



# BUCKINGHAM PREPARATORY SCHOOL

'Together we nurture, we inspire, we achieve'

## A9 Health and Safety Policy

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## General Statement of Health and Safety Policy

As governors of Buckingham Preparatory School we fully recognise our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all of our employees, pupils, contractors, visitors (including parents) and others who could be affected by our activities. In our role as employer we attach high priority to ensuring that all the operations within the school environment, both educational and support, are delivered in an appropriate manner. The governors are committed to promoting the welfare of all in our community so that effective learning can take place.

We fulfil our responsibility as governors of Buckingham Preparatory School by appointing, Robert Brock, Governor with responsibility for overseeing health and safety.

Day-to-day responsibility for the operation of health and safety at the school is vested with the Head Teacher. However, as governors, we have specified that that the school should adopt the following framework for managing health and safety:

- Robert Brock attends a Health & Safety Audit meeting each term. At this meeting the Governor reviews the weekly information and the minutes of the Health & Safety Meeting. The purpose of this meeting is to ensure that the Governing body are confident that the Health & Safety procedures at the school are being adhered to and are effective.
- A report on health and safety covering: statistics on accidents to pupils, staff and visitors, staff training, fire drills, and all new or revised policies and procedures is tabled at each term's Health & Safety meeting.
- The minutes of the Committee's discussion on health and safety are tabled at each meeting of the full Governing Board together with any other issues on health and safety that the committee chairman wishes to bring to the Board's attention.
- The external fabric of the school, its plant, equipment and systems of work are surveyed and inspected annually by competent professionals.
- These reports (as per point above) are considered by the Bursar and its recommendations (together with other defects) form the basis of the school's routine maintenance programmes.
- The school's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer (EHO). In addition, the Bursar will ensure that independent hygiene and safety audits of food storage, meal preparation and food serving areas are carried out three times a year, together with regular external deep cleaning and pest control services, and that the Bursar reports on all these aspects at the Health & safety meetings.
- The school has fire risk assessments, carried out by a competent person which are reviewed every year for progress on completion of items in the action plan, and updated every two years, more frequently if significant changes are made to the interior of buildings or new buildings are bought or added. The Health and Safety Committee should review this risk assessment every time it is amended. An external health and safety consultant reviews the overall arrangements for health and safety, including fire safety, the general state of the school, and reports on

actions required with recommended timescales. The progress of implementation should be monitored by the Health & Safety Committee.

- The school has engaged a third party company to undertake a risk assessment for legionella, at least every two years and a quarterly water sampling and testing regime in place.
- The school has a comprehensive policy in place for the training and induction of new staff in health and safety related issues which should include basic 'manual handling' and 'working at height training'. Health and safety training that is related to an individual member of staff's functions, such as caretaker, will be provided in addition to the 'standard' induction training. First aid training and minibus driver training are provided to any member of the teaching staff who is involved with trips and visits [and to selected members of the non-teaching staff].

All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the head teacher, the bursar and other members of the Senior Management Team ("SMT") in order to enable the governors to comply with health and safety duties. Finally, all members of staff are responsible for reporting any significant risks or issues to the bursar.

All employees are briefed on where copies of this statement can be obtained on the school's intranet. They will be advised as and when it is reviewed, added to or modified. Details of the organisation and arrangements for carrying out the policy are to be found in parts two and three of this document.

Signed: .....

Lynn Grimes     Chair of Governors, for and on behalf of the Board

Date .....

## Organisation

This part of the Policy deals with the organisation, planning, implementation, operational monitoring and management review of the Policy. It also covers the development of general policy and how we train our employees (and others) to carry out our activities. An organogram has been prepared to assist in the understanding of the health and safety structure within the School, which is shown at the end of this section.

### 1. BOARD OF GOVERNORS ("THE BOARD")

The Board has overall collective responsibility for health and safety within the School. It has a responsibility to ensure that health and safety issues are considered and addressed and that the Policy is implemented throughout the School. They will also make adequate resources available so far as is reasonably practicable, to enable legal obligations in respect of health and safety to be met. Where appropriate, advice from a Competent Person will be sought to advise the School and tasks will be delegated to suitable employees in order to assist the Board in carrying out its duties.

### 2. HEAD TEACHER

The Head Teacher will assist the Board in directing the overall management and development of the Policy, defining the aims of the Policy and communicating the responsibilities associated with the management of health and safety within the School. The Head Teacher will also report to the Board on health and safety performance and assist the Board in implementing changes in the Policy which the Board have approved.

### 3. BURSAR

The Bursar will have day to day management responsibility for ensuring that, so far as is reasonably practicable, arrangements are in place for:

- Safety and security
- Fire safety
- Electrical safety
- Gas safety
- Water quality
- Asbestos

They will also act as the School Safety Co-ordinator, whose duties will include:

- advising the Board of Governors and Head Teacher on maintenance requirements
- co-ordinating advice from specialist safety advisors and producing associated action plans
- monitoring health and safety within the School and raising concerns with the Head Teacher
- compliance with the Construction (Design and Management) Regulations
- chairing the Health and Safety Committee
- The Bursar may appoint a deputy School Safety Co-ordinator who will monitor the day to day on site health and safety and report their findings to the Bursar.

#### **4. SUBJECT CO-ORDINATORS**

The Subject Co-ordinators will ensure, so far as is reasonably practicable, the health and safety of those affected by activities under their control. They are responsible for maintaining up to date risk assessments for areas under their control. Specific risk assessment requirements are:

- Science (including harmful substances and flammable materials) - Subject Coordinators
- Sports activities - Head of PE
- Art (including harmful substances and flammable materials) - Head of Art
- Music – Music Co-ordinator
- Design & Technology - Design & Technology Co-ordinator
- Trips and visits – Head Teacher/Assistant Heads
- Catering and cleaning functions – Bursar

They will also be responsible for identifying, organising of training that is relevant to their area of control.

#### **5. SITE MANAGER**

The Site Manager will assist the Bursar with the implementation of the following:

- Building security
- Prevention of unsupervised access by pupils to potentially dangerous areas (in co-operation with others as appropriate)
- Site traffic movements
- Maintenance of School vehicles
- Testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality, asbestos
- Good standards of housekeeping, including drains, gutters etc
- Control of hazardous substances.

#### **6. EXTERNAL HEALTH AND SAFETY ADVISORS**

The Bursar will arrange as appropriate for external consultants to advise on matters of health and safety within the School. Such provision may include:

- Structural surveyors are retained to give advice on the external fabric of the school.
- Engineers monitor and service the school's plant, equipment, including boilers.
- Playground equipment serviced regularly.
- The school's adherence to health and safety in catering and cleaning is subject to external inspection as arranged by the school's contract catering company (Connect Catering) and reported to the Bursar on a quarterly basis.
- The school has a suitable and sufficient fire risk assessment which is reviewed annually for items in the action plan and updated every two years, or when significant changes are made to the interior of buildings, or new buildings are bought or added.

