



FOUNDED 1879

HALLFIELD SCHOOL

HEALTH AND SAFETY POLICY

Head Master	Mr K Morrow	
Chairman of Governors	Mr T Venner	
Staff member with responsibilities	Director of Finance and Operations	
Subcommittee with responsibilities	Compliance / Finance and Facilities	
ISI Regulatory Policy	Yes	
Date adopted by Governing Body	Date	Autumn 2020
Date for policy review	Autumn Term 2021 (unless new legislation requires amendment)	

1 HEALTH AND SAFETY POLICY STATEMENT OF HALLFIELD SCHOOL

This is the Health and Safety Policy Statement of Hallfield School.

The School applies high standards in the management and control of all its operations, to include matters of health and safety. These are designed to ensure that staff, pupils and those who visit the School or may otherwise be affected by the School's operation, are safe.

This Health and Safety Policy (**Policy**) applies to all staff (including employees, fixed-term, part-time, temporary and voluntary staff and helpers), pupils and visitors at the School.

As an employer, the Governors of Hallfield School have overall responsibility for health and safety at the School and those involved in the School's operation. They are committed to improving health and safety.

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees, pupils and anyone else affected on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to ensure we have access to one or more competent persons (persons with sufficient knowledge, training and experience) to assist us in complying with our health and safety obligations;
- to provide information, instruction and supervision to employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions;
- to review and revise this policy as necessary at regular intervals; and
- to ensure that adequate resources are available for the management of health and safety issues.

PART 2 – ORGANISE, PLAN, MONITOR AND REVIEW PREVENTATIVE AND PROTECTIVE MEASURES

This part of the Health and Safety policy describes how the responsibility held by the Governors is delegated to the Head Master and then to various individuals and groups throughout the school. It includes a table describing the preventative measures, who undertakes them and links them to documents providing further information.

2.1 DELEGATION OF RESPONSIBILITY

The Governors delegate day to day responsibility for health and safety matters to the Head Master.

The Head Master is responsible for the safety policy of the School in respect of health, safety and welfare of staff, pupils and visitors to the School premises and in respect of all activities carried on both on and off School premises where these are arranged under the auspices of the School.

The Head Master's responsibilities are as follows. Some of these responsibilities have been delegated in writing and this document describes these and also describes the advisory arrangements within the School as follows:

- a To ensure that all procedures are safe and in compliance with any relevant codes of practice, that instruction in safe practice is given and in particular that risk assessments are carried out in compliance with the Management of Health and Safety at Work Regulations;
- b To ensure that all staff, pupils and visitors are adequately trained in safe procedures;
- c To identify hazards both current and those associated with new or changed activities of the School;
- d To investigate and keep record of all incidents and fires and particularly any serious or potentially serious accidents;
- e To post warning notices and signs and keep them up to date;
- f To appoint qualified first aiders and to have first aid boxes checked regularly;
- g To see that adequate fire-fighting equipment and appliances are provided and to take prompt action to remedy deficiencies;
- h To ensure that fire escape routes are kept clear;
- i To test fire detection and alarm systems regularly;
- j To have fire drills at regular intervals;

- k To make sure that the conditions of local authority licences, fire certificates etc. are observed;
- l To ensure the safe disposal of hazardous waste; and
- m To ensure, as far as possible, that preventative measures are taken to ensure the health and safety of all those on site.

The Head Master is also responsible directly for any area within the School (and off-site premises) and any activity for which responsibility has not been specifically delegated below.

The Head Master has delegated responsibility for these matters to a number of key groups and people within school and details are provided in section 2.2 below.

Where responsibility has been delegated, those persons have authority to enforce the School's Health and Safety Policy in the areas or in respect of the functions for which they are responsible. They must notify the Head Master and the Estates and Facilities Manager of any new or special hazards arising in their areas and also of any precautions that have to be taken to combat the hazard. They must also report to the Head Master and the Estates and Facilities Manager any serious breach of safety regulations.

Where they may be absent for long periods, adequate substitution must be made in writing with copies to the Head Master and such employees and other persons as may be affected.

2.2 ORGANISATION FOR HEALTH AND SAFETY

The following key members of staff have been appointed to advise on matters of safety within the School. If their advice is not taken by any member of the School, they should inform the Head Master. Exceptionally, if they discover anything dangerous which requires immediate action, they are authorised to take the necessary action and inform the Head Master subsequently.

