

Health & Safety Policy

STATEMENT OF ORGANISATION AND ARRANGEMENTS FOR ENSURING HEALTH AND SAFETY (CODE OF PRACTICE)

1.0 Introduction

This is a statement of organisation and arrangements (code of practice) for Tawhid Boys School.

The Management is committed to ensuring a high standard of health, safety and welfare for all staff, pupils, visitors and contractors.

1. This statement deals with those aspects over which the Head has control and covers safety associated with the building structure, plant, fixed equipment and services. It describes how the Heads are discharging their responsibilities in respect of pupils, visitors and other employees who are present on school premises in the internal organisation, management and discipline of the school in accordance with the Articles of Government.
2. The aim of the statement is to ensure that all reasonably practical steps are taken to ensure the safety and welfare of all the persons using the premises:
 - a) to establish and maintain a safe and healthy environment throughout the school;
 - b) to establish and maintain safe working procedures among staff and pupils;
 - c) to make arrangements for ensuring safety and absence of risks to health in connection with the use, storage and transport of articles and substances;
 - d) To ensure the provision of sufficient information, instruction and supervision to enable all people working on the site and pupils to avoid hazards and contribute positively to their own safety and health at work and to ensure that they have access to health and safety training as and when provided;
 - e) to maintain a safe and healthy place of work and safe access and exit from it;
 - f) to formulate effective procedures for use in case of fire and other emergencies and for evacuating the school premises;
 - g) to lay down procedures to be followed in case of an accident;
 - h) to provide and maintain adequate welfare facilities
 - i) Review from time to time;
 - the provision of first aid in the school
 - the emergency regulations and make recommendations for improving the procedures laid down
 - Policy for Science Laboratory
 - Work Experience (Annually)

2.0 ORGANISATION OF HEALTH AND SAFETY AT TAWHID BOYS SCHOOL

This section detail the structure set up within the school to deal with Health, Safety and Welfare matters

1. The Management is responsible and accountable for ensuring that the provisions of the Health and Safety at Work Acts are complied with.
2. Within the school the day-to-day implementation of the Health and Safety Policy is the responsibility of the Head Teacher, within the limits that practices which cannot effectively be dealt with by the school will be reported to the Management.
3. All members of staff with a supervisory role, Teachers in Charge, Caretaker and Supervisors, have a duty to ensure that those members of staff for whom they are responsible have read and are following the required safe codes of practice and adhere to the School Health and Safety Policies.
4. The Head Teacher and those with a supervisory function will:
 - set up arrangements in school to cover health and safety legal requirements:
 - bring these to the attention of all staff and Management
 - revise the arrangements as necessary
 - keep a record of the arrangements
 - monitor the arrangements
 - report to the Management regarding the implementation of the arrangements and will ensure that:
 - The attention of the Management or their representative is drawn to any breach of the statutory regulation or unsafe practice, which cannot be effectively dealt with, by the school.
 - Staffs under their control have understood their responsibilities as defined in the School's Health & Safety Policy. A record of staff attendance at the briefing meeting will be kept by the Head Teacher.
 - Assistance will be given to the Management in making all staff fully aware of relevant Health and Safety legislation, all known hazards that may affect them and Health and Safety training courses provided.
 - Unsafe practice is discontinued and any equipment, which is unsafe, is withdrawn from use and reported.
 - The school premises are maintained to a high standard of good housekeeping, i.e. passageways, particularly fire exit routes should be kept clear and unobstructed.
 - Any activities carried out in the school comply with established safe systems of work.
 - Accidents, near misses and dangerous occurrences within the school are reported in accordance with approved procedures.

- Approved items of First Aid are made available, properly maintained and all employees are made aware of their location. (Please refer to First Aid Policy for more details)
- All necessary plant, equipment and substances are made available in a safe condition and that safe access to, and egress from, the place of work are maintained, and that defects requiring the Management' attention are reported as soon as possible in the maintenance Log Book
- Any matter relating to Health and Safety brought to their attention receive appropriate action, either directly or through their representative.
- Contractors and their employees working in the premises are made aware of the school's commitment to Health and Safety and the School Safety Policy Document, and must report to Reception, the Head Teacher or their representatives before any work commences in order to gain permission to work.
- That all Health & Safety instructions and advice issued by the Management are brought to the attention of all staff.