- In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors and extinguishers are tested annually by a qualified contractor.
- The school has a suitable and sufficient risk assessment for legionella carried out every two years and a quarterly water sampling and testing regime in place.
- The school maintains an asbestos register and the bursar is responsible for ensuring that it is kept up-to-date and for any sampling or removal before major works takes place. They are also responsible for the maintenance of an asbestos management plan. He/she is also responsible for making sure that contractors are fully briefed on areas of asbestos before starting work.

## 7. SCHOOL HEALTH AND SAFETY COMMITTEE

The Committee will meet once each month, and will be chaired by the Bursar. The other members of the Committee will be:

- Head Teacher
- Health & Safety Co-ordinator
- Facilities Manager

The role of the Committee is to:

- discuss matters concerning health and safety, including any changes to regulations;
- monitor the effectiveness of health and safety within the school;
- review accidents and near misses, and discuss preventative measures;
- review and update risk assessments;
- discuss training requirements;
- monitor the implementation of professional advice;
- review the safety policy guidance and updating it;
- assist in the development of safety rules and safe systems of work;
- monitor communication and publicity relating to health and safety in the work place;
- encourage suggestions and reporting of defects by all members of staff.

## 8. WEEKLY HEALTH & SAFETY CHECKS.

The Bursar (or nominated deputy) will carry out a weekly Health & Safety audit, including a physical check around the school premises. These weekly audits will be documented and presented at the monthly Health & Safety Meeting. Any remedial work necessary as a result of these audits must be actioned as soon as possible and should not wait until the next Health & Safety Meeting.

## 9. THE SCHOOL ADMINISTRATOR

The administrator will be responsible for:

- Maintaining an accident book and reporting notifiable accidents to the Health & Safety Executive
- Keeping statistics and preparing summary reports for the School Health and Safety Committee

- In the absence of a teacher not being available necessary, escorting pupils to hospital and informing their parents.
- Checking that all first aid boxes and eye wash stations are replenished.
- Signing all visitors in and out of the school, issuing visitor badges and maintaining the visitors register.

## 10. STAFF

The co-operation of all staff is essential to the success of the Policy and the School requests that staff should notify the Head teacher or Bursar of any hazards to health and safety which they notice and of any suggestion they wish to make regarding health and safety. Staff are required to:

- follow the Policy;
- take reasonable care for the health and safety of themselves and others who may be affected
- follow requirements imposed on the school or any other person under health and safety law and co-operate fully so as to enable the duties upon them to be performed
- carry out all reasonable instructions given by managers / senior staff
- make proper use of anything provided in the interests of their health and safety such as protective equipment. Reckless or intentional interference with such equipment will potentially be regarded as a dismissible offence
- comply with any reasonable request made by any of the persons named above in relation to the fulfilment of their duties.

A schedule showing the various areas and responsibilities are shown at the back of this policy.

**NAMED GOVERNOR**

Responsible for oversight and auditing of Health & Safety system



**HEAD TEACHER**

Responsible for the day to day operation and organisation of Health & Safety



**BURSAR**

School safety co-ordinator

Responsible for the management of Health & Safety and security on site



External Advisors

Regulatory compliance

**MEMBERS OF HEALTH & SAFETY COMMITTEE**

- Bursar (Chair)
- Head Teacher
- Assistant Head Pastoral

Weekly Health & Safety Checks



**WHOLE SCHOOL**

Governors, Staff, Pupils, Contractors and volunteers

**11. ASBESTOS POLICY**

**a. Scope**

This policy is applicable to all of those on school premises who may come into contact with asbestos.

**b. Objectives**

- To ensure that foreseeable working activities where individuals have the potential to come into contact with asbestos are identified.
- To ensure that suitable and sufficient risk assessments are in place where significant risks have been identified.
- To ensure that suitable control measures are put in place to protect the health, safety and welfare of those who may be affected by the schools undertaking.

**c. Policy**

- The School will be the duty holder as specified in the Control of Asbestos at Work Regulations 2012 ("CAW").
- It is the School Policy that no employee or other person for whom the School is responsible should, so far as is reasonably practicable, be exposed to asbestos (except in the case of an approved asbestos surveyor or licensed removal contractor).
- Where asbestos exists or is suspected in any of the School campus, an asbestos risk assessment will be conducted by specialist surveyors to identify asbestos containing materials. The Bursar will arrange for this to take place with assistance with the Site Manager.
- An asbestos register will be maintained showing the location, type and condition of the asbestos. The Bursar will be responsible for the up keep of the register.
- Details of the asbestos register will be made available to all occupants of the building and visiting contractors (as required).
- Where asbestos exists, and risk assessments indicate a high asbestos hazard, warning signs will be displayed.
- An asbestos management plan will be formulated by an external competent person, in conjunction with the Bursar to either:
  - a) encapsulate any asbestos present and monitor its condition
  - b) or have the asbestos removed by a licensed contractor.

The plan will specify:

- who is responsible for managing the asbestos
  - responsibility for the asbestos register
  - the schedule for monitoring the condition of the materials
  - the associated channels of communication
  - the Bursar will have responsibility for the management of the plan
- Where any work is likely to involve contact with asbestos containing materials, the Bursar will appoint an HSE licensed contractor to undertake the works.
  - Where any School employees may undertake activities where asbestos could be disturbed, they will be provided with awareness training so that they understand the dangers and steps to take if they accidentally exposed.
  - Where an employee / contractor / staff member or pupil believe they have discovered asbestos they should contact the Bursar immediately so that appropriate action can be taken.

## 12. COMPETENT ADVICE POLICY

### a. Scope

This guidance considers the provision of competent health & safety advice as appropriate to the activities undertaken by the school.

### b. Objectives

- To ensure that there is an adequate provision of competent advice for the school activities and site.
- To ensure that those with management responsibility are able to obtain advice for areas within their control.

### c. Policy

- The Bursar is the School Safety Co-ordinator and will be responsible for the coordination of the competent advice provision
- External consultants may also be used as follows:
  - Surveyors to give advice on the fabric of the school
  - Engineers to advise, monitor and service plant and equipment (including boilers, lifts and pressure systems)
  - food hygiene professional to monitor, audit and take samples of catering facilities and activities
  - Qualified electricians for all electrical systems work
  - Gas Safe registered engineers for work on gas boilers and appliances
  - Engineers for lightning protection checks
  - Asbestos consultants for sampling, updating registers and management action plans
  - Consultant / contractor for risk assessment and sampling of water systems
  - Consultants and contractors to undertake fire risk assessment and servicing of fire protection equipment
- Internal expertise will be used as appropriate and may include:
  - Teaching area risk assessments – Subject Co-ordinators
  - Caretaking and Grounds activities – Site Manager
  - First Aid – Assistant Head (Pastoral) or School Administrator

## 13. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH) POLICY

### a. Scope

This guidance is applicable to all employees of, workers for, and pupils of the school when using substances hazardous to health.