Management Structure For Health and Safety	Responsibilities (See below for detailed responsibilities)
Employers The Governing Body	Ultimately responsible for implementation of this policy and ensuring that policies are produced, followed, monitored and reviewed to ensure the requirements of health and safety legislation are met, risk assessment carried out, providing the necessary resources.
Governor Responsible for Health and Safety	Commitment, liaison with the Director of Finance and Operations and the HSO/Estates and Facilities Manager, attending meetings, reporting to Governing body on health and safety issues.
Health and Safety Officer Estates and Facilities Manager	Commitment, planning, day-to-day management, arranging safety checks, risk assessment and training, communication, estates operational and resources management, monitoring and reviewing performance. The HSO / Estates and Facilities Manager has delegated responsibility for overseeing health and safety documentation, advising staff and managing the day-to-day implementation of the Health and Safety Policy in School routines and practices. The HSO/Estates and Facilities Manager will hold the School health and safety files with all risk assessment forms submitted and records of safety audits.
Executive Team Head Master, Director of Finance and Operations, Deputy Heads and Director of Studies	The Head Master, Director of Finance and Operations, Deputy Heads, HSO/Estates and Facilities Manager and Governor responsible for Health and Safety will work together and assist the HSO/Estates and Facilities Manager in reporting to the Governing Body. The Director of Finance and Operations will also Chair the Health and Safety Committee.
Other Senior Managers Head of EYFS, SENDCO, Nursery Assistant Managers	The Senior Management Team will also meet as the Health and Safety Committee, chaired by the Director of Finance and Operations. It will be committed to all policies and will assist the Governor responsible for Health and Safety in formulating policy and action plans, with day-to-day management, safety checks, risk assessment, communication and encouragement of full participation of all on site. The Health and Safety Committee will invite staff

	representation. Places will be offered to any health and safety representatives appointed by the Unions.
Other Managers Heads of Department, Heads of Year, School Nurse, and Catering Manager	Planning for their special areas, safety checks, risk assessment, communication, day-to-day management, review.
Other Staff Teachers, Peripatetic and Visiting Staff, Administrative, Catering, Cleaning and Grounds Staff.	Day-to-day management, participation in risk assessment, action, communication, reporting defects, review.
External Advisors Safety advisors, building consultants, maintenance advisors etc. invited to give expert assistance.	Auditing, providing technical advice on standards and legal compliance.

3. THE DUTIES OF THE GOVERNING BODY

- 3.1 In the discharge of its duty, the Governing Body, in consultation with the Head Master, the Director of Finance and Operations and the HSO / Estates and Facilities Manager will be aware of the requirements of the Health and Safety at Work Act 1974 and any other health and safety legislation and codes of practices which are relevant to the work of the School, in particular the Management of Health and Safety Regulations 1999 (SI 1999 No.3242) to:
- 3.1.1 assess the risks to staff and others affected by school activities in order to identify the health and safety measures that are necessary and, in certain circumstances, keep a record of the significant findings of that assessment;
 - 3.1.2 introduce measures to manage those risks (risk management);
 - 3.1.3 tell employees about the risks and measures to be taken to manage the risks; and
 - 3.1.4 ensure that adequate training is given to employees on health and safety matters.
- 3.2 In particular, the Governing Body undertakes to provide:
- 3.2.1 a safe place for staff and pupils to work including safe means of entry and exit;
 - 3.2.2 plant, equipment and systems of work which are safe;
 - 3.2.3 safe arrangements for the handling, storage and transport of articles and substances;
 - 3.2.4 safe and healthy working conditions which take account of all appropriate:
 - 3.2.4.1 statutory requirements,
 - 3.2.4.2 codes of practice whether statutory or advisory,
 - 3.2.4.3 guidance whether statutory or advisory;

- 3.2.5 supervision, training and instruction so that all staff and pupils can perform their school-related activities in a healthy and safe manner. All staff will receive health and safety training which is appropriate to their duties and responsibilities and which will be given before an employee commences any relevant work. The Governing Body will ensure, within the financial resources available, that relevant training is provided as required by law. Pupils will receive such training as is considered appropriate to the school-related activities which they are carrying out. All training will be reviewed regularly.
- 3.2.6 necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision and adequate welfare facilities.