The Head Teacher recognise that, as they have only limited control over repairs to the fabric of buildings and some equipment, especially electrical equipment which is part of the fabric of the building, that the ultimate responsibility for these must rest with the Management.

3.0 THE DUTIES OF ALL MEMBERS OF STAFF

1. The specific duties of all of the staff at school are set out below. (The duties set out below may be altered from time to time in the light of new or revised legislation).
2. In addition to the duties outlined above, every employee has a responsibility to make themselves familiar with the requirements of the Health and Safety at Work Act 1974 and other health and safety legislation and codes of practice which are relevant to the work of the department in which they work.
3. They should take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work.
4. Co-operate to enable any duty or requirement imposed on his or her employer or any other persons by or under any of the relevant statutory provisions to be met.
5. Conform to all instructions, whether written or verbal, given to ensure personal safety or the safety of others.
6. All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.
7. Staff should attend training courses designed to further the needs of Health and Safety as required.

8. They should be aware of the fire evacuation procedure and fire alarms and equipment as per instructions in the Fire Orders which are posted in every room.
9. Be aware of the siting of the First Aid box nearest to their regular places of work.
10. Be familiar with the Safety Policy and any and all safety regulations as laid down by the Management and the Health and Safety Policy of the Education Department
11. Ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils;
12. Check that all plant, machinery and equipment is adequately guarded;
13. Check that all plant, machinery and equipment is in good and safe working order;
14. Not make unauthorised or improper use of plant, machinery and equipment;
15. Use the correct equipment and/or tools for the job and any protective equipment or safety devices which may be required;
16. Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled;
17. Report any defects in the premises, plant, equipment and facilities which they observe using the school reporting system;
18. Take an active interest in promoting health and safety and suggest ways of reducing risks;
19. As part of their lesson planning and preparation undertake an assessment of any potential for risk in the tasks they have set up or the way of working they have adopted and take appropriate steps to eliminate them;
20. Report any hazard or malfunction to the Head Teachers;
21. Use all suitable safety equipment and/or protective clothing as may be provided;
22. Be sensibly dressed for their particular working conditions, so as to ensure their own safety and the safety of others;
23. Avoid improvisation in any form, which could create unnecessary risks to health and safety;
24. Maintain tools and equipment in good condition reporting any defects;
25. Report all accidents and near misses whether injury is substantial or not.

4.0 Accidents and Near Misses - Reporting Procedure

1. All accidents to school staff should be reported immediately to the Head Teacher. This applies to all persons employed by the school, including teachers, ancillaries, cleaner and maintenance staff, school meals service and Voluntary staff, parents, pupils, visitors etc.
2. The person, who has suffered the injury, should be asked to give details to the Health & Safety Co-ordinator or a member of staff who will complete the details in the accident book. The accident must be reported as soon as possible after the accident whilst the circumstances are fresh in his/her memory. If this is not possible because, for instance, the person has reported the accident orally and then gone to hospital for treatment, the written report must be completed by the Health & Safety Co-ordinator or colleague who received the oral report and the information supplemented by any witnesses. This information must be past on to the Management.
3. An accident book is maintained in the School Office.
4. Using the reporting system any fault in the premises which is the responsibility of the Management should be notified to them at once. If the repair is the responsibility of the school then the Head Teacher will decide what emergency action to take whilst for arranging necessary repairs.

5.0 Classroom Safety Rules for Teachers

1. All bags and coats must be stored safely to prevent tripping. Aisles and gangways must be kept clear.
2. All movement about the room must be controlled and take into accounts any hazards present.
3. Before working with scissors or craft knives, teachers must warn pupils of the dangers of their use.
4. Any pupil misusing sharps or behaving in a way that creates a risk to himself or others must be removed from the room.
5. Wherever it is appropriate, especially in Science room, safety rules must be prominently displayed.
6. Fire orders and escape routes must be on display in every room in the school.

