FIRE PROCEDURE, FIRST AID ARRANGEMENTS)?				
1.6	IS THERE A SYSTEM TO RECORD ACCIDENTS AND INCIDENTS?				
1.7	ARE ALL RELEVANT ACCIDENTS AND INCIDENTS TO PUPILS, EMPLOYEES AND OTHERS REPORTED USING LBC ACCIDENT FORMS (IDOR / VIR)?				
1.8	ARE SITE SPECIFIC RISK ASSESSMENTS COMPLETED AND REVIEWED IN THE LAST 12 MTHS (EG CURRICULUM AND NON CURRICULUM, ONE OFF EVENTS, CARETAKING DUTIES, EXTENDED USE OF SCHOOL ETC.)				DATE OF LAST REVIEW -
1.9	IS HEALTH AND SAFETY INFORMATION GIVEN TO CONTRACTORS AND VISITORS WHEN THEY ARRIVE ON SITE?				
1.10	ARE THERE FORMAL ARRANGEMENTS IN PLACE TO DISCUSS HEALTH & SAFETY MATTERS WITH OTHER USERS/GROUPS/OTHER OCCUPANTS OF THE SITE?				
1.11	ARE GUIDELINES FOLLOWED FOR ALL OFF SITE ACTIVITIES? (EG RECORDING OF RISK ASSESSMENT RECORDS OF PRE -SITE VISITS)				
1.12	HEALTH & SAFETY POSTER DISPLAYED AND ADDRESSES COMPLETED?				
2. FIRE		Y	N	N/A	COMMENTS / ACTIONS NEEDED
2.1	HAS A FIRE RISK ASSESSMENT BEEN COMPLETED / REVIEWED WITHIN THE LAST 12 MONTHS?				

2.2	EVACUATION NOTICES POSTED IN EACH CLASSROOM AND FIRE ACTION NOTICES ADJACENT TO CALL POINTS?				
2.3	FIRE DRILLS CONDUCTED TERMLY AND RECORDED?				DATE OF LAST DRILL
2.4	FIRE ALARM CALL POINTS TESTED WEEKLY AND RECORDED?				
2.5	FIRE EXTINGUISHERS SUITABLE, IN PLACE AND TESTED ANNUALLY? (DATE WILL BE IDENTIFIED ON FIRE EXTINGUISHERS.)				
2.6	EMERGENCY EXITS / ROUTES CLEARLY SIGNED AND UNOBSTRUCTED?				
3. FIRST AID / MEDICATION		Y	N	N/A	COMMENTS / ACTIONS NEEDED
3.1	FIRST AID BOXES IN APPROPRAITE PLACES AND MAINTAINED, NO UNAPPROVED CONTENT (MEDICINES ETC.)?				
3.2	DOCUMENTED SYSTEM FOR ADMINISTRATION (WRITTEN PERMISSION FROM PARENTS AND DOSAGE SHEETS FOR ANY MEDICINE ADMINISTERED) AND SECURE STORAGE OF MEDICATION?				
3.3	TRAINING FOR EPI-PENS / MEDICAL PROCEDURES UP TO DATE? SHOULD BE CARRIED OUT ANNUALLY				
3.4	SYSTEM FOR ACCEPTANCE OF MEDICINES IN PLACE AND SECURE STORAGE USED?				
4. ASBESTOS		Y	N	N/A	COMMENTS / ACTIONS NEEDED
4.1	ASBESTOS PERMISSION TO WORK SYSTEM USED ON EVERY OCCASION BEFORE ANY WORK IS CONDUCTED ON BUILDINGS FABRIC?				
4.2	ASBESTOS AUTHORISED OFFICERS PRESENT AND TRAINED WITHIN LAST 3 YRS?				
4.3	ALL ASBESTOS REMAINING ON SITE IN GOOD CONDITION?				
5.HOUSEKEEPING		Y	N	N/A	COMMENTS / ACTIONS NEEDED
5.1	ARE WORK AREAS & WALKWAYS FREE FORM RUBBISH AND OBSTRUCTIONS?				
5.2	IS FLOORING IN GOOD CONDITION AND FREE OF SLIP / TRIP HAZARDS (EG NO RIPPED CARPETS, BROKEN TILES)?				
5.3	IS THERE A REGULAR CLEANING SCHEDULE (INCLUDING THE CLEANING OF WINDOWS, EMPTYING OF WASTE BINS ETC)?				
5.4	ARE ITEMS THAT ARE STORED AT HEIGHT (EG FILES/FOLDERS ON SHELVES) ACCESSIBLE, SECURE AND SAFE?				