4. THE DUTIES OF THE HEALTH AND SAFETY OFFICER

- 4.1 As well as the general duties which all members of staff have (see 6.0), the HSO / Estates and Facilities Manager has delegated responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, ancillary staff, pupils, visitors and any other person using the premises, or engaged in activities sponsored by the School and will take all reasonably practicable steps to achieve this end through the heads of the appropriate departments, senior members of staff, teachers and others, as appropriate.
- 4.2 So far as is reasonably practicable, the Governing Body, through the HSO / Estates and Facilities Manager, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts to receive comprehensive information on:
- 4.2.1 this policy;
- 4.2.2 all other relevant health and safety matters;
- 4.2.3 the instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.
- 4.3 The HSO / Estates and Facilities Manager is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.
- 4.4 In particular, the HSO / Estates and Facilities Manager will:
- 4.4.1 pursue the objectives of the Governing Body in all health and safety matters;
- 4.4.2 be aware of the requirements of the Health and Safety at Work etc. Act 1974, any other health and safety legislation and codes of practices relevant to the work of the School;
- 4.4.3 be a member of the Health and Safety Committee and advise and assist the Head Master and the Director of Finance and Operations with formulating policy and action plans, with day-to-day management, monitoring and communication and with the encouragement of full participation of all on site in the implementation of the School Health and Safety Policy;

- 4.4.4 ensure safe working conditions for the health, safety and welfare of staff, pupils and others using the School premises and facilities;
- 4.4.5 ensure safe working practices and procedures throughout the School including those relating to the provision and use of machinery and other apparatus, (including personal protective equipment) so that each task is carried out to the required standards and so that all risks are controlled;
- 4.4.6 consult with other members of staff, including the safety representatives if appointed, on health and safety issues;
- 4.4.7 arrange systems of risk assessment to allow the prompt identification of potential hazards and to ensure that they are dealt with as soon as possible;
- 4.4.8 carry out periodic reviews and safety audits on the findings of the risk assessment, keep records and report to the Governing Body;
- 4.4.9 ensure that effective arrangements have been made;
- 4.4.10 identify the training needs of staff and pupils and ensure, within the financial resources available, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters;
- 4.4.11 ensure that new employees are briefed about safety arrangements;
- 4.4.12 ensure that new staff receive and read the School's Health and Safety Policies before starting work;
- 4.4.13 ensure that all visitors, including contractors, are informed of any hazards on site of which they may be unaware;
- 4.4.14 ensure that contractors are issued with a contractor's policy which clearly sets out their health and safety requirements;
- 4.4.15 ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe without delay;
- 4.4.16 collate accident and incident information and, when necessary, carry out accident and incident investigations;
- 4.4.17 monitor the standard of health and safety throughout the School, including all school-based activities, encourage staff, pupils and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well-being or the health and safety of others;
- 4.4.18 monitor first aid and welfare provision;
- 4.4.19 monitor the management structure, along with the governors;
- 4.4.20 hold the School's health and safety forms with all risk assessment forms submitted and records of safety audit and checks;
- 4.4.21 Work with the Deputy Head: Head of Pre-Prep, Deputy Head: Head of Prep and the Nursery Deputy Managers in ensuring safe practices throughout the School.

5. THE DUTIES OF THE SENIOR MANAGEMENT TEAM

- 5.1 As well as the general duties which all members of staff have (see 6.0), senior managers have delegated responsibility for ensuring that:
- 5.1.1 safe methods of working exist and are implemented throughout their areas of responsibility;
 - 5.1.2 Health and Safety regulations, rules, procedures and codes of practice are being applied effectively;
 - 5.1.3 staff, pupils and others under their jurisdiction are instructed in safe working practices;
 - 5.1.4 new employees working within their areas of responsibility are given training in safe working practices;
 - 5.1.5 regular safety inspections are made of their area of responsibility as required by the Head Master or as necessary;
 - 5.1.6 positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others;
 - 5.1.7 all plant, machinery and equipment in the areas in which they work is adequately guarded;
 - 5.1.8 all plant machinery and equipment in the areas in which they work is in good and safe working order. Toxic, hazardous and highly flammable substances in the department in which they work are correctly used, stored and labelled as under the COSHH regulations;
 - 5.1.9 they monitor the standard of health and safety throughout the areas in which they work, encourage staff, pupils and others to achieve the highest possible standards of health and safety and discipline those who consistently fail to consider their own;
 - 5.1.10 they monitor the standard of well-being or the health and safety of others;
 - 5.1.11 all the signs used meet the statutory requirements;
 - 5.1.12 all health and safety information is communicated to the relevant persons;
 - 5.1.13 they report, as appropriate, any health and safety concerns to the HSO / Estates and Facilities Manager;
 - 5.1.14 encourage all employees to suggest ways and means of reducing risks;
 - 5.1.15 encourage staff, pupils and others to promote health and safety;
 - 5.1.16 create the management structure for implementing the Governing Body's policy in consultation with the Governing Body and to ensure, at all times, the health, safety and welfare of staff, pupils and others using the School premises or facilities or services or attending or taking part in school-sponsored activities.
- 5.2 The Duties of the Senior Management Team and the Estates and Facilities Manager