6.0 Corridor Safety

Corridors and stairways offer the most frequent hazard to our pupils. Any poor behaviour in a corridor or on a stairway presents a risk to others in the vicinity.

In order to prevent this from happening, all staff must keep an eye when the corridors are usually busy (break time, lunchtime, beginning and end of school day).

In addition, pupils will be expected to follow:

The Corridor Code:

1. At all times show consideration for the safety of others on the corridor or stairway.
2. Walk steadily on the left. Do not run. Do not push.
3. Keep your school bag close to your body. If the corridor is busy, keep it in front of you or on your back. Do not swing it or throw it. Be particularly careful of younger, smaller children whose face may be level with your bag.
4. If you hear a teacher or supervisor calls out “Stand still!” do so at once. It means that to walk on would be to cause an accident.
5. At entrance and exits, queue patiently and quietly. Keep the school a safe place for us all.

7.0 Health and Safety - out of School Visits and Activities

1. The Head Teacher must approve all out of school visits and activities.
2. In order to obtain approval, organisers should complete School Visits Forms and follow procedures as set out in HSPV2, DfES guidance on Outside School Activities.
3. It should be checked with the Senior teacher responsible for daily cover that proposed dates are available.
4. Completed forms should be submitted to the Head Teacher in sufficient time for the proposed trip to be considered (i.e. at least a month before the date of the outing), longer in the case of an overnight stay or a journey abroad
5. Once approval for the trip has been obtained, parental consent forms and (in the case of overnight outings and continental journeys) questionnaires must be completed from all pupils going on the trip.
6. At each stage of the procedure care must be taken to ensure that pupil health and safety will be considered and any risks fully assessed along side the educational and social reasons that would have motivated the trip.
7. Fieldwork is regarded as a lesson-taking place off the school site and normal lesson disciplinary code remains in force. In addition the teacher must make particular assessment of any risks associated with the activity and take all appropriate measures to eliminate them.
(Please refer to Health & Safety School Visits Policy)

Code of Practice for Fieldwork

- a) Pupils must be warned about particular risks (traffic, strangers, etc.) before party leaves school building and reminded again before they begin the activity.

- b) Sufficient staff must supervise the activity to ensure pupils' safety.(HSPV2)
- c) Pupils must never work alone and must be within calling distance of a member of staff or accompanying adult.
- d) Pupils and parents must be fully aware of special arrangements relating to the trip.
- e) Staff must be aware of pupil's medical needs and to have made arrangements to deal with them.

8.0 HEALTH AND SAFETY INFORMATION

Provision of First Aid

First Aiders are:

1. M S Adia
2. Usman Mapara
3. Ashraf Patel
4. Yahya Rawat
5. Osman M B Snell
6. Abid Samee
7. Sarfaraz S Husen
8. Asad Mehmood
9. Said Medar

IF YOU NEED A FIRST AIDER, PLEASE TRY TO FIND ONE IN A ROOM CLOSEST TO YOU, AS TIME IS LOST IN GOING FURTHER AND COULD BE VITAL IN SOME CASES.

First Aid Station: OFFICE

9.0 Accidents

All accidents are to be reported in the accident folder. Major accidents are to be reported to the Head and Senior Teachers.

First Aid.

First aid should only be administered in an emergency. (Please refer to School First Aid Policy)

10.0 PHYSICAL EDUCATION

All PE staff is responsible for the safety of the environment in which they work and the pupils with whom they work. The following must be reported to the Head Teacher and arrangements made to rectify the problem:

- (a) Defects in the equipment
- (b) Concerns over positioning of equipment and general presentation of areas.
- (c) Concerns affecting health and hygiene.

