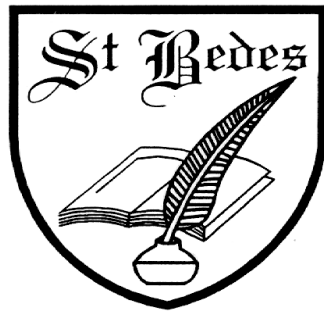


# **St Bede's RC Primary School**



## **HEALTH AND SAFETY POLICY**

**2015-2016**

**Reviewed October 2015**

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## **1.0 Foreword by Head teacher**

The policy of St Bede's RC Primary School is to provide and maintain safe and healthy working conditions, equipment and systems of work for all its staff and pupils. To this end, information, training and supervision are provided as necessary. Responsibility is also accepted for the health and safety of other people who may be affected by the School's activities.

The Health and Safety Policy provides an overview of the organisation, systems, and procedures by which the school intends to achieve its health and safety objectives. St Bede's Governing Body will make reasonable resources, both of time and money, available for implementation of its policy. The allocation of safety related duties, the particular arrangements made to implement the policy, and the way in which the policy is monitored is set out in this document.

A copy of this policy will be given to all members of staff.

This Health and Safety Policy gives you all the essential guidance required. Many of the actions recommended are required by law and must be observed, but in any case, they are mostly common sense.

Study this policy now – it will be too late once an accident or ill health has occurred.

Mrs Dot King, Head Teacher.

## 2.0 Health and Safety Policy Statement

The management of Health and Safety is regarded as being of the utmost importance for all pupils, staff and visitors St Bede's RC Primary School. Therefore the school recognises and accepts its responsibility to set standards at least as high as that required by the Health and Safety at Work Act 1974 and supporting regulations, and so far as is reasonably practicable, to achieve zero work related fatalities, as well as an incident and injury free environment. The school will accomplish this target, in so far as is reasonably practicable, through adopting an approach to continuous improvement through:

- Providing and maintaining plant, equipment and systems of work that are safe and without risks to health;
- Making arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- Providing such information, instruction, training and supervision as is necessary to ensure the health and safety at work of employees, pupils and visitors;
- Maintaining any place of work under the school's control in a condition that is safe and without risks to health and to provide and maintain means of access to and egress from it that are safe and without such risks;
- The provision and maintenance of a working environment for employees and pupils that is safe and without risks to health and is adequate as regards facilities and arrangements for their welfare at work;
- Providing such protective equipment as is necessary for the health and safety at work of employees and pupils;
- The encouragement of staff to set high standards of health and safety by personal example, in order that pupils leaving the school should take with them an attitude of mind which accepts good health and safety practice as normal;
- Striving to monitor the effectiveness of health and safety provisions within the school;
- Keeping the school Health and Safety Policy under at least annual review in order to support the policy of continuous improvement and to duly publish any amendments.

This Policy will be provided to each new member of staff.

<i>Signatures</i>	<i>Date</i>	<i>Position</i>
.....	.../.../...	Head Teacher
.....	.../.../...	Chair of Governing Body

### **3.0 Organisation**

Although health and safety within the school is a collective responsibility this policy recognises the responsibility that effective and efficient management has towards achieving the school's safety objectives. The Head Teacher is responsible for the management of health and safety matters within the school. This section outlines the responsibility that each element within the school has towards the health, safety and welfare of those connected with St Bede's RC Primary School.

#### **3.1 The Governing Body**

The Governors of St Bede's RC Primary School have a statutory duty of care for the health safety and welfare of all members of the school staff, pupils and visitors. Governors shall ensure that when undertaking the management of the annual budget, all health and safety implications are taken into account. Furthermore, the main Governor functions are:

- (a) Monitoring the school safety performance (including consideration of inspection reports accident statistics and audits);
- (b) Prioritising actions where resources are required;
- (c) Ensuring actions are carried out;
- (d) Including health and safety on the Governors' meeting agenda;
- (e) Ensuring that health and safety is included in their annual report;
- (f) Ratifying the health and safety policy.