5.2.1 The HSO / Estates and Facilities Manager has been authorised by the Governing Body and the Head Master to have delegated responsibility for the day-to-day maintenance of the School buildings and grounds and for the cleaning, maintenance, grounds and catering staff:

5.2.1.1 renew the School insurances as appropriate;

5.2.1.2 take remedial action to deal with any problems and hazards which entail repair and maintenance of the buildings and their equipment and facilities, of the grounds and their facilities, of plant, machinery and power supplies, and will inform the Head Master of any major problems or hazards;

5.2.1.3 arrange for expert checks of emergency/fire alarms, fire doors and fire-fighting equipment, and work with the Fire Point Controller in arranging emergency/fire drills;

5.2.1.4 arrange for regular expert checks of electrical appliances, heating systems, mains power, water, cooling systems, asbestos, and vehicle safety;

5.2.1.5 ensure that hirers, contractors and others who use the School premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times (Refer to Section 7);

5.2.1.6 ensure that contractors and others who use the School premises are advised of any hazards or risks to health and safety of which they may be unaware;

5.2.1.7 make regular safety checks of the buildings and grounds, and assist in the conduct of a formal risk assessment once a year;

5.2.1.8 work with the Deputy Head: Head of Pre-Prep, Deputy Head: Head of Prep and Nursery Deputy Managers in ensuring safe practices throughout the School.

5.3 THE DUTIES OF THE HEAD MASTER:

5.3.1 In addition to the general responsibilities detailed above in 4., the Head Master (delegated to the Director of Finance and Operations in his absence), who is also the Fire Assembly Point Controller, will pursue the objectives of the Governing Body in all health and safety matters and will be aware of the requirements of the Health and Safety at Work etc. Act 1974 and:

5.3.1.1 other health and safety legislation and codes of practice which are relevant to the work of his area of responsibility;

5.3.1.2 serve on the Health and Safety Committee and advise and assist the Director of Finance and Operations and the HSO / Estates and Facilities Manager with formulating policy and action plans, with day-to-day management, monitoring and communication and with the

encouragement of full participation of all on site in implementation of the School's Health and Safety policy;

- 5.3.1.3 be responsible for the assembly points, drill timings and procedures, their implementation throughout the School and any necessary amendments and monitor its effectiveness;
- 5.3.1.4 oversee health and safety documentation, communication of information and the organisation and reporting of the annual risk assessment to the teaching staff;
- 5.3.1.5 advise staff and manage the day-to-day implementation of the Health and Safety Policy in school routines and practices;
- 5.3.1.6 report any concerns to the Governing Body.

5.4 THE DUTIES OF THE DEPUTY HEAD: HEAD OF PRE-PREP

5.4.1 In addition to the general responsibilities detailed above in 4., the Deputy Head: Head of Pre-Prep will:

- 5.4.1.1 pursue the objectives of the Governing Body in all health and safety matters and will be aware of the requirements of the Health and Safety at Work etc. Act 1974 and other health and safety legislation and codes of practice which are relevant to the work of their area of responsibility;
- 5.4.1.2 serve on the Health and Safety Committee and advise and assist the HSO/Estates and Facilities Manager with formulating policy and action plans, with day-to-day management, monitoring and communication.
- 5.4.1.3 advise Pre-Prep, and Nursery department staff.

