# CORPORATION ROAD
# COMMUNITY PRIMARY SCHOOL

# HEALTH AND SAFETY POLICY

**Reviewed September 2026**

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## 1.0 Foreword by Head Teacher

The policy of the 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.

This policy is in support of the Lingfield Education Trust and the school supports the overall health and safety objectives of the LET.

The School 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. The School 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, and a summary explained to all pupils.

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.

Headteacher: Mark Dipple.

## 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 to Corporation Road Community 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 and 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 and 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 School's policy of continuous improvement and to duly publish any amendments.

| *Signatures* | *Date* | *Position* |
|---|---|---|
| …… | .../.../... | Headteacher |
| …… | .../.../... | 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 schools safety objectives. The Head of School is responsible to the Governing Body for the management of health and safety matters within the school. This section outline's the responsibility that each element within the school has towards the health, safety and welfare of those connected with Corporation Road Community Primary School.

### 3.1 The Governing Body

The Governors of the school shall ensure that when undertaking the management of the school budget, all health and safety implications are taken into account. They shall also consider an appraisal of the school health and safety performance by considering all reported accidents, incidents and near misses. Furthermore, their main functions are:

(a) Monitoring the school safety performance (including consideration of inspection reports);

(b) Prioritising actions where resources are required;

(c) Ensuring actions are carried out;

(d) Including health and safety on governors' meeting agenda;

(e) Ensuring that health and safety is included in their annual report;

(f) Ratifying the health and safety policy.

(g) Working with the Trust's Director's to achieve a safe working environment for staff, pupils and visitors to the school.

### 3.2 The Head Teacher

The Head Teacher has an overall responsibility for the application of this policy.

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) Health and Safety practices and procedures within the school are reviewed as necessary by the School Health and Safety Advisor.

(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.

**3.3 School Business Manager**

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

(a) Should attempt to resolve daily health and safety problems any member of staff may raise, and refer to the Head Teacher any problem for which there is not a satisfactory solution within the resources available.

(b) Will ensure that safety inspections 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. This role should also ensure staff receive health and safety induction training.

(d) Notify the Head Teacher of changes or additions to plant, equipment and machinery.

(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.

(b) Prepare an annual health and safety report for the Governing body

(c) Conduct 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.

**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 (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 problems to the relevant manager's attention and to propose appropriate recommendations to improve safety;

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

(i) Reporting any health and safety concerns to the Business Manager as soon as the concern is realised.

**3.6 Pupils**

Pupils are expected to:

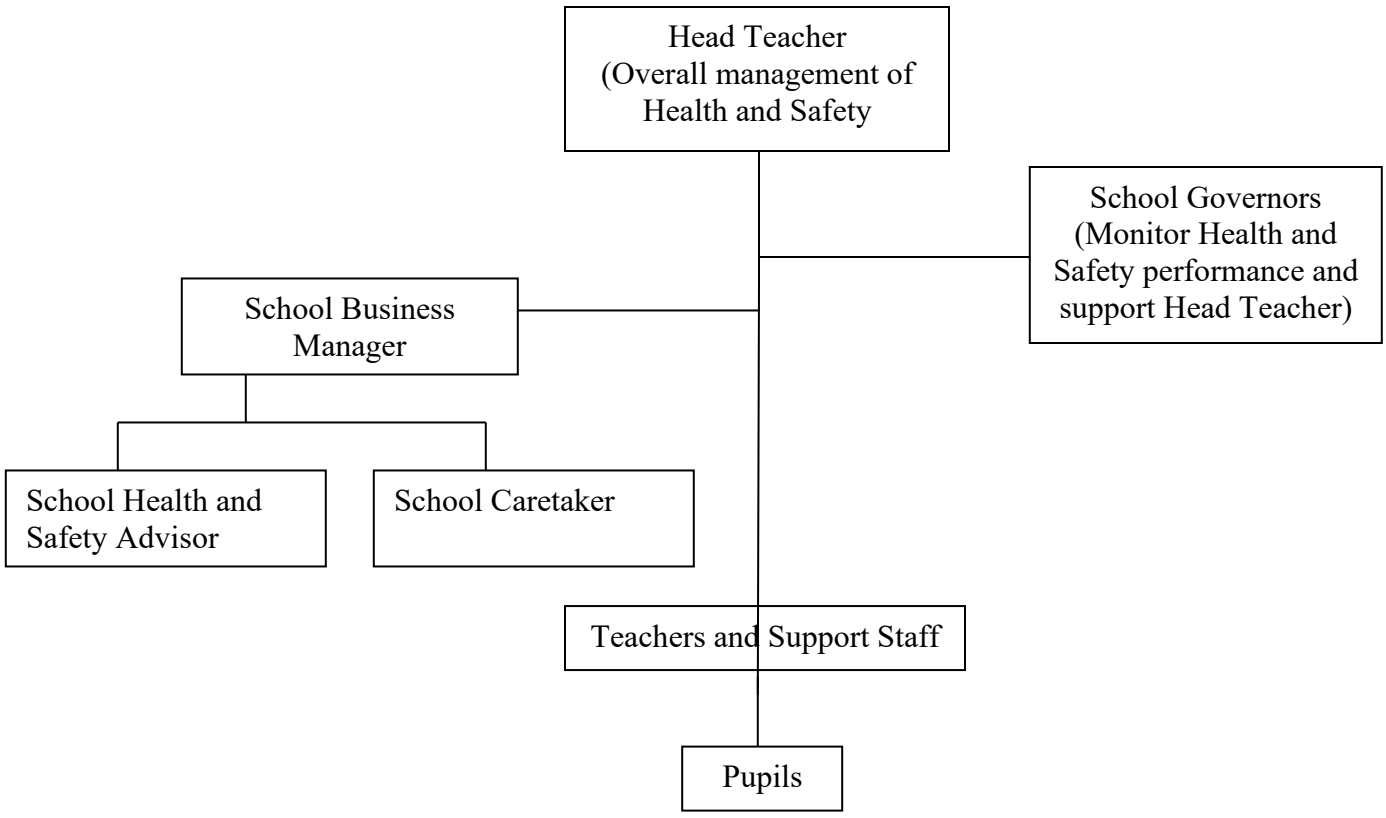
(a) Understand and exercise personal responsibility for safety of themselves and others;

