



Red Hall Primary School Health and Safety Policy

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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, students and visitors. To this end, information, training and supervision are provided as necessary. Responsibility is also accepted for the health and safety of other people who may be affected by the School's activities.

The 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 are set out in this document.

A copy of this policy will be given to all members of staff, and a summary to all students.

This Health and Safety Policy gives 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.

Ms Julie Davidson, Head teacher.

2.0 Health and Safety Policy Statement

The management of Health and Safety is regarded as being of the utmost importance for all students, staff and visitors to Red Hall 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 students 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 students 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 students;
- The encouragement of staff to set high standards of health and safety by personal example, in order that students 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.

This statement, which will be issued to each new member of staff, is a supplement to and not a substitution of the Darlington Borough Council's statement of Health and Safety Policy.

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

3.0 Organisation

Although health and safety within the school is a collective responsibility this policy recognises the responsibility that effective and efficient management has towards achieving the schools safety objectives. The Acting Head of School Mrs Robinson is responsible to the Local Authority for the management of Health and Safety matters within the school. This section outlines the responsibility that each element within the school has towards the health, safety and welfare of those connected with the School.

3.1 The Governing Body

The Governors of Red Hall Primary School shall ensure that when undertaking the management of the school budget, all health and safety implications are taken into account. They shall also include in their annual report to parents 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 local safety policy.

3.2 The Head Teacher

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

The Head Teacher's main functions are:

- (a) Overall management of all health and safety matters in the school in accordance with the health and safety policy;
- (b) Ensuring risk assessments are carried out;
- (c) Submitting inspection reports to governors and/or the Local Authority (LA);
- (d) Ensuring action is taken when suitably recommended;
- (e) Communication of information received on health and safety matters to appropriate people;

- (f) Management of investigations;
- (g) Review annually all Health and Safety practices and procedures within the school and to advise, make recommendations and implement as necessary.
- (h) Identifying staff health and safety training needs;
- (i) Liaising with governors and/or the LA on policy issues and any problems in implementing the health and safety policy;
- (j) Co-operating with and providing necessary facilities for trades union safety representatives.
- (k) Co-ordinate the implementation of safety procedures.
- (l) Maintain contact with outside agencies that are able to offer expert advice.
- (m) Ensure that appropriate and regular inspections of the school are conducted and to check the suitability of working practices.
- (n) Ensure that accidents and hazards are recorded and reported as appropriate to Darlington Borough Council Safety Unit. Also to conduct appropriate remedial action including accident and near miss investigation.
- (o) Review annually
 - i) Provisions of First Aid arrangements
 - ii) Emergency procedures
 - iii) Safety procedures

3.3 Team Leaders

Team Leaders include those with teaching as well as non-teaching responsibilities, (e.g. Senior Leadership teacher, Caretaker, etc). Staff holding such positions:

- (a) Have responsibility for the application of the School Safety Policy to their own department and should comply with instructions given by the governing body and headteacher.
- (b) Must establish, maintain and develop safe working procedures (e.g. use and storage of chemicals, machinery, etc.)
- (c) Should attempt to resolve any health and safety problems any member of staff may raise, and refer to the headteacher any problem for which there is not a satisfactory solution within the resources available.
- (d) Will conduct regular safety inspections within their department, of activities for which they hold responsibilities and to submit reports to the headteacher.

(e) Should communicate health and safety information received to appropriate people. This role should also ensure staff within their departments receive health and safety induction training.

(f) Notify the headteacher of changes or additions to equipment and machinery.

(g) Implement control measures and improvements as identified through risk assessments, accident investigations or any type of monitoring conclusion.

3.4 Class Teachers

The safety of students and visitors in the classrooms, laboratories, workshops and physical education areas 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. tripping 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 the health and safety committee, 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.