5.5 THE DUTIES OF THE DEPUTY HEAD: HEAD OF PREP

5.5.1 In addition to the general responsibilities detailed above in 4., the Deputy Head: Head of Prep will:

- 5.5.1.1 be the designated Educational Visits Co-ordinator (EVC) for the school ensuring all trips and visits are assessed in good time before they commence;
- 5.5.1.2 pursue the objectives of the Governing Body in all health and safety matters and will be aware of the requirements of the Health and Safety at Work etc. Act 1974 and other health and safety legislation and codes of practice which are relevant to the work of their area of responsibility;
- 5.5.1.3 serve on the Health and Safety Committee and advise and assist the HSO/Estates and Facilities Manager with formulating policy and action plans, with day-to-day management, monitoring and communication.

5.6 THE DUTIES OF NURSERY DEPUTY MANAGERS

- 5.6.1 In addition to the general responsibilities detailed above in 4., the Nursery Deputy Managers will manage the day-to-day implementation of the Health and Safety Policy in routines and practices in Hallfield*first*.

6. THE DUTIES OF SUPERVISORY STAFF

- 6.1 All supervisory staff (e.g. senior managers, heads of departments, head of year, and non-teaching supervisors), will pursue the objectives of the Governing Body in all health and safety matters and will be aware of the requirements of the Health and Safety at Work etc. Act 1974 and other health and safety legislation and codes of practice which are relevant to the work of their area of responsibility.

- 6.1.1 In addition to the general duties which all members of staff have (Refer to Section 6.) they will report directly to the HSO / Estates and Facilities Manager or the member of staff nominated by the Head Master and have delegated day-to-day responsibility for the implementation and operation of the School's Health and Safety Policy within their relevant departments and areas of responsibility. (Nominated staff are The Director of Finance and Operations for administration and catering, the Estates and Facilities Manager for maintenance, grounds and cleaning staff, the Deputy Head: Head of Prep for the Prep department and the Deputy Head: Head of Pre-Prep for Hallfield*first* and for Pre-Prep.)

- 6.1.2 They will take a direct interest in the School's Health and Safety Policy and in helping other members of staff, pupils and others to comply with its requirements.

- 6.2 As part of their day to day responsibilities they will ensure that:

- 6.2.1 safe methods of working exist and are implemented throughout their departments;
- 6.2.2 health and safety regulations, rules, procedures and codes of practice are being applied effectively;
- 6.2.3 staff, pupils and others under their jurisdiction are instructed in safe working practices;
- 6.2.4 new employees working within their department are given instruction in safe working practices;
- 6.2.5 regular safety inspections are made of their area of responsibility as required by the HSO/Estates and Facilities Manager or as necessary;
- 6.2.6 positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others;
- 6.2.7 all plant, machinery and equipment in the department in which they work is adequately guarded;
- 6.2.8 all plant, machinery and equipment in the department in which they work is in good and safe working order;

- 6.2.9 all reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment in the department in which they work;
- 6.2.10 appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work;
- 6.2.11 toxic, hazardous and highly flammable substances in the department in which they work are correctly used, stored and labelled as under the COSHH regulations;
- 6.2.12 they monitor the standard of health and safety throughout the department in which they work, encourage staff, pupils and others to achieve the highest possible standards of health and safety and discipline those who consistently fail to consider their own well-being or the health and safety of others;
- 6.2.13 all the signs used meet the statutory requirements;
- 6.2.14 all health and safety information is communicated to the relevant persons;
- 6.2.15 they report, as appropriate, any health and safety concerns to the appropriate individual:
 - 6.2.15.1 - the Estates and Facilities Manager for problems in his areas of responsibility throughout the School;
 - 6.2.15.2 - the Deputy Head: Head of Prep;
 - 6.2.15.3 - the Deputy Head: Head of the Pre-Prep;
 - 6.2.15.4 - the Hallfield *first* Deputy Managers; or
 - 6.2.15.5 – the Director of Finance and Operations as necessary.