## b. Objectives

- To ensure that foreseeable work activities using / generating hazardous substances are identified.
- To ensure that suitable and sufficient risk assessments are in place where significant risks have been identified.
- To ensure that suitable control measures are put in place to protect the health, safety and welfare of those who may be affected by activities at the school.

## c. Policy

- Subject Co-ordinators will be responsible for the management of hazardous substances within their areas of responsibility.
- Hazardous substances include:
  - Those classified as very toxic, toxic, harmful, irritant and corrosive
  - Biological agents connected with work with micro-organisms
  - Substantial quantities of any dust
  - Substances with a maximum workplace exposure limit assigned by the Health & Safety Executive
  - Any other comparable substance, e.g. pesticides
- Typical areas which will need to be considered are:
  - Chemical usage in the classrooms and in cleaning, maintenance and grounds maintenance
  - Biological agents, such as bacteria and micro-organisms
  - Adhesives, paints, cleaning agents etc. used in Art, D&T, maintenance, cleaning and catering activities
  - Fumes from soldering and welding as a result of maintenance works.
  - Wood dust from D&T, workshop and maintenance
  - Pesticides in grounds maintenance, pest control
- Subject Co-ordinators will ensure that:
  - Where hazardous substances are used or stored on the school premises, a risk assessment will be undertaken and any required control measures will be implemented.
- Quantities of substances stored will be kept to a minimum and an inventory of substances is maintained.

- Material safety data sheets (MSDS) for each hazardous substance in use will be available at the point of use and the instructions for transportation, storage, handling and disposal will be followed.
- Those using hazardous substances are competent to do so and in particular where there are designated standards.
- Appropriate personal protective equipment will be available
- Hazard signs will be displayed at locations where substances are stored
- That pupils using hazardous substances are supervised at all times
- Any health surveillance requirements are identified and appropriate surveillance implemented
- Appropriate information, instruction and training, together with the keeping of records takes place
- Where any contractors are used, that suitable and sufficient risk assessments incorporate the use / generation of hazardous substances has been undertaken
- Maintenance, examination and testing of control measures will be the responsibility of the Bursar / Subject Co-ordinators. Such arrangements will cover:
  - Personal protective equipment, e.g. gloves, aprons, eye protection
- Records will be kept by the Bursar / Site Manager/Subject Co-ordinator and will include:
  - Records of health surveillance and monitoring for 40 years in relation to individuals.

**d. Model COSHH Assessment Sheet**

Substance:	
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Manufacturer/Supplier	
Hazardous Ingredient(s)	
How is the substance Hazardous?	
Where is the substance stored?	
How is the substance stored?	
Where is the substance used?	
What precautions should be taken?	
Emergency Procedures/First Aid  	
Telephone number of School Administrator:	

To be completed by all staff who use this product:

I have been trained in the safe use of this product. I understand that I can obtain further information from [      ].

NAME	SIGNATURE	DATE

#### 14. ELECTRICAL SAFETY POLICY

##### a. Scope

This guidance is applicable to all employees of and workers / contractors for the School who undertake activities associated with electrical systems and equipment.

## **b. Objectives**

To ensure that the school complies with the requirements of the Electricity at Work Regulations and in particular to ensure that:

Action is taken on the discovering of defects;

- Systems are in place for the inspection and repair of electrical installations and equipment;
- Inspection and test certificates are held as required.

## **c. Policy**

- The School will appoint a person, Facilities Manager, to act as the responsible person for ensuring systems comply with the scope of the Electricity at Work Regulations and will keep records of all electrical installations and equipment, electrical checks and the electrical testing equipment operated by the School.
- The School requires that electrical repairs are only to be undertaken by competent people appointed on the authority of the responsible person. Competent persons will be qualified electricians or in the case of visual inspections, have received basic electrical safety training. All teachers and the Site manager have been trained to undertake visual inspections of portable equipment.
- An electrical inspection checklist is at the end of this policy.
- All electrical control panels and switch rooms will be kept secure and display electrical hazard signs.
- Where simple maintenance tasks, such as lamp changing, are to be carried out by school maintenance staff, that those employees have received adequate training in that task.
- The fixed wiring at the School will be examined on a 5 yearly basis in line with the IEE Regulations by a competent person (note that the works can be completed over a 5 year period on a 20% basis).
- All portable electrical appliances issued for use by the School will be bi-annually inspected and where required, PAT tested, as advised in IND (G) 236, an approved and qualified external contractor.
- The current test date will be displayed on each portable appliance.

- Records of any fixed system and portable appliance work will be kept by the Bursar. This will include repairs, servicing, maintenance or withdrawal from use.
- Users of electrical equipment should visually check for defects before use.
- Privately owned electrical appliances will not be permitted to be used on school premises unless confirmed as electrically safe. Parents should be requested to co-operate with the school in the inspection and testing of electrical equipment which pupils bring to the school.
- Contract cleaners and caterers are to provide written evidence that their portable appliances are PAT tested.

**d. Electrical Inspection Checklist:**

- Plug sockets are not over-loaded by multi-way adaptors
- Cables do not cause a trip hazard
- Unprotected cables do not run under carpets
- Cups, plants and other items are not kept routinely where they can spill onto electrical equipment
- Equipment is not positioned in such a way as to cause strain on the cable
- Equipment is not operated with its cover removed
- There is no visible damage to the equipment, cable or the plug
- There are no non-standard joints (such as taped joints)
- Plug covers are in place
- Correct fuses are fitted
- There is no sign of over-heating
- There is no sign of damage to the wall socket.
- Ventilation is adequate to prevent over-heating
- All appliances can be easily switched off

**15. GAS SAFETY POLICY**

**a. Scope**

This policy is applicable to all employees of and workers / contractors for the School who undertake activities associated with gas systems and equipment.

**b. Objectives**

To ensure that:

- Action is taken on the discovering of defects;
- Systems are in place for the inspection and repair of gas installations and equipment;
- Inspection and test certificates are held as required.