5.5	ARE WALLS / WALL COVERINGS CLEAN AND IN GOOD CONDITION (EG PAINT NOT FLAKING, NO DAMP ETC)?				
5.6	ARE THE BOILER ROOM AND ELECTRICITY CUPBOARD AREAS KEPT FREE OF COMBUSTIBLE MATERIALS?				
6.ELECTRICAL		Y	N	N/A	COMMENTS / ACTIONS NEEDED
6.1	ARE PORTABLE APPLIANCES (ITEMS WITH A PLUG) TESTED BY A QUALIFIED PERSON / HAVE A STICKER TO IDENTIFY THEY HAVE BEEN TESTED?				
6.2	ARE PLUGS, SOCKETS, SWITCHES ETC IN GOOD CONDITION (NOT BROKEN, CRACK ED OR LOOSE ETC/) AND CHECKED PRE-USE BY STAFF?				
6.3	THE USE OF EXTENSION LEADS IS KEPT TO A MINIMUM, NOT OVERLOADED AND NOT 'DAISY CHAINED'. (NOTE: ONLY DOUBLE INSULATED/FUSED EXTENSION LEADS SHOULD BE USED)				
6.4	FIXED WIRING INSPECTED IN LAST 5 YEARS AND REMEDIAL ACTIONS COMPLETED?				
7.TOOLS / EQUIPMENT		Y	N	N/A	COMMENTS / ACTIONS NEEDED
7.1	IS THERE A SYSTEM IN PLACE TO VISUALLY INSPECT ALL TOOLS & EQUIPMENT USED WITHIN THE SCHOOL AT REGULAR INTERVALS?				
7.2	ARE TOOLS & EQUIPMENT (INCLUDING LADDERS) STORED SECURELY & OUT OF REACH OF UNAUTHORISED PERSONS?				
7.3	HAS TRAINING AND INSTRUCTION BEEN GIVEN TO THE RELEVANT MEMBERS OF STAFF IN THE SAFE USE OF TOOLS & EQUIPMENT?				
7.4	LADDER REGISTER AND CHECKLIST IN PLACE AND REVIEWED TERMLY?				
7.5	IS THERE SUFFICIENT ACCESS EQUIPMENT TO ALLOW STAFF MEMBERS TO REACH HIGH AREAS SAFELY?				

8.D&T / SCIENCE / ARTS AREAS		Y	N	N/A	COMMENTS / ACTIONS NEEDED
8.1	MAINTENANCE / SERVICE RECORDS AVAILABLE FOR EQUIPMENT (CHECKED BY COMPETENT PERSON IN PAST 12 MTHS)				DATE OF LAST INSPECTION -
8.2	MACHINERY SAFELY POSITIONED AND ALL MOVING PARTS GUARDED OR HAVE A BARRIER TO PREVENT CONTACT? (THE HEAD OF DT WILL BE ABLE TO ASSIST IN THIS AREA IF NEEDED)				
8.3	ARE THE MACHINES CLEAN? (FREE OF EXCESSIVE OIL, DUST ETC)?				
8.4	ARE THE EMERGENCY STOP BUTTONS CLEARLY MARKED AND EASILY REACHED?				
8.5	IS THERE PERSONAL PROTECTIVE EQUIPMENT AVAILABLE (EG GOGGLES, DUST MASKS) AND IS IT CLEARLY LABELLED, EASILY ACCESSIBLE AND WELL MAINTAINED?				
8.6	SAFETY RULES DISPLAYED IN WORKROOMS				
8.7	PREP ROOM, WORKSHOPS, LABS ETC. LOCKED WHEN NOT IN USE				
8.8	ARE THERE BLUE MANDATORY SAFETY SIGNS DISPLAYED NEAR WORKSHOP MACHINERY (EG GOGGLES MUST BE WORN)?				
8.9	IS MACHINERY THAT CAN ONLY BE OPERATED BY PERSONS OVER 18 YEARS OLD SECURED TO PREVENT UNAUTHORISED ACCESS? (EG ISOLATED BY KEY, LOCKED IN SEPARATE AREA)				
8.10	HAVE WRITTEN RISK ASSESSMENTS BEEN COMPLETED FOR EACH PIECE OF MACHINERY?				
8.11	HAVE FUME CUPBOARDS/LEV BEEN TESTED IN THE LAST 14 MTHS?				DATE OF LAST TEST -
8.12	ARE EYEWASH FACILITIES EASILY ACCESSIBLE AND KEPT STERILE?				
8.13	CLEANING STAFF AWARE OF POSSIBLE HAZARDS WITHIN DEPARTMENT				
9.HAZARDOUS SUBSTANCES		Y	N	N/A	COMMENTS / ACTIONS NEEDED
9.1	IS THERE A CENTRALLY HELD COSHH FILE WITH UP TO DATE (AUDITED IN THE LAST 12MTHS) INVENTORY OF CHEMICALS AND DATA SHEETS?				
9.2	ARE HAZARDOUS SUBSTANCES STORED IN A LOCKED ROOM / CUPBOARDS?				
9.3	ARE SUBSTANCES USED IN SCIENCE SUBJECTS STORED / USED IN ACCORDANCE WITH THE CLEAPSS GUIDANCE AND HAZ-CARDS?				