#### **3.2 The Head Teacher**

The Head Teacher has an overall responsibility for the application of this policy, but it would not be practical to attempt sole management of school health and safety. Therefore the Head Teacher has delegated duties to staff members in order to support high standards of health and safety. The Head Teacher will monitor the following:

- (a) Management of all health and safety matters in the school in accordance with the health and safety policy;
- (b) Maintenance of risk assessments;
- (c) Suitable information is available for the Governing Body on matters of health and safety;

(d) Communication of information received on health and safety matters is distributed to appropriate people;

(e) Accident investigations;

(f) That health and safety practices and procedures within the school are reviewed as necessary by the School Health and Safety Advisor currently supplied by Avec.

(g) Staff health and safety training needs are addressed;

(h) Liaising with Governors and the School Health and Safety Advisor on policy issues and any problems with health and safety;

(i) Cooperation with and provision of necessary facilities for trades' union safety representatives.

(j) Appropriate and regular inspections of the school are conducted and to check the suitability of working practices.

(k) To ensure that accidents and hazards are recorded and reported as appropriate to the School Health and Safety Advisor for staff, pupils and visitors.

### **3.3 School Business Manager**

The School Business Manager will assist the Head Teacher fulfil her safety responsibilities by performing the following duties:

(a) Should attempt to resolve daily health and safety problems which may be raised by staff members and refer to the Head Teacher or School Health and Safety Advisor any problem for which there is not a satisfactory solution within the resources available.

(b) Will ensure that safety inspections and an annual audit are conducted by the School Health and Safety Advisor within the school premises, and to consider the resource implications of any findings.

(c) Should arrange for staff training and information so as to avoid hazards and to contribute positively to their own safety and health at work. Also to communicate health and safety information received to appropriate people. Also to ensure staff receive health and safety induction training.

(d) Notify the Head Teacher of changes to statutory requirements in health and safety whenever notified by the School Health and Safety Advisor.

(e) Ensure that staff implement control measures and improvements as identified through risk assessments, accident investigations or any type of monitoring conclusion.

### **3.4 School Health and Safety Advisor**

The School Health and Safety Advisor will assist the Head Teacher and Business Manager fulfil their health and safety duties by providing the following support

- (a) Reporting of all RIDDOR notifiable accidents to the HSE and conduct the accident investigation for RIDDOR accidents.
- (b) Prepare an annual health and safety report for the Governing body
- (c) Conduct formal premises inspections and prepare an associated report
- (d) Carry out an annual health and safety gap analysis, to provide and to assist with remedial recommendations.
- (e) Monitor statutory inspections and maintenance requirements in all matters of health and safety
- (f) Provide legal updates and best practice advice to the Head Teacher and all staff members as requested.
- (g) Assist staff members with risk assessments for educational visits and classroom activities whenever requested.

### **3.5 Class Teachers**

The safety of pupils and visitors in the school and on educational visits is the responsibility of the class teacher. Their main functions are:

- (a) Day-to-day management of health and safety in accordance with the health and safety policy;
- (b) Checking classrooms/work areas are safe before the commencement of any work related activities (e.g. No trip hazards etc);
- (c) Checking equipment is safe before use, as well as ensuring equipment is left in a safe condition after use;
- (d) Ensuring safe procedures are followed and that emergency procedures are understood;
- (e) Ensuring protective equipment is available and used, when needed;
- (f) Participating in inspections and supporting health and safety initiatives, if appropriate;
- (g) Bringing activity health and safety concerns to the relevant member of staff's attention and to propose appropriate recommendations to improve safety. Where safety concerns

are identified with the school's premises, these must be brought to the attention of the School Business Manager as soon as it is reasonably possible;