**c. Policy**

- The minimum number of mains and bottled gas appliances are used and stored on the School premises.
- All gases are stored in locked, ventilated, external compounds and that only competent, authorised personnel are allowed to enter. Scholl does not stock gas bottles.
- Flammable gases and oxygen are not stored together.
- Only Gas Safe registered individuals are to work on installations on the School's premises.
- All gas installers or gas maintenance engineers will be registered on the Gas Safe Register.
- Annual servicing and maintenance will be undertaken to ensure installation pipe work, appliances and flues are maintained in a safe condition. This will be on an annual basis.
- Records of all work undertaken on **gas systems/appliances** will be kept by the Site Manager.
- In the event of a leak or suspected leak:
  1. turn off the gas supply
  2. if the supply cannot be turned off, or a leak is suspected then evacuate the area
  3. notify the gas supplier
  4. do not operate electrical equipment in the area
  5. cease all activities that may expose a spark or naked flame
  6. do not re-enter the area until the gas supply engineer has confirmed it is safe to do so
- where **Liquefied Petroleum Gas (LPG) Cylinders** are in use, the following precautions should be observed:
  1. spare or empty cylinders should be stored outside, preferably in a lockable area
  2. cylinders should never be kept below ground level or near drains, cellars or basements (to prevent the likelihood of potentially explosive atmospheres)
  3. warning notices should be displayed (e.g. Highly flammable - LPG)
  4. smoking or naked flames must not be permitted in or near storage areas
  5. cylinders must be kept clear of direct heat and at least 3 metres away from highly flammable liquids / materials
  6. regular checks should be made to ensure that all hosing and connections are in good order and there are no leaks

7. no valves on any cylinder should be left open and they should not be dropped or roughly handled
8. portable gas heaters should only be used for emergency purposes

## **16. GENERAL WORKPLACE SAFETY POLICY**

### **a. Scope**

This guidance is applicable to all those with the responsibility for the provision and maintenance of the working environment on school premises. The School places great importance on the working environment that it provides and similarly it is the responsibility of employees and pupils to respect the environment and treat it accordingly.

### **b. Objectives**

- To ensure that statutory requirements are met regarding the provision of a satisfactory working environment.
- To ensure, so far as reasonably practicable, the continued well-being of employees and pupils.

### **c. Guidance**

The Bursar / Site Manager will be responsible for the implementation of this policy.

### **d. Welfare**

Suitable and sufficient welfare facilities will be available on school premises, including:

- toilet facilities
- washing facilities
- facilities for rest and to eat meals; and
- drinking water

### **e. Workplace Safety**

- Each area of the School premises classified as a workplace will:
  - have adequate ventilation
  - provide a suitable working temperature
  - be adequately illuminated
  - be kept in a clean condition
  - have adequate access and workspace for the activity
  - have suitable furniture and work station
  - be regularly inspected and assessed
- Safe access and egress will be maintained in each workplace.

- Provisions will be made to prevent slips, trips and falls and falling objects.
- Any storage racking will be inspected regularly and be fit for purpose.
- Accidental falls from height will be guarded against with particular attention paid to working at height and work on roofs, balconies and gantries.
- Signs will be displayed where appropriate to warn of risk, these being:
  - prohibition signs, e.g. no access
  - warning signs, e.g. danger electricity
  - mandatory signs, e.g. eye protection must be worn
  - emergency or first aid
- The school noticeboard will also display:
  - health & safety policy statement
  - HSE Health & Safety Law poster
  - emergency procedures
  - details of first aiders and fire marshals

#### **f. Public Safety**

It is the aim of the school to ensure so far as is reasonably practicable, the health and safety of members of the public who may be affected by our work activities. Where any risk assessments identify risks to the public, appropriate control measures will be implemented.

### **17. HOT WORKS POLICY**

#### **a. Scope**

This guidance is applicable to all employees of and workers / contractors for the School who undertake activities associated with hot works.

#### **b. Objectives**

To ensure that the school manages risks associated with hot works and that:

- All work is planned and is not commenced until a permit is in place
- All work is carried out in a safe manner
- The area where the work has taken place is safe for reuse

#### **c. Policy**

- The School has appointed the Site Manager to act as the responsible person for ensuring that no hot work is undertaken without prior agreement.
- Before work starts the area must be cleared of combustible material which is not part of the work process. Any combustible material that cannot be removed should be protected by non-combustible material.

- Suitable fire extinguishers must be provided and a watch kept for fire break out whilst work is in progress
- When welding, cutting, grinding or similar activities are taking place the work area must be suitably screened with non-combustible material. Care must be taken where sparks / hot particles are generated.
- Gas cylinders should be secured in a vertical position and fitted with a regulator and flashback arrestor.
- If bitumen boilers or similar equipment are used on a roof a non-combustible, heat insulating base must be used, a competent operative be in attendance and suitable fire-fighting and emergency spillage equipment provided.
- Where hot materials are taken to roof level extreme care must be taken during the transporting of them.
- The responsible person will liaise with contractors regarding the details of any hot works and permission to proceed.
- A permit will be completed for all hot works.

d. **Sample: Hot Work Permit is attached to this policy**

## **18. INFECTION CONTROL POLICY**

### **a. Scope**

This guidance is applicable to all employees and/or contractors of the school who undertake activities associated with infection control.

### **b. Objectives**

To ensure that the school prevents the spread of infection by:

- Maintaining a clean environment
- Practising good standards of personal hygiene

### **c. Guidance**

- The Bursar and School Administrator will be responsible for the implementation and review of this guidance.
- Good hygiene practice will be followed by all those involved with:
  - General cleaning
    - Cleaning of blood and body fluid spillages
    - Clinical waste
    - Laundry

- Use of personal protective equipment

**d. Bites, injuries and sharps:**

- Where skin is broken, make the wound bleed and wash thoroughly with soap and water.
- Report to the School Administrator for treatment

**e. Animals**

- Animals can carry infections, so always wash hands after any contact
- When visiting farms check hand washing facilities and ensure that children do not eat or drink whilst touring the farm, or put fingers into mouths etc. Use waterproof plasters to protect any cuts or grazes not covered by clothes

**f. Vulnerable Children**

- Some medical conditions make children vulnerable to infections that would not normally be serious by reducing immunity. These may include cancers and those on steroids. Such individuals are particularly vulnerable to chickenpox and measles. If they are exposed contact the School Administrator immediately.
- Shingles is caused by the same virus as chickenpox and therefore anyone who has not had chickenpox is potentially vulnerable if they have had contact with a case of shingles.
- If in any doubt seek advice from the School Administrator.

**g. Pregnancy**

- If a pregnant woman develops a rash or is in direct contact with someone with a potentially infectious rash then the School Administrator should be contacted immediately. Points to consider include:
  - German measles (rubella). If a pregnant woman comes into contact with German Measles she should inform her GP and ante-natal carer immediately.
  - Slapped cheek disease (Parvovirus B19) can occasionally affect an unborn child. Any potential exposure should be reported to the ante-natal carer.
  - Chickenpox can affect the pregnancy if a woman has not already had the infection. Any potential exposure should be reported to the GP and ante-natal carer.