The following must be checked:

FREQUENCY	By Who	AREA/EQUIPMENT
Daily	All Staff	teaching area
Before usages	PE Staff	games equipment

Lessons

- a) Pupils will be taught safety rules in relation to themselves, others and use of equipment in a variety of activities.
- b) Asthmatics are advised to bring inhaler to all lessons and ensure they have them at all times. They must be made aware that they do not have to participate fully if they are unwell or if weather conditions are unsuitable.
- c) Equipment must not be used without supervision.
- d) First aid - Medication must not be administered e.g. paracetamol, antiseptic, plasters. Water or ice mat is applied to reduce swelling, in extreme emergency administer first aid - otherwise send a pupil to find a qualified First Aider.
- e) During lessons, whilst teaching pupils to develop their own sense of responsibility regarding all safety implications, we have overall responsibility to check on them and react accordingly.
- f) Risk Assessment must be carried out (See PE Risk Assessment)

Accidents

These must be recorded in the school accident Book.

11.0 EMERGENCY PROCEDURES

For dealing with pupils who are ill.

1. Send pupils to the office in the first instance. The time of arrival and the symptoms will then be recorded in the accident and sickness book. The pupil will either be sent back to class or arrangements made for him to be sent home.

2. In the case of a more serious injury or accident do not attempt to move the pupil. Ask a pupil to contact a First Aider. It may be obvious that an ambulance is needed, if so, the office should be asked to telephone immediately at that time.
3. Prescribed medication brought to school by pupils must be brought to the office. It is the pupil's responsibility to come at break or lunchtime to take them. A letter from a doctor or parent must accompany all medication.
 - a) All drugs/medication must be clearly labelled with the name of the pupil and the dosage required.
 - b) All drugs/medication should be kept locked (except for emergency medication, which needs to be retained by the pupil).
 - c) Wherever possible, only the dosage needed for one day should be brought into school.

12.0 FIRE AND EMERGENCY PROCEDURE

It is the duty of all members of staff to carry out emergency procedures.

Note: Review of emergency procedures - from time to time it will be necessary for a review to be carried out of the provision of first aid in the school and the emergency regulations; where necessary the Head will make recommendations for improving the procedure laid down.

13.0 IN THE EVENT OF FIRE

Fire Drill (staff instructions)

1. Please ensure you note the nearest fire exit and route out, especially when teaching in an unfamiliar room or covering for an absent colleague. The fire exit signs will be visible in the corridors.
2. Ensure all pupils leave in silence, in a single file and proceed to the front of the building. Please do NOT chat to pupils as you leave the building.
3. Staff should follow the pupils, closing the door. Bags and coats should not be brought. It is more important to evacuate the building quickly than to wait and close windows.
4. In the event of a fire the Head Teacher will ask the Administrator, or an available member of staff to call the Fire Brigade.
5. Pupils should line up in the Fire Assembly area in Class order.
6. Form/Class Teachers using the registers will check attendance. The administrator on hearing the fire alarm must bring the registers, staff and pupils signing out sheet and visitors' book.

7. The Form/Class Teachers will notify the Head Teacher immediately if anyone is missing.
8. The School Administrator will keep a record of fire drills.
9. During public examinations the following procedures, set by the examination boards, must be followed by the invigilators:
 - a) Evacuate the examination room in accordance with the instructions given by the invigilator who will follow routine fire procedures;
 - b) Ensure that all question papers and scripts are left in the examination room (but see paragraph (g) below);
 - c) Ensure that all the candidates are supervised as closely as possible whilst they are out of the examination room so as to ensure there is no collusion;
 - d) After the candidates have returned to the examination room and before the examination is resumed, where it is feasible to do so, indicate on the candidates work the point at which the interruption occurred;
 - e) Note the time and duration of the interruption;
 - f) Allow the candidates the full working time prescribed for the examination;
 - g) In the event of there being only a small number of candidates, consider the possibility of taking the candidates with question papers and scripts to another place in order to complete the examination;
 - h) Make a full report of the incident and of the action taken for submission to the Board/Group by the Examination Officer.

14.0 General

1. All visitors must sign in and out at the office and wear a visitors badge.
2. Staff and pupils must inform the office of their departure/return during a school session.
3. If exams are taking place, those invigilating should have at hand and take with them, should the fire alarm sound, the form/exam list, which shows absentees. This should be, used to call the roll for the form(s).