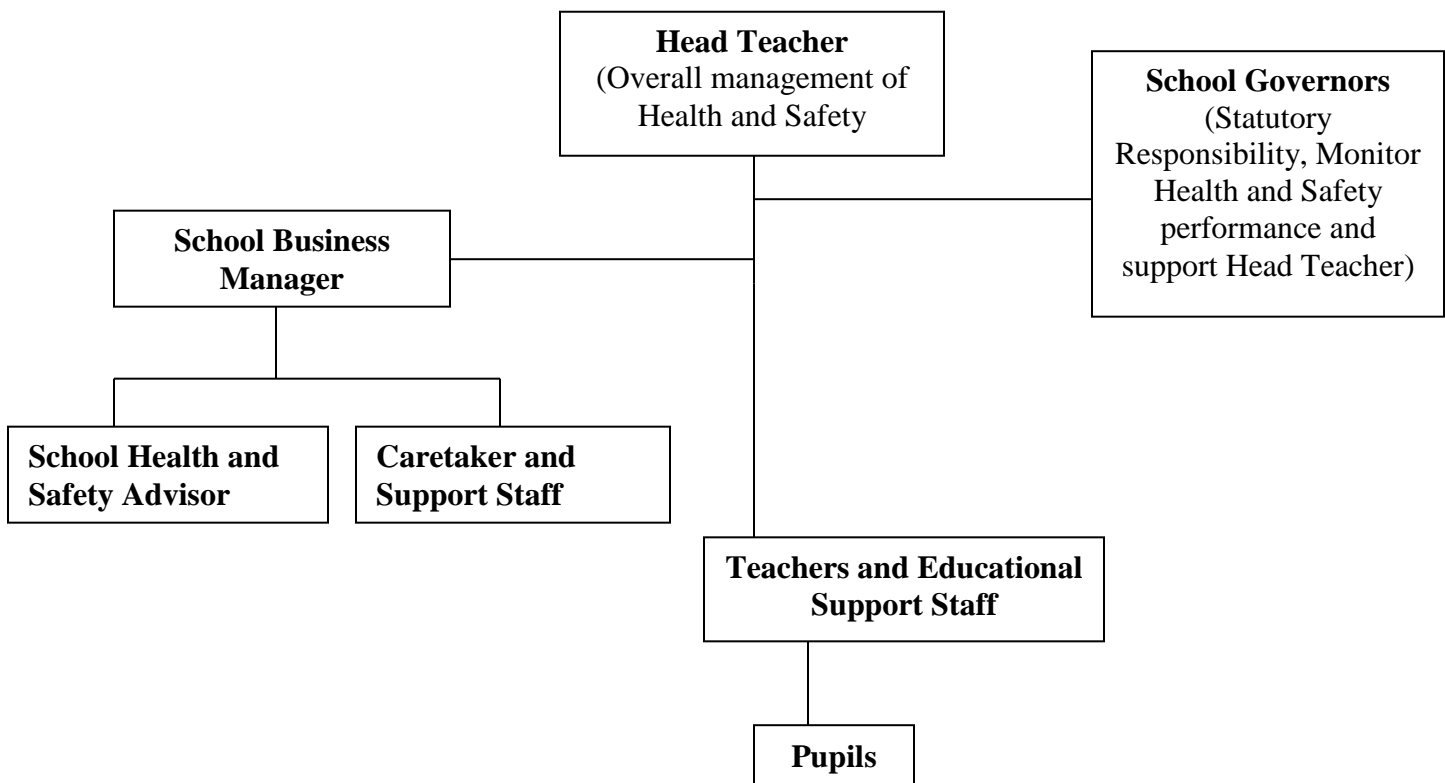
(h) Integrate all relevant aspects of safety into the teaching process and if necessary give specific lessons on safety.

### 3.6 Pupils

Pupils are expected to:

- (a) Understand and exercise reasonable personal responsibility for the safety of themselves and others;
- (b) Observe standards of dress consistent with safety and hygiene, (e.g. suitable footwear, and the preclusion of unsuitable jewellery etc).
- (c) Understand and observe the safety rules of the school and in particular the instructions from staff given in an emergency.
- (d) Use, and not deliberately misuse, neglect or interfere with items provided for safety.