**h. Immunisations**

Immunisation status should always be checked at school entry and at the time of any vaccination. Any immunisations that have been missed should be addressed via the School Administrator.

## 19 LIGHTNING PROTECTION POLICY

### a. Scope

This guidance is applicable to those with responsibility for the maintenance of school premises in relation to the protection of structures against lightning.

### b. Objectives

- To ensure that people are protected against potential lightning strikes.
- To ensure that any control measures put in place are adequately maintained.

### c. Policy

- The Site Manager will be responsible for the implementation of this policy.
- Lightning protection is required (in accordance with BS6651) where:
  - large numbers of people congregate
  - essential public services are concerned
  - the area is one where lightning is prevalent
  - there are very tall or isolated structures
  - there are structures of historic or cultural importance
  - there are structures with explosive or flammable contents
- The Site Manager will arrange for a specialist contractor to undertake a risk assessment. A summary of the factors to be taken into consideration is:
  - the number of flashes to ground per square kilometre per year (lightning flash density)
  - the effective collection area (the area of the roof added to the side walls plus the area of quadrants having the radius of the height of the building; a quadrant occurs at each corner of the building.
  - use of the structure
  - type of construction
  - contents and consequential effects
  - degree of isolation
  - type of country
- Where the risk assessment indicates that lightning protection is required:
  - appropriate protection should be installed
  - a regime for maintenance of the protection should be implemented
  - Any new buildings which are constructed should have the need for lightning protection assessed.

## 20. MANUAL HANDLING POLICY

### **a. Scope**

This guidance is applicable to all employees of and workers for the school who undertake manual handling activities.

### **b. Objectives**

- To minimise so far as is reasonably practicable, the need for manual handling
- To ensure that only individuals who have received training in manual handling undertake such activities
- Where manual handling is undertaken that it is conducted so that the risk of injury is reduced as far as is reasonably practicable.

### **c. Policy**

- Subject Co-ordinators, Administrators and Site Manager will be responsible for the management of manual handling activities within their areas of control.
- Manual handling is defined as "any transporting or supporting of a load, including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force". In a school environment this may include:
  - Moving furniture around classrooms
  - Moving equipment stored at height
  - Moving items when taking delivery of goods
  - Pushing and pulling trolleys and PE equipment
  - Setting up temporary stages
  - General movement of workplace equipment
- Subject Co-ordinators:
  - Consider whether the object needs to be moved at all
  - Where it does need to be moved can this be by automation e.g. using a lift truck
  - Where manual handling is necessary ensure that a risk assessment is undertaken and any required control measures are implemented.
  - Ensure that those undertaking such tasks have received appropriate training
- When assessing the risk, the following should be taken into consideration:
  - The task
  - The load
  - The individual
  - The environment
- All those who undertake manual handling activities must have received appropriate training, covering good lifting techniques, which include:
  - Planning the lift
  - Keeping the load close to the waist
  - Adopting a stable position
  - Getting a good hold

- Not flexing the back any further when lifting
- Avoiding twisting the back or leaning sideways
- Keeping their head up
- Moving smoothly
- Putting the load down then adjusting as necessary

## 21. MINIBUS USE AND VEHICLE ON-SITE MOVEMENTS

- See Separate Policy

## 22. NOISE POLICY

### a. Scope

This guidance is applicable to all employees and pupils of the school who may come into contact with activities which may expose them to noise levels above the 2nd action level as defined in the Noise at Work Regulations 2005.

### b. Objectives

- To ensure that foreseeable working activities where individuals have the potential to come into contact with significant noise levels are identified.
- To ensure that suitable and sufficient risk assessments are in place where significant risks have been identified.
- To ensure that suitable control measures are put in place to protect the health, safety and welfare of those who may be affected by School activities.

### c. Guidance

- It is the School Policy to undertake an assessment of noise levels within its premises where staff are considered to be at risk of hearing damage. Noise surveys will be arranged by the Bursar if it is felt necessary.
- Any noise survey that is undertaken will:
  - identify which areas are affected;
  - who is affected;
  - the frequency of the noise;
  - the engineering controls that could be implemented to reduce the noise levels
  - establish ear protection zones (EPZ).
- Areas which will be considered for noise surveys will include:
  - Physical education
  - Design & Technology workshops
  - Computer rooms
  - Construction activities
  - Music rooms

- Maintenance work
  - Refurbishment activities
  - Special events
- General guidance:
    - do your employees need to raise their voices to carry out a normal conversation when about 2m apart for at least part of the day?
    - is noise intrusive - like a busy street, a vacuum cleaner or a crowded restaurant - for most of the working day?
    - do your employees use noisy powered tools or machinery for more than half an hour each day?
    - are there noises due to impacts (hammering, drop forging, pneumatic impact?)
  - Where reasonably practicable, engineering controls to eliminate, or reduce the effect of noise will be implemented by the Site Manager/Subject Co-ordinators in conjunction with the Bursar.
  - Where noise levels cannot be reduced below the 2nd action level, EPZ's will be defined and marked by Site Manager in conjunction with Subject Co-ordinators.
  - All personnel entering an EPZ will be required to wear suitable ear protection.
  - Details of assessments will be held by the Bursar / Site Manager. Details will also be supplied to employees and their representatives as appropriate.
  - As part of our procurement process, the school will request information on noise emissions from suppliers of plant and machinery.
  - If staff are suspected of suffering from hearing impairment due to work activities, then the Bursar will arrange for an occupational health evaluation.

## **23. SAFETY TRAINING POLICY**

### **a. Scope**

This guidance applies to the provision of health and safety training within the school.

### **b. Objectives**

- To ensure that all employees (including temporary workers) are adequately trained to carry out their role in a safe and healthy manner.
- To ensure that health & safety training requirements at all levels within the school are identified and reviewed.
- To meet any statutory training requirements for specific activities.

### **c. Policy**

- All new employees will be given a safety induction training by the Bursar / Pastoral Deputy Head to include:
  - fire precautions and safety procedures;
  - first aid and accident reporting arrangements;
  - general information on health and safety;
  - known hazards in the workplace and the control measures in place;
  - the school's policy and procedures;
  - specific topics relating to that person's role and their place of work, including departmental policies and risk assessments
- Specialist job related training will be conducted / organised as follows:
  - Minibus – Health & Safety Officer
  - Science related – Science Co-ordinator
  - Design and Technology related - Head of D&T
  - Catering and Cleaning – Bursar/Catering Sub contractor
  - First Aid - School Administrator/Bursar
  - Any individual requirements for subject/Subject Co-ordinators
- Refresher training will be given as appropriate to changes within the workplace and the role of the individual.
- Records of training will be kept by the School Administrator (on the school software) as appropriate

## **24. SECURITY, WORKPLACE SAFETY & LONE WORKING POLICY**

### **a. Introduction**

Our policy for the security and workplace safety at Buckingham Preparatory School is primarily to provide a safe and secure environment in which our pupils can learn, our staff can work and our visitors can freely come and go. Its second objective is to protect our buildings and grounds, together with the equipment belonging to the school and the personal possessions of everyone in our community.