3.5 Pupils

Students are expected to:

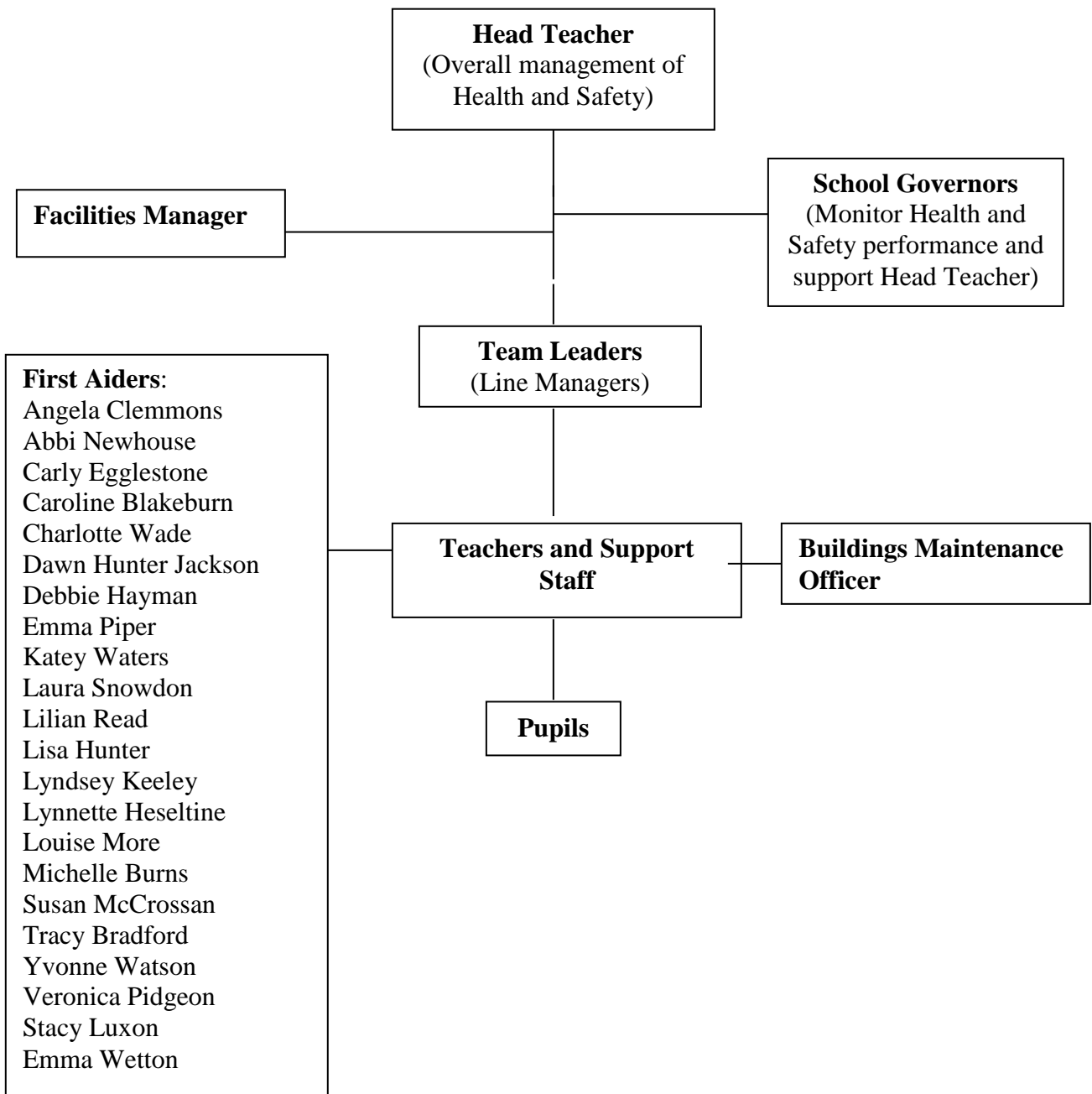
(a) Understand and exercise personal responsibility for safety of themselves and others;

(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.

Red Hall Primary School Health and Safety Organisation Flowchart.