#### **St Bedes RC Primary School Health and Safety Organisation Flowchart.**





## **4. Arrangements**

### **4.1 Introduction**

This section will offer guidance on how the functions allocated to individuals will be carried out in order to achieve the policy objectives.

### **4.2 Health and Safety Communication**

The Head Teacher extends an open door policy for members of staff who wish to discuss health and safety concerns. The subject will be raised at staff meetings in order to offer a forum for two way communication. The Business Manager will ensure that health and safety information is imported from competent sources and distributed to members of staff. The Governors discuss health and safety as a standing item on their annual agenda

### **4.3 Accident Reporting**

Accidents or injuries to any person, including contractors, should be reported to the Administration Office by those persons involved in the accident. The accident should be recorded in the accident report book, which is held in the Administration Office. If deemed necessary by a First Aider or the Business Manager, an accident report form should be completed. The report form will go to the School Health and Safety Advisor.

Death and all major injuries to employees and hospital attendance by members of the public as a result of an accident also require immediate notification to the Health and Safety Advisor by emailing **stuart.mackenzie@avec-partnership.com** or by calling **07748 242120**. Such injuries to pupils also require parent notification.

Major injuries requiring telephone notification include:

Any fracture; amputation; dislocation of the shoulder, hip, knee or spine; serious eye injury; serious burn; loss of consciousness; acute illness from chemicals; or any other injury requiring immediate hospital attendance.

All head injuries to pupils must be reported to the appropriate parent or guardian by the pupil's teacher or else by a member of the administration staff. If practical, a First Aider will conduct a follow up assessment of the head injury the following day in order to ensure there is no deterioration in the pupil's condition.

See the school Accident Reporting Procedure for further details.

### **4.4 Accident Investigation**

Following an accident or near miss situation, the responsible member of staff in charge of the activity should ensure that an appropriate level of accident investigation is carried out. This is to ensure that causes may be identified and measures taken to prevent a

recurrence. Investigations are essential so that accidents, damage to equipment and property, and losses are kept to a minimum. If the loss or injury is of a significant nature, then the School Health and Safety Advisor should be called to ensure a formal investigation is carried out and documented. Findings from investigations should be recorded on the accident report form and recommendations actioned by those responsible.

#### **4.5 First Aid**

First aid posts will be established in the school, in accordance with the Health and Safety (First Aid) Regulations 1981, so as to be reasonably accessible to all employees and students. They will be suitably stocked at all times.

The names, workplaces and telephone numbers of those persons responsible for first aid boxes and/or qualified in first aid will be displayed within the school premises together with clear instructions for summoning outside medical facilities, on the school's first aid emergency procedure notice.

The person responsible for the first aid box(es) will ensure, where reasonably practicable, that it is fully equipped at all times.

The school accident record book will be maintained and this record book is to be made available to any other authorised person or body whenever requested. It should be secured when not in use in order to comply with the Data Protection Act.

Only qualified persons should carry out first aid treatment. To this end training courses will be held as required to ensure that there are sufficient persons qualified to meet the school's needs and satisfy the legal requirements of the Health and Safety (First Aid) Regulations 1981.

Serious cases of injury should receive appropriate qualified medical attention.

#### **4.6 Fire Safety**

Preventative measures against fire are important and form the basis of rules to reduce the likelihood of fires occurring, e.g. restrictions on smoking, special precautions concerning flammable liquids and gases and maintenance of electrical appliances. To this end the school has employed a no-smoking ban within all areas of the site.

As preventative measures can never be foolproof, reactive measures are also important and include: Physical measures include fire doors, smoke detectors, alarm systems and fire fighting equipment. These will be provided, tested and maintained where necessary. The extinguishers will be checked and maintained every 12 months under a service level agreement. The remaining fire precaution measures will be checked and maintained by the Caretaker and recorded in the Fire Log Book.

Detailed information about fire evacuation procedures is provided to regular and temporary members of staff, including supply and trainee teachers in their induction. Details about fire evacuation routes will be displayed throughout the building.

A guide on actions to take on hearing the Fire Alarm is provided in the Fire Evacuation Plan.