15.0 EMERGENCY PROCEDURES IN THE CASE OF A FIRE

General Information for Pupils

We hope, of course, that a fire will never take place and it is essential that everyone take all reasonable steps to ensure that this does not happen. **YOU CAN HELP BY MAKING SURE THAT ALL FIRE DOORS ARE KEPT CLOSED.** This could be vital in stopping the spread of fire.

When the fire alarm sounds, you should:

1. Obey without fail the instructions of members of staff.
2. Leave the building by the exit identified by the teacher in **SINGLE** file and in **SILENCE**.
3. Do not bring bags, coats, or any equipment with you.
4. Go to the Fire Assembly designated Points in front of the school building (see map)

You should line up in a straight line in alphabetical order in your Class groups.

5. Do not panic.
6. Wait quietly until you are told to return to the building.

IT IS ESSENTIAL THAT YOU LEAVE THE BUILDING QUICKLY AND CALMLY. YOU MUST LINE UP OUTSIDE IN SILENCE BECAUSE THIS ENABLES STAFF TO CHECK QUICKLY TO SEE IF ANYONE IS MISSING.

ANY TIME LOST AT THIS STAGE COULD RESULT IN LOSS OF LIFE.

16.0 HEADTEACHER / TEACHER TRAINING

The school will arrange to have an Inset during the academic year. The Seminar will address current Health and Safety Issues together with the presentation of forthcoming legislation, Codes of Practices, etc., following which there will be an opportunity to present questions and comments.

Health and Safety information sent to the school is for the attention of the Head. These are sent on an ad hoc basis following information received from various sources, e.g. HSE, Trading Standards, Environmental Health Departments, Department for Children, Schools and Families (DCSF), Accident Investigations, etc.

The school will provide where specialist Health and Safety training is required for teacher to conduct their work safely. Such training will be on going.

17.0 OBLIGATION OF ALL EMPLOYEES

The Health and Safety at Work, etc., Act 1974 states; It shall be the duty of every employee while at work:

1. to take responsible care for the health and safety of him/herself and of any other persons who may be affected by his acts or omissions at work and
2. As regards any duty or requirement imposed on his employer or any other person or under any of the relevant statutory provisions, to co-operate with him as far as it is necessary to enable that duty or requirement to be conformed or complied with.

The Act also states:

No person shall intentionally or recklessly interface with or misuse anything provided in the interests of health, safety or welfare in pursuance of any other of the relevant statutory provisions.

In order that the laws can be observed and responsibilities to pupils and other visitors to school are carried out all employees are expected;

1. To know the special safety measure and arrangements to be adopted in their own working areas and to ensure they are applied.
2. To observe standards of dress consistent with safety and/or hygiene.
3. To exercise good standards of housekeeping and cleanliness.
4. To know and apply the emergency procedures in respect of fire and first aid.
5. To use and not wilfully misuse, neglect or interfere with things provided for his own safety and/or the safety of others.
6. To co-operate with other employees in promoting improved safety measures in the school.

These staff.

1. Have a general responsibility for the application for the schools safety policy to their own department or area of work and are directly responsible to the Head for the application of existing safety measures and procedures within that department/area of work. Advice or instructions given by the Management and the Head, including the relevant parts of this statement shall be observed.
2. Shall where necessary, establish and maintain safe working procedures including arrangements for ensuring, as far as is reasonably possible, safety and absence of risks to health in connection with the use, handling and transport of articles and substances (e.g. chemicals, boiling water, duplicating fluid, guillotines).

3. Shall resolve any health and safety problem any member of staff may refer to them and refer to the Head any of these problems for which they cannot achieve a satisfactory solution within the resources available.
4. Shall carry out regular safety inspection of activities for which they are responsible and, where necessary, submit a report to the Heads.
5. Shall ensure, as far as reasonably practical, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and to contribute positively to their own safety and health at work.
6. Shall, where appropriate, seek the advice and guidance of the relevant advisor.
7. Shall propose to the Head requirements for safety equipment and on additions or improvements to plant, tools, equipment or machinery, which are dangerous or potentially so.