4. Arrangements

4.1 Introduction

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

4.2 Health and Safety Review

Health and safety will be a standing item on weekly staff meetings. Minutes of health and safety issues will be documented and actions checked. Should the need arise for more frequent Health and Safety discussion, the Head Teacher will address the issues within staff directly. All members of staff may raise Health and Safety concerns during the Staff Meeting or directly with the Head Teacher if appropriate. A log book is also available for staff to note health and safety concerns. The log book is reviewed on a daily basis.

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 securely 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 Health and Safety Unit at the Town Hall.

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 unit. Such injuries to students require parent notification.

Major injuries requiring telephone notification to the Health and Safety Unit are:

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.

Direct Line: 01325 406255

4.4 Accident Investigation

The Line Manager, with the cooperation of the Head Teacher, when necessary, should carry out an investigation following an accident or near miss situation in order that causes may be identified and measures taken to prevent a recurrence. Investigations such as these are essential in order that accidents, damage to equipment and property, and losses are kept to a minimum. Further advice relating to investigations may be obtained from the Council Health and Safety Unit. 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 students. They should be suitably stocked at all times.

The names and workplaces of those people qualified in first aid are located in the main office, staff room, foundation unit and kitchen with clear instructions for summoning outside medical facilities.

The First Aid Team (Debbie Hayman, Lyndsey Keeley, Katey Waters and Lynnette Heseltine) will be responsible for the first aid box(es) and will ensure, where reasonably practicable, that it is fully equipped at all times.

The school injury record book (First Aid Book) will be maintained and this record book is to be made available to the Council's Safety Unit and any other 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. Current First Aiders are noted above.

Serious cases of injury should receive qualified medical attention, be recorded in the major incident book and be reported to the Health and Safety Unit as per this policy.

Please also refer to our First Aid Policy and Medication Policy.

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 policy 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. Fire fighting equipment will be checked and maintained by Peterlee Fire Services annually, the remaining fire precaution measures will be checked and maintained by the school Buildings Maintenance Officer.

(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 in teaching rooms and other rooms where staff and students regularly work. Members of the school should familiarise themselves with such details for the rooms that they use.

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 held by the Facilities Manager. 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 Line Manager involved.

For on-going activities the risk assessment should be reviewed if the circumstances that surround that activity change.

The risk assessment must be submitted to the headteacher who will liaise with the member of staff. No activity deemed to carry a risk of injury should be undertaken without a risk assessment being completed and steps taken to reduce the identified risk. The activity must have the headteacher's approval.

It is part of the school policy objectives that all staff are required to undertake training in risk assessment, which will be organised from time to time through the headteacher.

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 via a label 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 subject to electrical test by a suitably qualified electrical contractor. All members of the School should routinely check that electrical appliances have a current PAT test, are not damaged and that there are no obvious signs of misuse such as damaged or discoloured plug tops, worn cables etc.

(c) Any item that becomes faulty should be taken out of service and written off according to the school's finance policy or sent for repair by a qualified person.

(d) Equipment and furniture should be sited so as to avoid the need for trailing leads and sufficient sockets provided to minimise this. Where this cannot be avoided, proprietary rubber strips should be used to reduce the risk of tripping.

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

4.9 Safety Training

Training and instruction in routine matters will be given, as required, by the appropriate supervisor or manager. In particular, the headteacher or Team Leaders will arrange for Supply Teachers and new members of staff - on their first day of joining - to receive induction information as required in the School's Code of Practise for Induction Training.

Those visitors who require an induction, i.e. those not under escort for the duration of their stay on school premises will receive an induction 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 Line Manager will also give a copy of this Policy to new members of support 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 students about the same matters at the beginning of each academic year. This will include a verbal briefing and guidance notes regarding Health and Safety. Teachers are required to make arrangements for late registering students, or visitors, to have an equivalent briefing and to sign to indicate that this has occurred.

The need for other specialist safety training should be identified by individual members of staff, and should be directed to the headteacher. The headteacher may liaise with the Council Safety Unit who will advise on how to satisfy the school's 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 1999, 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.