Records will be kept of any tests and examinations of alarm systems and documented in the Fire Log Book. The same applies to all evacuations for whatever reason, including practices and false alarms, so that the effectiveness of each evacuation can be assessed and action can be taken regarding any problems that have occurred.

#### **4.7 Risk Assessments**

Risk assessments provide the backbone of any safe system of work and therefore the school has developed a standalone Risk Assessment Procedure which will be made available to all members of staff. All activities must be assessed for hazard and evaluated for risk. An assessment that identifies a significant hazard must be recorded in writing and the measures needed to control the risk will be listed and communicated by the member of staff leading the activity.

For on-going activities the risk assessment should be reviewed if the circumstances that surround that activity change. Otherwise it is the school's policy that all risk assessments be reviewed on an annual basis.

See the school Risk Assessment Procedure for further details.

#### **4.8 Electrical Safety**

The following arrangements for electrical safety apply to all electrical equipment in use on the school, including personal items.

(a) Only electrical equipment that is properly installed and maintained should be used in the premises. The indication that equipment has been properly assessed is that a label is attached to each item bearing a date after which it should no longer be used. Items not bearing such a label, or where the date on the label has been passed, should be withdrawn from use until clearance has been given by the School Business Manager.

(b) All portable appliances will be regularly inspected and, where necessary, subject to an electrical test. All members of the school should routinely carry out a visual check of their electrical appliances, ensuring they are not damaged and that there are no obvious signs of misuses such as damaged or discoloured plug tops and worn cables.

(c) Any item that becomes faulty should be taken out of service and either discarded or sent to the Caretaker.

(d) Equipment and furniture should be sited so as to avoid the need for leads and to trail across floors. Where these cannot be avoided, proprietary rubber strips should be used to reduce the risk of tripping.

(e) Socket adapters should not be used. Only those with their own fused plug and cable (4-way trailing sockets) are permitted.

#### **4.9 Safety Training**

Training and instruction in routine health and safety matters will be given, as required by the appropriate member of staff. In particular, the Business Manager will arrange for new members of staff and Supply Teachers - on their first day of joining to receive induction information as required in the school's Code of Practise for Induction Training.

Contractors who require an induction, i.e. those not under escort for the duration of their stay on the premises will receive appropriate health and safety advice from the Business Manager. Induction records will be held centrally in the Administration Office and be available for audit when requested.

The Administration Office will also provide a copy of this Policy to new members of staff on their first day and ask them to read it and sign to confirm it has been read.

The appropriate teacher will inform new pupils about appropriate health and safety matters at the beginning of each academic year.

The need for other specialist training should be identified by individual members of staff, and should be directed to the Head Teacher or Business Manager. The School Health and Safety Advisor may be consulted with regards health and safety training needs if guidance is needed.

Members of staff will not be expected to undertake any procedure for which they have not been adequately trained.

#### **4.10 Control of Substances Hazardous to Health (COSHH)**

The Control of Substances Hazardous to Health Regulations 2002, often known as the "COSHH" Regulations, require the school to ensure that substances (including purchased proprietary chemicals and non-proprietary substances such as effluents and by-products of processes) which can harm staff and others are stored, moved and used or handled in a manner which is safe and without risk to anyone's health. The school will do this by:

(a). Identifying hazardous substances used by staff members, assessing the nature of their hazards and the associated likelihood and severity of harm.

(b). Providing suitable control measures to protect persons against the hazards.

(c). Giving adequate written and verbal information about the hazardous substances to all persons who may be harmed by them. Guidance should be sought from the Safety Data Sheet provided with the substance and a COSHH Assessment produced in order to inform staff of all relevant information connected with the safe use of the substance.

(d) Storing hazardous substances in correctly labelled containers that have been deemed as adequate for the held substance. Such substances should be stored in appropriate secure facilities.

(e) Contractors and visitors using hazardous substances on the school's premises are duty bound to ensure that they safely manage their materials as per COSHH Regulations and sound moral practice.