### **b. Responsibilities**

- The Head Teacher

The Head Teacher has overall responsibility for health and safety on site. This includes ensuring there are suitable arrangements in place for security, workplace safety and lone working and monitoring and reviewing these arrangements on a regular basis.

- The Bursar

The Bursar is responsible for the physical security of the buildings. The Site Manager is responsible for ensuring that the property, including external buildings and windows, are correctly locked and unlocked at the start and close of every day,

switching on and off security alarms and for carrying out regular checks of the site (both when it is occupied and unoccupied).

- The Bursar ensures that at least one member of staff (Site Manager or other trained member of staff) is on duty or on call at all times. A checklist is used to assist with the daily locking and unlocking procedure.
- The Site Manager will summon the Emergency Services, if the security or fire alarms go off outside the hours that the School Office is staffed, (unless [s/he] is pre-warned of a planned fire practice).
- The Bursar is also responsible for maintaining a safe IT technical infrastructure at the school, through the services of an approved IT sub-contractor. The contractor's responsibilities include protecting the network and equipment from attack by viruses, maintaining robust firewalls to safeguard or prevent inappropriate usage, and ensuring the security of our electronic hardware. All school computers, printers, copiers, scanners, projectors, screens and other electronic equipment are marked with "Smart Water" and a register is maintained of all equipment showing: make, date of purchase, cost and location in the school. The asset register is audited and updated annually.

- **Teaching Staff on Duty**

At least one member of the teaching staff is always present on duty in order to supervise pupils whenever they are in the school outside normal school hours. Pupils are not allowed to be unsupervised on site. Arrangements are made to ensure pupils are supervised during play and concert rehearsals, or other events that bring small groups into school out of hours.

### **c. Risk Assessments**

The School has conducted risk assessments on the security and safety of the grounds and all the buildings. These risk assessments are included on the site Risk Assessment Register.

### **d. Visitors and Contractors**

All visitors and contractors are required to sign in at our Reception, where they are issued with a visitor's badge, which should be worn at all times. They are shown the school's emergency evacuation notice and the way to the assembly point. Visitors and contractors wait in the Reception Area and are collected by the person whom they have come to see. All staff are expected to escort their visitors whilst they are at the school and to ensure that they sign out and return their badges on leaving.

When large numbers of visitors are at the school for open days, plays, concerts, exhibitions and other events, a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding. Any such event is subject to our risk assessment policy.

### **e. Access Control**

There are electronic gates at our front and back entrances, which are linked to the school reception office and the Pre-School Office. All visitors must contact the School Office/Pre-School to gain access to the school only after being visually verified by means of the CCTV system. The entrances to the School and Pre-School are kept locked at all times.

### **f. Parking Facilities and Deliveries**

The School has no visitor parking facilities on site.

All delivery vehicles should be fitted with audible reversing alarms, and wherever possible staff should ensure that deliveries are made outside of the normal school times. Deliveries are not generally permitted between the hours of 8 – 9am and 3 - 4pm, which are times of high pupil movement.

### **g. Reception**

The School Reception is manned between 8.00am and 5.00pm during weekdays in term-time.

### **h. Training**

All staff receive a briefing on security and workplace safety within their first week at the school. This includes advice on:

- Supervising pupils, where new members of the teaching staff are given training in the arrangements for supervising pupils.
- Safeguarding their personal possessions.
- Safeguarding the school's property. Staff are asked to follow an agreed procedure for taking equipment, such as laptops off the site, and for returning them.
- Measures to deter opportunist thieves, such as closing windows and blinds when leaving valuable equipment unsupervised.
- Keeping outside doors shut.
- Arrangements for late [and lone] working

The briefing also covers:

- The location of the school's CCTV cameras in the high risk areas of the school, together with the school's monitoring procedures.
- The procedure for booking in visitors and escorting them.
- The value of being curious about strangers, and of reporting concerns.
- The regime of login and password protection for electronic equipment.
- How staff are trained in keeping pupils safe.

More detailed and specific training is given to the Site management teams and to the School Administrators.

### **i. Lone Working**

- This is covered by a separate policy

## **j. Physical Security Measures**

- **External doors and windows**
  - All external doors and windows are fitted with locks.
  - All external doors to buildings are fitted with security locks, which are always in operation.

## **k. Security Alarms**

Every external door is linked to the security alarm system. The alarm is regularly maintained and conforms to British standards and is operated in accordance with the recommended code of practice. Two external gates are also fitted with key pad codes which are always in operation.

## **l. Gates**

They are at the vehicle and main pedestrian entrances are secured by padlock at night.

## **m. Unsupervised Access by Pupils**

We ensure that pupils do not have unsupervised access to any part of the school or its grounds.

## **n. Marking Property**

All valuable and electronic property is marked with "Smart Water" as a deterrent to theft. A register is maintained by the Bursar. This register is reviewed annually.

## **o. Security Lights**

We use security lights to protect the outside of our buildings. They are fitted to every external door and pathway around each building and connecting with the pedestrian entrance and the minibus park.

## **p. CCTV**

We have CCTV cameras covering the main entrances used by all staff, pupils and visitors.

In accordance with the law, we do not use CCTV for any other purposes, nor provide images to any third party, save to law enforcement bodies. We conduct an annual audit and review of our use of CCTV, and display signs at our entrances, warning of its usage. Our main monitors are in the School office, the Staff Room and the Pre-School.

## **q. Monitoring**

Physical control measures are regularly maintained and are regularly checked to ensure they are functioning.

All doors, windows and gates are checked by the Site Manager or his appointed deputy when locking up.

Regular checks are made by the Caretaker throughout the day to ensure that restricted areas remain secured.

## 25. WATER QUALITY POLICY

### a. Scope

This guidance is applicable to all employees of and contractors for the school who undertake activities associated with water services and systems. Water systems are considered to include all water plant, pumps, pipes, tanks, valves, showers, chillers and towers.

### b. Objectives

- To clearly identify the responsibilities of individuals as appropriate.
- To ensure that suitable and sufficient risk assessments are in place where significant risks have been identified, in particular legionella, as follows:
  - water systems incorporating a cooling tower;
  - water systems incorporating an evaporative condenser;
  - hot and cold water systems;
  - other plant and systems containing water which is likely to exceed 20C and which may release a spray or aerosol during operation or when being maintained.
- To ensure that systems are managed and controlled in accordance with the COSHH Regulations and the L8-2013 Approved Code of Practice and HS(G) 274 guidance.