9.4	IF CHEMICALS HAVE BEEN DECANTED INTO OTHER VESSELS (EG SPRAY BOTTLES), IS THERE A LABEL TO IDENTIFY THE CONTENTS?				
9.5	ARE ALL CONTAINERS CLEARLY MARKED (EG IRRITANT, FLAMMABLE)?				
10.WELFARE		Y	N	N/A	COMMENTS / ACTIONS NEEDED
10.1	CLEAN DRINKING WATER AVAILABLE AND LABELLED AS SUCH?				
10.2	SELDOMLY USED WATER OUTLETS IDENTIFIED AND FLUSHED WEEKLY?				
10.3	FINGERGUARDS IN PLACE ON VULNERABLE DOORS I.E. TOILET & CLASSROOMS IN NURSERY, KS1 AND SPECIAL SCHOOLS				
10.4	IS THERE A SUITABLE AREA FOR STAFF MEMBERS TO REST AND EAT? (CLEAN, WITH SEATING)				
10.5	SUFFICEINT TOILET FACILITIES?				
10.6	ARE TOILETS CLEAN WITH WASHING FACILITES? (INC SOAP, HOT WATER AND DRYING FACILITES)?				
10.7	DOES THE SCHOOL HAVE A STRESS POLICY?				DATE LAST REVIEWED -
10.8	ARE THERE FACILITIES FOR STAFF MEMBERS TO CHANGE CLOTHES / STORE CLOTHES?				
11. GENERAL WORK ENVIRONMENT		Y	N	N/A	COMMENTS / ACTIONS NEEDED
11.1	ALL DSE (COMPUTER) USERS IDENTIFIED AND WORKSTATIONS ASSESSED?				
11.2	HAVE THERE BEEN COMPLAINTS BY STAFF MEMBERS REGARDING LIGHTING, HEATING AND VENTILATION WITHIN THE SCHOOL?				
11.3	HAVE THERE BEEN ANY COMPLAINTS BY STAFF OF A LACK OF SPACE TO CARRY OUT WORK SAFELY?				
11.4	IS THERE SUFFICIENT EQUIPMENT TO ASSIST WITH MANUAL HANDLING TASKS? (EG TROLLEYS, SACK TRUCKS, HOISTS)				
11.5	GLAZING FILMED / SAFETY GLAZING TO BS 6206 IN VULNERABLE AREAS?(E.G. PANES >250MM WIDE IN OR ADJACENT TO DOORS, AREAS WHERE PE IS CONDUCTED ETC)				
11.6	NO SMOKING SIGNAGE IN PLACE AT ENTRANCES?				

PART B

1. INSPECTION OF PREMISES		Y	N	N/A	COMMENTS / ACTIONS NEEDED
Are the following areas satisfactory?					
Section 1. – Classrooms/science labs and workshops					
Cleanliness/disrepair					
1.	Floors				
2.	Walls				
3.	Ceilings				
4.	Windows				
Conditions of furniture/fixture and fittings					
5.	Furniture				
6.	Electrical Equipment				
7.	Lighting				
8.	Power Points				
8.	Fire doors				
9.	Means of escape				
10.	Doors				
11.	Storage				
12.	Housekeeping				
13.	Ventilation				
14.	Gas/electrical isolation for Science and Design Technology, Food Technology identified and readily accessible				
15.	First aid box				
1. INSPECTION OF PREMISES		Y	N	N/A	COMMENTS / ACTIONS NEEDED