See the school COSHH Assessment Procedure for further details.

#### **4.11 Display Screen Equipment (DSE)**

Under the Health and Safety (Display Screen Equipment) Regulations 1992 the school has obligations to all employees who regularly use visual display units (VDU's). This includes assessing each VDU and its associated equipment and furniture to ensure that they meet the standards specified by the Regulations. These include matters such as control over glare and reflection and adjustability of seating in order to avoid postural and other health problems that can be caused by VDU work. Although the Regulations do not strictly apply to pupils, the school will aim as far as reasonably practicable to provide pupils who use VDU's with facilities of a standard that match those specified by the Regulations in the interests of education and good practice.

#### **4.12 Transport for School Activities**

The use of transport for conveying pupils and others is a potentially high-risk activity. Although the risks can never be totally eliminated, the school will minimise them as far as possible by the use of well-maintained and roadworthy vehicles and ensuring that only competent persons drive them.

The Head Teacher advises about arrangements and checks to ensure that transport used is roadworthy. Members of staff may only drive any hired transport if authorised by the Head Teacher. The Head Teacher will also provide other pertinent advice to users about aspects such as supervision of pupils and precautions for prolonged journeys.

#### **4.13 Safety of Visitors including Contractors**

All visitors must report to the main reception and book in. The receptionist will notify the visitor's point of contact who will then come to reception and host the visitor(s). It is the responsibility of the host to ensure that the visitor is made aware of the school's emergency procedures and that there is a health and safety policy available for them to

read. Should the visitors be staying for any reasonable length of time then they should receive a safety induction brief appropriate to their business.

In the case of Contractors, the Caretaker should monitor their day to day activities in order to ensure that safe working practices are not being compromised and presenting a hazard. Furthermore, the health and safety policy should be made available to all contractors working on the premises if requested. Guidelines for contractors are provided at Appendix 1.

Organisations that Hire premises from the school are to read and sign the guidance form included at Appendix 2 and return it to the Business Manager.

#### **4.14 Violence to Staff**

“Violence” as defined by the HSE comprises any incident in which a person is verbally abused, threatened or assaulted in circumstances relating to their work. The school is committed to protecting staff from violence from any party, as far as possible.

Should staff be subjected to violence, they should complete an Accident Report Form and inform an appropriate member of staff. The circumstances will be treated confidentially and support measures will be provided, if required, to assist in recovering from an incident. Potentially all members of staff are vulnerable to violence, but the overall effects of violence can vary and be influenced according to person, time, place and various other factors.

#### **4.15 Stress**

Stress has increasingly become acknowledged as being a significant health issue at work. Whilst most staff might be expected to absorb a certain amount of pressure, it can rise to a level where it constitutes a risk to health. The school advises any member of staff who feels under an unacceptable amount of pressure to raise the issues and concerns with their line manager or appropriate member of the Senior Leadership Team in complete confidence, so that if possible some early action may be taken. Counselling is available and will be offered as required.

#### **4.16 Manual Handling**

Staff and pupils must not lift, drag, push or carry heavy/awkward loads unless training has been given and a manual handling assessment carried out. If no assessments have been made for tasks that present a risk of injury, then they should contact the Business Manager who will direct the School Health and Safety Advisor to conduct the necessary assessment.

#### **4.17 Working at Height**

Staff are only to work at height if using suitable access equipment. Standing on tables, chairs, benches and the like is strictly forbidden. Elephants foot stools and step ladders are available if required. Staff who believe that they work at height or use step ladders on a regular basis are to request training through the Business Manager. Staff who have not been trained on ladders must not use this equipment, including steps. They must seek further advice from the Business Manager or Head Teacher if an activity at height is planned. Working at height includes putting up and taking down displays, placing and retrieving items of storage at height and so on.

#### **4.18 Machinery and Equipment**

All members of staff involved with the use of machinery have a duty to ensure that it is used correctly, safely and that any defects or unsafe practises are reported to the Administration Office, who will then notify the Business Manager.