(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 of staff given in an emergency.

(d) Use, and not deliberately misuse, neglect or interfere with items provided for safety.

**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 school recognises the importance that effective 2 way communication has to play in achieving high standards of health and safety. Therefore health and safety may be raised during staff meetings by any staff member. Also the Head Teacher has an open door policy for all members of the school who wish to discuss health and safety concerns. Where safety issues are considered to be of sufficient concern, the Head Teacher will notify the Governing body.

### 4.3 Accident Reporting

Accidents or injuries to any person, including contractors, should be reported to the Line Manager by those persons involved in the accident. The accident should be recorded in the accident report book, which is held in the school office. If deemed necessary, by the First Aiders, an accident report form, which is held in the school office, should be completed and forwarded to the school Health and Safety Advisor

All major injuries to employees and hospital attendance by members of the public as a result of an accident also require immediate telephone notification to the Health and Safety Advisor by calling 07748 242120. Such injuries to pupils 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**.**

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 accident investigation is carried out. This is to ensure that causes may be identified and measures taken to prevent a recurrence. Investigations such as these 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 all 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 pupils. 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 injury record book will be maintained and this record book is to be made available to any authorised person 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 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:

(a). 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 school caretaker and recorded in the Fire Log Book.

(b). 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 school. Members of the school should familiarise themselves with such details.

A guide on actions to take on hearing the Fire Alarm is provided in the school 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 all school activities must be assessed for hazard and evaluated for risk. An assessment that identifies a significant hazard should be recorded in writing and the measures needed to control the risk to health and safety should 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 school 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 in the School, including personal items.

(a) Only electrical equipment that is properly installed and maintained should be used in the School. The indication that equipment has been properly maintained 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 and given to the appropriate Head of Department.

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

(c) The Caretaker will carry out visual inspections of electrical equipment as prescribed via the HSE's advice and record the inspection in the school electrical appliance log book.

(d) Any item that becomes faulty should be taken out of service and either discarded or sent to a member of the technical staff.

(e) 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.

(f) 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 supervisor or manager. 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 school premises will receive appropriate health and safety advice from the school reception office staff as designated by the Head Teacher. Induction records will be held centrally in the school office and be available for audit when requested.

The School Administration Office will also give 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 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.

Members of the School 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, assessing the nature of their hazards and the associated likelihood and severity of harm.

(b). Providing suitable precautions 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.

(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.

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 Traffic Management**

Authorised staff and visitors may park with care in the designated car parks. It should be noted that the school does not take any responsibility for damage to vehicles whilst on school property.

The speed limit of 10mph must be observed at all times and pedestrians have right of way on school property without exception.

**4.13 School Transport**

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 by the school are roadworthy. Members of staff may only drive any hired minibuses 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.

### 4.14 Safety of Visitors including Contractors

All visitors of any nature must report to the school 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 School 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.

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 school health and safety policy should be made available to all contractors working on school 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 School Head Teacher.