18.0 SPECIAL OBLIGATIONS OF SUBJECT / CLASS TEACHERS

The safety of pupils in classrooms, laboratories and workshops is the responsibility of the class teachers.

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

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

19.0 THE PUPIL

The pupils are expected to:

1. To exercise personal responsibility for the safety of self and classmates.
2. To observe standards of dress consistent with safety and/or hygiene.
3. To observe all safety rules of the school and in particular the instructions of teaching staff given in an emergency situation.
4. To use not wilfully misuse, neglect or interfere with things provided for his safety.

20.0 VISITORS

Regular visitors to the school and other users of the school should be required to observe the safety rules of the school. In particular parents helping out in school should be made aware of the Health and Safety arrangements applicable to them through the teacher to whom they are assigned. Contractors should be made aware of the school's policies and should satisfy the school that they are working in a safe and proper manner in accordance with all statutory and advisory standards.

21.0 SUPERVISION OF PUPILS

1. Pupils should arrive at school at 8.15 a.m. They cannot be adequately supervised before this time. The school is not responsible for those pupils who arrive before the above time.
2. Pupils are supervised at break times in accordance with the duty rota, which covers all areas of the school.
3. Pupils should move around the building in an orderly fashion, keeping to the left on staircases and in corridors.
4. In specialist rooms, (e.g. Science, I.C.T.), pupils must follow any instructions necessary for their safety whilst in that particular area.

22.0 BUILDING MAINTENANCE

The school must be maintained in a condition, which is safe, and without risk to Health and Safety.

The contractors appointed by the Management will monitor the condition of the school premises on a regular basis. They will advise on all matters relating to maintenance improvements and structural changes. Where repairs are needed, care should be taken to ensure that only competent persons are used to carry out such repairs. The advice of the Contractors must be sought where necessary.

Clarification regarding all aspects of building maintenance can be obtained from the Head. The Building Committee will monitor the standards of both Maintenance and repairs undertaken by contractors.

23.0 GOOD HOUSEKEEPING

The premises must be kept in a condition, which is safe and without risk to health. An essential part of this commitment is the provision of daily cleaning and refuse disposal.

Cleaning should be carried out daily and refuse collection weekly. All refuse must be removed from the school premises daily and placed in secure compound to await collection. It is the responsibility of the contractor to monitor Health and Safety of their own staff. However, all staff and pupils within the school must take responsible care to ensure that their workplace is kept as clean and tidy as possible. Rubbish bins must be used for litter and special items of waste, such as broken glass or needles, must be disposed of safely. Chemicals in school laboratories must be disposed of in accordance with the guidelines given in the ASE Publication 'Topics in Safety' and waste cleaning chemicals must be disposed in accordance with COSHH assessment sheet.

Lights, fans and Air Conditioning in the classrooms should be switched off when not in use.

24.0 GLAZING

The Management will ensure that all replacement glazing complies with the requirements of **BS 6206: 1982** (British Standard for Glazing in Buildings) especially with reference to the provision of toughened glass in doors and side panels below **1500mm** and windows below **800mm** from the ground. Staff should report any breakage to the Head immediately.

25.0 STAIRS AND CORRIDORS

All stairs and doors must be kept free from obstructions and litter at all times. The requirements of the school's fire evacuation procedures must be observed in this respect and complied with under the requirements of the Regulatory Reform (Fire Safety) Order 2005 or "the Fire Safety Order"

Stairs and corridors will be maintained in a condition, which is safe, and without risk to health. See separate risk assessment.

Where defects are noted in stairs and corridors, they should be reported in the first instance to the Head who will consult with the Management to arrange remedial action as necessary.

26.0 CONSTRUCTION SITES AND BUILDING WORK

Construction/remodelling the school

All construction work involving the building of the new school or extensions/remodelling of the existing school will be undertaken under the supervision of the Building committee by approved contractors.

Before any construction work is undertaken on school sites, the Maintenance Committee will liaise with the contractor, Site Agent, Architect and Head Teacher to establish a safe system of work during the duration of the building work. Points of access and exit boundaries and fencing, use of school facilities (e.g. Toilets, water, electricity, etc.) and segregation of staff and pupils from the building work will be discussed at such meetings. Any variations from the agreements reached at such meetings must only be carried out after prior consultation with the Maintenance Committee.