In addition, all, kitchen, art and outdoors educational equipment must be well maintained, and receive appropriate statutory inspections. Staff are to ensure that any shortfalls are reported to the Business Manager and the machinery or equipment is removed or put out of bounds, and adequately labelled as so immediately.

#### **4.19 Legionellosis**

The school aims to prevent the build up of Legionella Pneumophilla organisms in its water systems and to prevent inhalation of infected water droplets. Therefore the School Health and Safety Advisor must ensure that the designated water supply checks and maintenance tasks are carried out under the terms of contract and are recorded.

The Legionella Risk Assessment will be reviewed at no more than a 24 month interval and control measures closed out within this time frame.

#### **4.20 Educational Visits**

Any proposed educational visit must first be cleared through the Head Teacher whereby a strict analysis of the proposed visit must be satisfied before agreement is given. This will include assessment of:

- (a) Suitability of the Trip Provider.
- (b) Suitability of the location and activities according to the competency of supervision and abilities of students attending.
- (c) The submitted risk assessments for all activities to be undertaken
- (d) Any other provision as decided by the Head teacher.

Once the visit risk assessment has been completed it must be submitted to the Head Teacher. If the Head Teacher has no objections then the Risk Assessment will go through the Educational Visits Coordinator for review. Until the visit and its accompanying documentation has been cleared through the Head Teacher and EVC it must not go ahead.

#### **4.21 Personal Protective Clothing (PPE)**

The school will provide suitable protective clothing and equipment for staff and students whose work is liable to involve hazardous substances or excessive levels of noise. If you are provided with any item of protective clothing or equipment, you must use it when necessary and take reasonable care of it. If any item becomes defective through wear or damage, you should report it and obtain a replacement before continuing with any work, which requires it. Should any member of the school staff deem that PPE is required for a particular activity, they should raise this concern through the Business Manager.

**“REMEMBER, PPE IS THE LAST FORM OF NEGATING THE RISK”**

### **5. Monitoring the Policy**

Monitoring the effectiveness of this Policy on health and safety commences as a school responsibility in which the Governors and Head Teacher play key roles. Monitoring includes ensuring that premises inspections are taking place so that the hazards and risks of activities carried out within the school are being adequately recognised and controlled. Monitoring also makes sure that any deficiencies in health and safety performance are identified and that remedial action is recommended and pursued. The provision of information, instruction and training to all staff and pupils (especially new members of the school) are matters that should also fall within the monitoring exercise.

Monitoring of any accidents, incidents and instances of occupational ill health occurring is particularly important so that remedial action can be taken to prevent any recurrence. The Business Manager and Health and Safety Advisor will assist the Head Teacher to monitor all reported accidents, incidents and occupational ill-health. This is in order to determine those events that are legally reportable to the relevant Enforcing Authority, and to identify those which require further investigation and possible notification to others within the school, as well as to set in motion any appropriate remedial action.

### **6. Reviewing the Policy**

The implementation of this policy will be audited by the school Health and Safety Advisor and will be reviewed at least on an annual basis before being agreed by the Governing Body. If there are reasonable changes to the structure and major personalities of the school the review may be conducted at an earlier period than the agreed annual date.



## **Appendix 1**

### **St Bede's RC Primary School**

#### **Notes Of Guidance For Contractors Working On Site**

##### **Purpose Of Guidance**

Building or small works such as glazing, heating and ventilation, roof repairs, electrical installations etc. may create risks for those engaged in the work and for staff and pupils.

The purpose of this code of practice is to provide guidance in order that Contractors will use safe working practices according to the Health and Safety at Work Act 1974 and to assist the contractor in taking all reasonable and practical steps to prevent danger or ill health from details of the work being carried out.

The school has a legal responsibility to contribute to the safety of the contractor's staff in so far as ensuring safe premises and to ensure that school activities do not present a hazard which contractor staff have not been made aware of.

For contracts of a larger nature, lasting a few days or more, the Head Teacher may appoint a member of staff for "on site" liaison.

For short term work involving educational/teaching areas there must be liaison and agreement between the Contractor and the Head Teacher before work proceeds.