Are the following areas satisfactory?					
16.	Dust/fume extraction				
1.	Others				
Section 2. – Physical Education facilities					
Cleanliness/disrepair					
1.	Floors				
2.	Walls				
3.	Ceilings				
4.	Windows				
Conditions of furniture/fixture and fittings					
5.	Electrical Equipment				
6.	Lighting				
7.	Power Points				
8.	Fire doors				
9.	Means of escape				
10.	Doors				
11.	Storage of apparatus				
12.	Housekeeping				
13.	Outdoor facilities				
14.	Emergency Equipment				
Section 3 - Offices					
Cleanliness/disrepair					
1.	Floors				
2.	Walls				
1. INSPECTION OF PREMISES		Y	N	N/A	COMMENTS / ACTIONS NEEDED
Are the following areas satisfactory?					

3.	Ceilings				
4.	Windows				
Conditions of furniture/fixture and fittings					
5.	Furniture				
6.	Electrical Equipment				
7.	Lighting				
8.	Power Points				
9.	Fire doors				
10.	Means of escape				
11.	Doors				
12.	Storage				
13.	Housekeeping				
14.	Ventilation				
15.	DSE related issues				
16.	Substances				
17.	First aid kit				
18.	Others				
Section 4 – Access Areas (corridors etc.)					
Cleanliness/disrepair					
1.	Floors				
2.	Walls				
3.	Ceilings				
4.	Windows				
5.	Steps and stairs				

1. INSPECTION OF PREMISES		Y	N	N/A	COMMENTS / ACTIONS NEEDED
Are the following areas satisfactory?					
Conditions of furniture/fixture and fittings					
6.	Furniture				
7.	Electrical Equipment				
8.	Lighting				
9	Power Points				
.10.	Fire doors				
11.	Means of escape				
12.	Housekeeping				
13.	Ventilation				
14.	Obstructions				
15.	Access and disabled facilities				
16.	Others				
Section 5 – toilets>Showers etc.					
Cleanliness/disrepair					
1.	Floors				
2.	Walls				
3.	Ceilings				
4.	Windows				
Conditions of furniture/fixture and fittings					
5.	Furniture e.g. toilets/seats/flush handles etc.				
6.	Washing facilities				
7.	Drying facilities				
8.	Sanitary disposal				
1. INSPECTION OF PREMISES		Y	N	N/A	COMMENTS / ACTIONS NEEDED

Are the following areas satisfactory?					
9.	Ventilation				
10.	Soap dispensers				
11.	Mirrors				
12.	Disabled facilities				
13.	Storage				
14.	Others				
Section 6 – Kitchens					
Cleanliness/disrepair					
1.	Floors				
2.	Walls				
3.	Ceilings				
4.	Windows				
Conditions of furniture/fixture and fittings					
5.	Fly screens in place				
6.	Wet chemical extinguisher in place				
7.	Are the gas and cooker hoods interlocked				
8.	Procedures in place for cleaning sand replacing filters				
8.	Wet floor notices available and used				
9.	System in place for spillages				
10.	System in place for hot surfaces e.g. pan handles				
1. INSPECTION OF PREMISES		Y	N	N/A	COMMENTS / ACTIONS NEEDED
Are the following areas satisfactory?					

11.	Are there procedures in place for the monitoring of footwear by the kitchen manager				
12.	Gas isolation is it clearly identified and readily accessible				
13.	Door safety release for walk in refrigeration				
14.	System in place for effective cleaning under fridge/freezers etc.				
15.	Storage				
16.	Notices displayed				
17.	First aid in place				
18.	Accidents reported				
19.	Training records				
20.	Other				
Section 7 - Cleaners cupboards					
Cleanliness/disrepair					
1.	Floors				
2.	Walls				
3.	Ceilings				
4.	Windows				
Conditions of furniture/fixture and fittings					
5.	Is there adequate ventilation				
1. INSPECTION OF PREMISES		Y	N	N/A	COMMENTS / ACTIONS NEEDED
Are the following areas satisfactory?					
6.	Are chemicals clearly identified				