### 4.15 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 inform their Head of Department. 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. The school has a copy of the useful HSE/HSC booklet "Violence in the Education Sector" (2nd edition 1997) which is kept in the school office and is available for reference.

### 4.16 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 Head of Department in complete confidence, so that if possible some early action may be taken. Staff development training is available in the recognition and control of stress at work. Counseling services are also available for those in stressful situations.

### 4.17 Manual Handling

Staff and pupils are not to 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.

### 4.18 Working at Height

Staff are only to work at height if using suitable access equipment and have been provided with working at height awareness. 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. The Caretaker may assist with putting displays at height if requested.

### 4.19 Machinery and Equipment

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

In addition, all, kitchen, art and outdoors educational equipment must be well maintained, supplied with adequate guards where necessary 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.

### 4.20 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 by the contracted provider under the terms of contract and are recorded.

### 4.21 School 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 School Trip Provider.

(b) Suitability of the location and activities according to the competency of supervision and abilities of pupils attending.

(c) The submitted risk assessments for all activities to be undertaken

(d) Any other provision as decided by the Head Teacher.

The school subscribes to Evolve and any staff member who arranges a school visit must use the Evolve system when coordinating documentation.

Visits are not to go ahead until the Head Teacher has given consent.

**4.22 Personal Protective Clothing (PPE)**

The school will provide suitable protective clothing and equipment for staff and pupils 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 deem that PPE is required for a particular activity, they should raise this concern through the Head Teacher.

**4.23 Critical Health and Hygiene**

On occasions where health scares, such as a coronavirus, impact on the school and our activities, we will follow government guidelines and take risk based decisions to safeguard health and safety of staff and pupils. Measures may need to be dynamic as understanding of the health scare develops, but communication to staff and pupils will be clear and feedback considered.

If homeworking is required due to the school being deemed as unsafe, necessary checks will be carried out to ensure the home work place is suitable for schoolwork activities.

For vulnerable staff and pupils we will carry out individual risk assessments to protect their health and wellbeing.

Checks will also be carried out to ensure that individual employees are fit to return to the work place.

**"REMEMBER, PPE IS THE LAST FORM OF NEGATING THE RISK"**

**5. Monitoring the Policy**

Monitoring the effectiveness of the School Policy on health and safety commences as a School responsibility in which the Governors and Head Teacher play key roles. Monitoring includes ensuring that School inspections are taking place regularly 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 at School level is particularly important so that remedial action can be taken to prevent any recurrence. The School 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 train 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**

## Notes Of Guidance For Contractor 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 legal responsibility to contribute to the safety of the contractor's staff.

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 school 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)'

Each contract may name a school official 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) Ensure that the contractor is informed of our working procedures, e.g. head protection, electrical safety, and ladders.

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, e.g. asbestos.

v) Ensure that the contractor is working safely and is not putting school staff, pupils or property at risk.

**INFORMATION FOR ON SITE CONTRACTORS**

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

Please note that children will be moving around the school 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 pupils using the area while you are working. Areas must not be closed off without prior consultation.

If you are driving in the school grounds, observe the speed limit of 10 miles per hour.

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

No smoking on school premises.

If fire alarm is activated (a continuous bell) leave premises immediately and report to office staff at the muster area as agreed during the induction process

In case of queries contact the office.

Please read, then sign and return the slip below.

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I have read and understood the information for on site contractors and agree to abide by it.

Signed:_____

Date:_____

On behalf of: (Company name)

_____

**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 duty
- 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 or the Duty Officer

**FIRST AID:**

- First aid kits are to be provided by the hirer for their own activities
- First aid for all but minor injuries should always be followed by qualified medical treatment

**EMERGENCY ACTION IN CASE OF ACCIDENT OR ILLNESS:**

- Telephone is located in the Main reception
- Make arrangements for an ambulance to be sent immediately so that the patient can be taken to hospital by dialing 999
- Give precise location of the occurrence and directions for the nearest point of access for the ambulance.
- Arrange for the ambulance to be met at the school MAIN ENTRANCE
- See that the patient is accompanied whenever possible by a responsible person
- Ensure that arrangements are made for the relatives or friends to be advised fully of the situation

- Ensure that an accident report form is completed giving the full details of the occurrence together with any action taken. This must be handed to the main reception.
- Accident report forms are located in the main reception.

**PARKING:**

- All cars are to be parked in the area agreed during the induction process.
- Cars parked at the owners risk.

**SMOKING:**

The whole of the school site is a no-smoking area. There should be no smoking anywhere on the site

Please read, then sign and return the slip below.

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I have read and understood the information for Hiring agencies and agree to abide by it.

Signed:_____

Date:_____

On behalf of: (Hirer or Company name)

_____