No member of staff, pupil or any other school visitor may enter any area of building/repair work unless permission from the Site Agent/Foreman has been obtained.

27.0 MINOR REPAIR WORK AND MAINTENANCE

All contractors must report to the School Office upon arrival and departure at the school and inform the School about the work being undertaken. All hazardous areas of Building/repair work must be cordoned off or screened as appropriate to protect the health and safety of others. When contractors are working on roofs, all persons should be prevented from entering any room directly underneath. If any member of staff is concerned about the safety of any building/repair work, such concerns should be made known via the Head Teacher and/or the Maintenance committee, who will carry out investigations and liaise with the contractor.

28.0 BOUNDARIES

The school boundaries will be maintained in a reasonable and safe manner in order to ensure the safety of pupils. Boundaries will be inspected formally once every 12 months as part of the school's annual safety audit.

29.0 HEATING AND VENTILATION

Normally heating is provided by the central heating system but in certain circumstances it may be necessary to supplement this with Air Conditioning. Under no circumstances must portable open-bar/ electric fires or Bunsen burners be used in the school for heating.

The minimum temperature of 16C should be maintained after the first hour from the official starting time of the school day. During warmer weather the temperature should be kept below 27 C, so far as is reasonably possible.

All through the year, adequate ventilation should be provided for odour removal replenishment of oxygen and humidity control.

30.0 ELECTRICITY AT WORK

The Electricity at Work Regulations 1989 outlines requirements for electrical safety. Before any item of electrical equipment is used, the user should give each item a visual check to ensure there are no obvious defects.

All portable electrical appliances will be checked annually by an electrical contractor. The contractor who carried out such tests will also carry out minor repairs where necessary and also take out of service any items, which do not meet with safety standards.

Only electrical items, which have been approved by the contractors, may be used within the school premises. Portable open-bar electrical fires must not be used or stored in school. If any person is in doubt as to the suitability of any equipment, advice should be sought.

31.0 ELECTRICAL AND PORTABLE TESTING AND ELECTRICAL SUPPLY TESTING

This will be carried out in accordance with recommendations made under the Electricity at Work Regulations 1989 Section 4, which states:

'Tests should be carried out to prevent danger, all systems shall be maintained so as to prevent, so far as it is reasonable possible, such danger'.

Checks will be carried out on all portable equipment as follows:

An annual visible audit. All staff have a responsibility to view equipment within their own work area and report any problems in respect to worn wiring, loose connections and operational problems to the Head who will be responsible to report it to the Maintenance Committee and follow up that repairs have been done.

32.0 ICT DEPARTMENT

Every effort should be taken to make use of Health and Safety training as part of the ongoing support of the I.C.T Department.

33.0 FURNITURE AND EQUIPMENT

All equipment purchased for use in the school must be suitable for use at work. If there are enquiries about suitability these should be made to the Head Teacher in the first instance.

All items of furniture have a limited life therefore it is essential that regular visual checks be carried out as part of the annual safety audit.

34.0 SCIENCE DEPARTMENT

The standard assessment as contained with COSHH Hazards are to be used in the Science Department provided all control measures are effective. An Annual Fire Risk Assessment for the Science laboratory will be carried out by the H & S Co-ordinator and the Head of Science.

35.0 SCHOOL VISITS

The school has a code of practice relating to out of school visits and activities, which must be complied with by all staff. The code of practice is in accordance with the DfES publication HSPV2. Please refer to the School Visits Health & Safety Policy

36.0 CONCLUSION

It is the responsibility of everyone to make these arrangements work. This will ensure, as far, as is reasonably practical, those working conditions are safe and that the life of everyone is accident free.

Any member of staff noticing a failure to comply with this statement of organisation and arrangements or other advice/guidance issued by the Management or Head in pursuance of the safety policy should immediately report the circumstances to the Head. The Head Teacher should then initiate appropriate remedial action.