7.	Are COSHH Assessments available for cleaners				
8.	Are chemicals and equipment stored in a safe manner				
9.	Is there safe storage for flammable/highly flammables e.g. metal container				
10.	are corrosive chemical stored at low level				
11.	Is PPE readily accessible e.g. gloves, masks etc.				
12.	Are mops etc. left in dirty water				
Section 8 – Electrical switch gear rooms					
Cleanliness/disrepair					
1.	Floors				
2.	Walls				
3.	Ceilings				
4.	Windows				
Conditions of furniture/fixture and fittings					
5.	Lighting				
6.	Fire extinguisher				
7.	Restricted access e.g. doors locked when not in use				
1. INSPECTION OF PREMISES		Y	N	N/A	COMMENTS / ACTIONS NEEDED
Are the following areas satisfactory?					
8.	Evidence of water leaks in close proximity to the				

	equipment				
9.	Is this being used as a storage area				
10.	Is there a rubber mat in place				
11.	Is the electric shock poster displayed?				
Section 9 – Hand/portable tools					
1.	General condition, Wiring, plugs etc.				
2.	Routine inspection method				
3.	Hand tools, general condition and maintenance procedures				
4.	Safe storage of tools				
Section 10a – Boiler house					
Cleanliness/disrepair					
1.	Floors				
2.	Walls				
3.	Ceilings				
4.	Windows				
Conditions of furniture/fixture and fittings					
5.	Electrical Equipment				
6.	Lighting				
1. INSPECTION OF PREMISES		Y	N	N/A	COMMENTS / ACTIONS NEEDED
Are the following areas satisfactory?					
7.	Sump pump (if subterranean)				
8.	Fire extinguisher				
9.	Fusible link (Trip				

	wire) clearly visible				
10.	Evidence of incomplete combustion e.g. Soot/flame marks around flues etc.				
11.	Restricted access e.g. doors locked when not in use				
12.	Storage (only essential boiler house equipment)				
13.	Asbestos (obvious signs of damage)				
14.	Routine maintenance programme				
15.	Isolation (gas/ electricity etc.) point clearly identified.				
16.	External stairs (if subterranean) adequately illuminated and in good repair.				
17.	First aid kit / eye wash available				
18.	System in place for emergency				
Section 10b– Fuel store (oil)					
1.	Can access be easily gained				
1. INSPECTION OF PREMISES		Y	N	N/A	COMMENTS / ACTIONS NEEDED
Are the following areas satisfactory?					
2.	Can fuel gauge be clearly seen				
3.	Is there a sufficient bund in place				
4.	Is the bund clear of rubbish				

5.	Is there excessive water in the bund (external only)				
6.	Is there provision for dealing with spillages at the point of oil delivery?				
Section 11 – swimming pools					
Cleanliness/disrepair					
1.	Floors				
2.	Walls				
3.	Ceilings				
4.	Windows				
Conditions of furniture/fixture and fittings					
5.	Furniture (lifeguard chairs etc.)				
6.	Electrical Equipment				
7.	Lighting				
8.	Heating				
9.	Ventilation				
10.	Toilet facilities				
11.	Changing				
1. INSPECTION OF PREMISES		Y	N	N/A	COMMENTS / ACTIONS NEEDED
Are the following areas satisfactory?					
12.	Plant and machinery				
13.	Handling, Storage, Transport of Articles and Substances (COSHH)				
14.	First aid				

15.	Safety signs				
16.	Emergency arrangements:- <ul style="list-style-type: none"> • Poolside alarm or telephone to summon help • Suitable rescue equipment poles, lifebelts readily available and clearly identified. • Notice displayed informing bathers how to summon help in an emergency. 				
17.	Trained personnel (lifeguards etc.)				
Section 12 – Other Service Areas					
Cleanliness/disrepair and Conditions of furniture/fixture and fittings (where applicable)					
1.	Plant and equipment rooms				
1. INSPECTION OF PREMISES		Y	N	N/A	COMMENTS / ACTIONS NEEDED
Are the following areas satisfactory?					
2.	Lifts (are staff trained in how to open doors when lift stuck)				
3.	Waste refuse areas				
4.	Others				
Section 13 – External recreation areas (Playgrounds etc)					
Condition/disrepair					
1.	Surfaces				

2.	Paths				
3.	Emergency assembly areas				
4.	Permanent play equipment				
5.	Fences and walls				
6.	Roads				
7.	External lighting and emergency lighting				
8.	Vehicular access including car parking				
9.	Inspection chambers and drain covers.				
10.	Pond and water areas				
11.	Others				