##### **ALL CONTRACTORS WILL:**

- i) Observe the school rules and instructions, e.g. fire prevention, first aid, and traffic restriction etc., given by staff for whom the Contractor is working.
- ii) Not work on the premises until the rules are accepted.
- iii) Ensure that all operations are conducted in such a manner as to prevent injury.
- iv) Provide their own plant and equipment unless specified in the contract.
- v) Not leave portable electrical equipment unattended. Larger items should be electrically isolated when left unattended.

- vi) Use properly constructed plugs and sockets for any connections to the school electricity supply.
- vii) Obey the legal requirements relating to equipment and operations set out in regulations such as:

‘Lifting Equipment Regulations 1998 (LOLER)’

‘Provision and Use of Work Equipment Regulations 1998 (PUWER)’

Depending on the nature of works, the Head Teacher may name a school member of staff who will:

- i) Ensure that the Contractor is informed of our emergency procedures, e.g. injury, fire, dangerous occurrences and has access to the school safety and emergency policies when requested.
- ii) Request copies of the contractor’s documented risk assessments/methods of work for the proposed works.
- iii) Ensure that the Contractor is aware of our general safety requirements, e.g. site traffic, warnings.
- iv) Ensure that the Contractor is aware of any special safety precautions that relate to the school’s premises or activities
- v) Ensure that the Contractor is working safely and is not putting staff, pupils or property at risk.

## **INFORMATION FOR ON SITE CONTRACTORS**

**It is your responsibility to ensure that a safe system of working is implemented at all times.**

**Please note that children will be moving around the school site and it is your responsibility to ensure their safety at all times. If you expect deliveries or would like to introduce vehicles or plant onto the school site you must clear the timings through the main reception, without exception.**

Please ensure that all electrical leads are kept clear of floors whenever possible. If leads must trail across frequently used areas, e.g. corridors, remove them at the above times, or securely tape them to the floor.

Do not leave any equipment unattended; it may not be there when you return. It may also cause injury.

If you know that your working procedure may be hazardous or may take a long period of time let the office know. It may be possible to prevent students using the area while you are working. Areas must not be closed off without prior consultation.

All contractors must sign in and out at the office upon entering and leaving the premises and must display the visitor's badge, prominently.

No smoking on school premises.

If the fire alarm is activated, leave the premises immediately and report to office staff at the muster area as agreed during the induction process

In case of queries contact the main office.

Please read, then sign and return the slip below.

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I have read and understood the information from St Bede's RC Primary School for onsite contractors and agree to abide by it.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

On behalf of: (Company name)

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## **Appendix 2**

### **Health and Safety Guidelines for Hosts of Evening Classes and Hirers**

#### **SECURITY**

- ID badges are to be worn by staff at all times when on the premises.
- Class Tutor to ensure register is taken at the beginning of the lesson.

#### **FIRE PROCEDURE:**

##### **If you discover a fire:**

- Operate the fire alarm.
- Leave the building (follow the route indicated on the evacuation plan).
- Dial 999 and report the fire.

##### **On hearing the fire bell (continuous ring):**

- Leave the building at once (follow the route indicated on the evacuation plan)
- Close all doors and windows as you leave
- Assemble in the area designated during the Induction process.
- Hirer to check the attendance register for their group.
- Do not disperse
- Do not re-enter the building until instructed to do so by the Duty Fire Officer

#### **FIRST AID:**

- Hirers are entirely responsible for their own First Aid arrangements.
- If an injury occurs due to a suspected fault with the premises a report must be submitted to the Administration office within 24 hours.

**PARKING:**

- All cars are to be parked in an area agreed during the induction process.
- Cars parked at the owner's risk.

**SMOKING:**

St Bede's RC Primary School is a no-smoking site. There should be no smoking anywhere on the school grounds

Please read, then sign and return the slip below.

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I have read and understood the information from St Bede's RC Primary School for Hiring agencies and agree to abide by it.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

On behalf of: (Hirer or Company name)

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