### c. Guidance

- Day to day responsibility for monitoring and ensuring that the systems are being correctly operated, lies with the Bursar/Site Manager. He maintains appropriate records of testing and certification.
- The school has appointed a competent consultant / contractor to conduct a risk assessment and draft a manual which specifies control regimes
- In Premises where the School is deemed to be responsible, it will:
  - undertake a water quality risk assessment on all relevant water systems;
  - the assessment will be updated as appropriate, for example if new equipment is added and as a matter of course reviewed every two years;
  - the details of any risks will be made available to those persons who may be affected;
  - copies of the risk assessment will be available for inspection by persons entitled to do so;
  - if the risk assessment shows that there is a reasonably foreseeable risk, the Bursar/Maintenance Engineer will ensure the implementation of safety precautions and control measures. In most cases, this will require a written Water Quality Scheme by a competent person and will involve contractors carrying out maintenance regimes on water systems;

- A Water Quality Log Book will be maintained for each relevant system, available for inspection and will contain:
  - the risk assessment findings;
  - the written scheme detailing control measures;
  - the results of monitoring, inspections, tests or checks completed and the dates;
  - details of the water system not in use and control measures taken;
- Where school employees (e.g. maintenance staff) have responsibility for implementing practical control measures, an example list of duties is included at **Appendix 2** to this guidance
- Where a contractor is employed by the School to implement specialist control measures, an example list of duties is included at Appendix 3 to this guidance.
- The records will be kept for the period for which they remain current and at least 5 years following that period.
- In the event of a positive water sample, the Water Contractor /Consultant will notify the Bursar immediately. The notification will cover:
  - Details of the sample
  - The organism
  - Location
  - Advice on appropriate remedial measures, such as isolating the building and disinfecting the system.

The Head Teacher will be informed at once, even if no one is ill, and remedial action will be taken at once. The Chairman of Governors must be notified at once if anyone becomes ill with legionella, as any outbreak of the disease must be reported to the HSE and the HPA.

- **Water Safety Manual Contents**

Buckingham Preparatory School has employed Evolution Water Services Limited, a firm of water safety specialists to prepare a water safety manual for all the school buildings.

The manual includes schematic drawings of:

- All the hot and cold water systems, water tanks, calorifers, pipe work, heating, ventilation, refrigeration and air conditioning plant in all the buildings

The manual then identifies and assesses the main sources of risk in every building, taking account of:

- Water temperature
- Potential for water stagnation in long pipe runs and "dead legs" or infrequently used taps and showers
- Potential for aerosol formation, especially in drinking water fountains.

- Condition of the water throughout the premises
- The use thermostatic mixing valves (in order to avoid scalding) that potentially set a favourable outlet temperature for legionella growth
- Signs of debris in the system, such as rust, sludge or scale that could provide food for growing legionella
- Condition of the pipe work, plant, tanks etc.

- **Physical Preventative Measures**

The water safety manual identifies a series of preventative measures to the physical structure of our buildings that are [either] have been taken [or are planned] in order to control the risk of legionella at the school:

- All metal cold water tanks have been covered to ensure that they are free from debris.
- Redundant pipe work has been removed.
- All hot pipes hot water tanks have been insulated.
- Water is heated and stored in the hot water tanks at temperatures above 60 degrees C in order to kill bacteria
- Cold water is stored below 20 degrees C, so that bacteria cannot thrive.

The manual is reviewed and updated annually, or each time that a new measure is introduced.

- **Internal Control Measures**

All Operatives in our Maintenance Department have been trained in the need for legionella prevention measures. They are tasked with carrying out the following regular water checks (all of which are recorded in the water manual) in order to maintain good water hygiene:

Taps

- Any cold tap that has not been used within a seven-day period is flushed for 2 minutes on a weekly basis (avoiding splashing so as to minimise the creation of an aerosol)
- Any hot water tap that has not been used within a seven day period is similarly flushed for [models with thermostatic valves fitted: at least 5 minutes]/[ordinary taps: 2 minutes, or until the temperature reaches 60 degrees C] on a weekly basis and before the water is used
- Monthly temperature checks to hot water are conducted by inserting a thermometer in the outflow of the first and last tap of each circulation system for the required period and recording the temperature. We will contact our Water Consultant about the safety implications if the hot water does not reach 50 degrees C after running for 5 minutes.
- Monthly temperature checks are carried out to the first and last cold water taps in order to ensure that they operate at below 20c after running for 2 minutes. We record the temperatures and will contact our Water Consultant about the safety implications if the cold water exceeds 20 degrees C after running for 2 minutes.

### Toilets

- Any toilet that is not used within a seven-day period is flushed each week, and the flushing mechanism on urinals checked.

### Cold Water Tanks

- Temperatures are taken from the water in the tank and the water in the ball valve every six months.
- The tank is inspected visually on an annual basis.

### Calorifers/Hot Water Tanks

- The water temperature leaving and returning to the calorifers/hot water tanks is inspected on a monthly basis.
- The calorifers/hot water tanks are inspected annually.

### Drains

- Drains are disinfected monthly
- Debris is cleared from external drains weekly

### Hot Water Systems

- Hot water systems that are shut off for the holidays must be heated to 60 degrees C, and then kept at that temperature for at least one hour in order to kill all bacteria.
- Staff then flush the system before use.

### Cold Water Systems

- All cold water systems that are unused during the holidays are also thoroughly flushed through before use.

## **26. WORKING AT HEIGHTS POLICY**

### **a. Scope**

This guidance is applicable to all employees of and workers / contractors for the school who undertake activities associated with working at height.

### **b. Objectives**

To ensure that the school complies with the requirements of the Work at Height Regulations and in particular to ensure that:

- All work at height is properly planned and organised
- Those involved in work at height are competent

- The risks from work at height are assessed and appropriate work equipment is selected and used
- The risks from fragile surfaces are properly controlled
- Equipment for work at height is properly inspected and maintained

### c. Policy

- The Site Manager will apply the following hierarchy for managing and selecting equipment for work at height, namely:
  - Avoid work at height where possible.
  - Use work equipment or other measures to prevent falls where it cannot avoid work at height
  - Where it cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur
- The school requires that work at height, including organisation, planning, supervision and supply and maintenance of equipment is only to be undertaken by competent people. Typical school areas requiring working at height
  - Putting up displays
  - Placing / retrieving items stored above head height
  - Opening and closing windows
  - Stage support work during drama activities
  - Moving and erecting PE equipment
  - Cleaning
  - General site management / caretaking activities
  - Maintenance and repairs
  - Construction work / projects
- When equipment is selected for work at height it will be:
  - The most suitable equipment for the task
  - Give collective protection measures priority over personal protection measures
  - Take account of working conditions and the risks to the safety of all those at the place where the work equipment is to be used.
- Inspection of equipment used for work at height will be undertaken by the Site Manager
- Ladders will be used in accordance with HSE document INDG 402 Safe Use of ladders and stepladders
- Any contractors used by the school will be expected to follow the principles of this guidance.