7. THE DUTIES OF ALL MEMBERS OF STAFF

- 7.1 All members of staff are required to:
 - 7.1.1 take reasonable care of their own health and safety and that of others who may be affected by what they do at work;
 - 7.1.2 co-operate with the School on health and safety matters;
 - 7.1.3 do their work in accordance with training and instructions;
 - 7.1.4 inform the HSO / Estates and Facilities Manager of any work situation representing a serious and immediate danger, so that remedial action can be taken.
 - 7.1.5 Staff asked to handle heavy objects must ensure that they have received training in Manual Handling prior to undertaking any lifting or moving.
- 7.2 In addition, teachers and other staff have a common law duty to act as any prudent parent would do when in charge of pupils.
- 7.3 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. However, if they feel that the procedure is inappropriate (e.g. it is too bureaucratic) they should discuss this with a Member of the Senior Management Team or the HSO / Estates and Facilities Manager

and request that it is reviewed. The Head Master will work with the Governing Body to ensure that the procedures at the School are proportionate, effective and appropriate.

7.4 In particular, all members of staff will:

- 7.4.1 be familiar with the Health and Safety Policy and all safety regulations as laid down by the Governing Body;
- 7.4.2 ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils;
- 7.4.3 see that all plant, machinery and equipment is adequately guarded;
- 7.4.4 see that all plant, machinery and equipment is in good and safe working order;
- 7.4.5 not make unauthorised or improper use of plant, machinery and equipment;
- 7.4.6 use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied;
- 7.4.7 ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled;
- 7.4.8 report any defects in the premises, plant, equipment and facilities which they observe;
- 7.4.9 take an active interest in promoting health and safety and suggest ways of reducing risks.

8. PUPILS

Pupils at Hallfield School are not expected to have full knowledge of H&S matters or procedures. However, it would be expected for any pupil, noticing any hazard or defect, to report the issue immediately to their form teacher.

All pupils would also be expected to adhere to any H&S regulations or guidance given to them by any member of staff, particularly in the event of a fire, on a school trip or during a practical lesson. Health and Safety reminders are put in the termly calendar booklets given to all pupils each term. Form Tutors explain the fire evacuation procedure to pupils and there are practices each term.

9. TRAINING AND INDUCTION

Responsibility for organising (and maintaining records of training) is as follows:

Science-related health & safety training	Head of STEM
Catering and hygiene related training for catering staff	Catering Manager
Briefing new pupils on emergency fire procedures	Form tutors (done as part of preparation for termly fire drill)
Briefing new staff on emergency fire procedures and lock down procedure	Estates and Facilities Manager (done as part of new staff induction)

Inducting new staff in health & safety	Estates and Facilities Manager
Identifying the specific training needs of other staff	All Heads of Department and line managers (as listed in 2.4.1 above)
First aid training	School Nurse

All staff undergo an induction procedure when they join the school and this usually takes place at the beginning of the autumn term.

10. REVIEW OF THIS POLICY

This policy is prepared by the Director of Finance and Operations and has been reviewed by:

- Estates and Facilities Manager
- Head Master
- Health and Safety Committee
- Compliance Committee (Governor)

The review occurs on an annual cycle in the Autumn term.

Prepared by Director of Finance and Operations

Autumn 2020 (to be reviewed Autumn 2021)

APPENDIX A – HEALTH AND SAFETY ROOM AUDIT

Please complete all 5 sections of this form. If there is insufficient room on the form to complete any section, please continue on a separate sheet of paper. Any additional sheets must be clearly numbered and stapled to this form.

Section 1

Room _____ Teacher in charge _____

Section 2 – Room Condition

	Please tick the appropriate box		
	N/A	Y	N
Room clear of paper/rubbish etc?			
Floor in a safe condition?			
Furniture in sound condition?			
Window safety catches in place (if fitted)?			
Blinds/curtains in sound condition?			
Fire Orders in place (should be on the wall next to the door)?			
Fire extinguisher seal OK (if provided)?			
Hazardous substances stored correctly?			
First Aid notice in place (if provided)?			
First Aid box in room (if provided)?			
First Aid contents complete (if provided)?			

Section 3 – Equipment

	Please tick the appropriate box		
	N/A	Y	N
Electrical sockets and switches undamaged?			
Lighting fittings in good order?			
Are all lights working correctly? If not, count number of bulbs not working			
Extension cables in good condition?			
Extension cables safely positioned?			
Plugs and connecting cables safe?			
Covers/guards in place?			
Equipment safely positioned/hosed?			
Electrical appliances safety checked appropriately (label on plug should indicate)?			

Section 4 – Additional Information

DETAILS OF DEFECTS FOUND (please list)

Section 5

Audit conducted by (please print full name) _____

Date of Audit _____

Signed _____

Completed forms should be returned to Estates and Facilities Manager

BY: _____