## 27. INDIVIDUAL HEALTH & SAFETY POLICIES REFERENCED BY THIS POLICY

<i>Policy</i>	<i>Policy Document Reference</i>
Accessibility Policy	
Accident Reporting (RIDDOR)	See public guidance
Administering Medication	
Anti-bullying Policy	Policy A8
Asbestos	Included in this policy
Child Protection and staff behaviour policy	Policy A6
Competent Advice	Included in this policy
Contractor Management	Separate Policy
Control of Substances Harmful to Health (COSHH)	Included in this policy
Educational visits (EYFS and non EYFS)	Policy A10
Electrical Safety	Included in this policy
Emergency Situations	
First Aid	Policy A7
Fire safety, procedures and risk assessment	Policy A11
Gas Safety - including LPG	Included in this policy
General Workplace Safety	Included in this policy
Hot Works	Included in this policy
Infection Control	Included in this policy
Lightning Protection	Included in this policy
Lone Working	Separate Policy

Manual Handling	Included in this policy
Minibus Use	Separate Policy
Noise	Included in this policy
Pupil Supervision	Policy A12
Risk Assessment	Policy A10
Safety Training (including induction)	Included in this policy
Security, workplace safety and lone working	Included in this policy
Special Education Needs (SEN) and Learning Difficulties	Policy A2
Sun Protection	
Vehicles and on-site movements	Separate Policy
Water Quality (including Legionella)	Included in this policy
Working at Heights	Included in this policy

## WHOLE SCHOOL HEALTH AND SAFETY RESPONSIBILITIES

### Responsibility - Head and Governors

FIRE ISSR 12		SAFEGUARDING ISSR 7	MEDICAL FACILITIES ISSR 24	RISK ASSESSMENTS ISSR 16
<b>Responsibility: QP</b>	<b>Responsibility: BE</b>	<b>Responsibility: BE</b>	<b>Responsibility: MD</b>	<b>Responsibility: BE</b>
<ul style="list-style-type: none"> <li>➤ Fire Policy</li> <li>➤ Exits &amp; signage</li> <li>➤ Fire extinguisher check</li> <li>➤ Yearly fire risk assessment</li> <li>➤ Staff training on fire</li> <li>➤ Alarms &amp; extinguishers (provision, update and check)</li> <li>➤ Fire detectors</li> </ul>	<ul style="list-style-type: none"> <li>➤ Fire drills</li> <li>➤ Competent Person</li> <li>➤ Staff updates and training on day to day</li> <li>➤ Fire alarms working and door closings</li> </ul>	<ul style="list-style-type: none"> <li>➤ School site safety</li> <li>➤ CCTV working</li> <li>➤ Door locks</li> <li>➤ Risky Areas Policy</li> </ul>	<ul style="list-style-type: none"> <li>➤ Medical area</li> <li>➤ Wash basin in room near toilet</li> <li>➤ Medical storage</li> </ul>	<ul style="list-style-type: none"> <li>➤ Risk assessments for all rooms in school</li> <li>➤ Risk assessments for all after school activities</li> <li>➤ Risk assessments for all sports</li> <li>➤ Risky Areas Policy</li> <li>➤ Risk Assessment for off-site swimming</li> </ul>
			<b>TOILETS &amp; WASHING FACILITIES ISSR 23</b>	
			<b>Responsibility: QP</b> <ul style="list-style-type: none"> <li>➤ Cleanliness, provision &amp; ventilation</li> </ul>	<b>Responsibility: MD</b> <ul style="list-style-type: none"> <li>➤ All trips – day &amp; residential checked</li> <li>➤ Off-site visit assessment &amp; specialist activities</li> <li>➤ Risk assessment signed off</li> <li>➤ Risk assessment all curriculum areas i.e. DT, Science</li> <li>➤ Checking communication with parents re: trips</li> </ul>
<b>LIGHTING ISSR 27</b>	<b>HEALTH &amp; SAFETY ISSR 11</b>			
<b>Responsibility: QP</b>	<b>Responsibility: MD</b>	<b>Responsibility: QP</b>		
<ul style="list-style-type: none"> <li>➤ Adequate lighting levels</li> <li>➤ External lighting after dark</li> <li>➤ Emergency lighting working</li> </ul>	<ul style="list-style-type: none"> <li>➤ School day to day issues on site</li> <li>➤ Information for visitors</li> <li>➤ Checking staff signing in record</li> <li>➤ Responsibility for H&amp;S accident recording</li> <li>➤ Ensuring cleaning cupboard locked</li> </ul>	<ul style="list-style-type: none"> <li>➤ Health &amp; Safety Policy</li> <li>➤ All maintenance logs &amp; paperwork</li> <li>➤ Catering department – Hygiene and H&amp;S</li> <li>➤ Electrical PAT testing</li> <li>➤ Legionella testing &amp; risk assessment</li> <li>➤ Water facilities – drinking water and hot &amp; cold water</li> <li>➤ Drinking water facilities provided</li> <li>➤ Clear monitoring</li> </ul>	<ul style="list-style-type: none"> <li>➤ Staff training for H&amp;S</li> <li>➤ Hazardous substances labelled and locked (COSHH)</li> <li>➤ Arranging termly meetings with H&amp;S Governor and minutes recorded</li> <li>➤ Checking appropriateness for contractors and paperwork</li> <li>➤ All minibuses                             <ul style="list-style-type: none"> <li>• Servicing</li> <li>• Logs</li> <li>• Checks</li> <li>• Medicals</li> </ul> </li> </ul>	
<b>ISSR 25</b>				<b>Responsibility: MD/KK</b> <ul style="list-style-type: none"> <li>➤ All EYFS risk assessments in place for activities</li> <li>➤ Risk assessments for EYFS for outings</li> </ul>
<b>Responsibility: QP</b>				<b>Responsibility: MD/EA</b> <ul style="list-style-type: none"> <li>➤ Risk Assessment Policy</li> <li>➤ Risk assessment for outside events</li> <li>➤ Staff training</li> <li>➤ Organising H&amp;S meeting with BE/QP termly</li> </ul>
<ul style="list-style-type: none"> <li>➤ Cleanliness checks</li> <li>➤ Heating and ventilation</li> </ul>	<b>Responsibility: BE</b> <ul style="list-style-type: none"> <li>➤ Minibus Policy</li> </ul>			

		checks for all areas		
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