In some cases exposure to hazardous substances is controlled by means of appliances such as fume cupboards and dust extraction equipment. As required by law the school will arrange for such appliances to be tested and examined at least every 14 months.

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 students, the school will aim as far as reasonably practicable to provide students 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 neither this School, nor the Local Authority takes any responsibility for damage to vehicles whilst on school property.

There is a speed limit of 5mph and speed reduction measures such as signage and speed bumps. This speed limit must be observed at all times and pedestrians have right of way on school property without exception.

No vehicles are permitted to cross the playground or public spaces without first reporting to the school office. This is to check for any imminent usage of the area, to ensure adequate supervision is provided and to remove the locked bollard preventing access.

The school operates a one-way system for improved safety between the hours of 8:30am and 4:00pm.

The main gates are locked between the following time, 8.50am-9.05am and also between 3pm-3.25pm each day to prevent vehicle access during peak pedestrian times i.e. the arrival and release time of children at both 8.55 and 3:15pm.

4.13 School Transport

The use of minibuses for conveying students 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.

Members of staff may only drive the school minibus and any hired minibuses if Midas trained and authorised by the headteacher. The headteacher will also provide other pertinent advice to users about aspects such as supervision of students and precautions for prolonged journeys.

Drivers must complete standard pre-use checks prior to using the vehicle to ensure that it is road worthy.

Transporting children by staff cars should be kept to a minimum. If necessary this can only be done with the following safeguards:

- Evidence of appropriate insurance (business use)
- Evidence of current driving licence
- Provision of booster seats were applicable (children under 135cm tall)
- Parental permission

4.14 Safety of Visitors including Contractors

All visitors of any nature must report to the school reception and sign in and out via the visitors book. 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 headteacher or Buildings Maintenance Officer 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 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 headteacher.

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 complete a Council Employees Violence Report Form and inform the headteacher as soon as possible. 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 from the Occupational Health Nurse or by calling 01325 374994 for the confidential counseling line.

4.17 Manual Handling

Staff and pupils should not attempt to lift, drag, push or carry heavy/awkward loads. The caretaker is trained in portage techniques.

Where children carry equipment i.e. P.E. children must receive training in the correct handling techniques.

Every effort should be made to ensure that heavy goods are stored at waist height and never at high level.

4.18 Equipment

All members of staff and pupils involved with the use of school equipment have a duty to ensure that it is used correctly, safely and that any defects or unsafe practises are reported to the headteacher

In addition, all 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 headteacher and the machinery or equipment is removed or put out of bounds, and adequately labelled as so immediately.

4.19 Legionellosis

The school aims to prevent the build up of Legionella Pneumophilla organisms in its water systems and to prevent inhalation of infected water droplets. Therefore the Site Manager must ensure that the designated water supply checks and maintenance tasks are carried out by Darlington Borough Council under the terms of contract and are recorded. All remaining checks not covered under the contract are to be conducted by the Caretaker staff.

4.20 School Visits

Comprehensive advice on organising school visits can be found in the Departments 1998 good practise guide; *Health and Safety of Students on Educational Visits*, (HASPEV). A copy of which is in the school office.

Any proposed educational visit must first be cleared through the headteacher 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, according to the current good practice advice on selecting suitable providers set out in HASPEV
- (b) Suitability of the location and activities according to the competency of supervision and abilities of students attending.
- (c) The submitted risk assessments for all activities to be undertaken
- (d) Any other provision as decided by the headteacher.

4.21 Personal Protective Clothing (PPE)

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

member of the school deem that PPE is required for a particular activity, they should raise this concern through their headteacher.

“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 headteacher play key roles. Monitoring includes ensuring that inspections are taking place regularly so that the hazards and risks of activities carried out 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 students (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 headteacher will monitor all reported accidents, incidents and occupational ill-health in order to determine those events that are legally reportable to the Enforcing Authority, and those which require further investigation and possible notification to others within the school, and to set in train appropriate remedial action.

6. Reviewing the Policy

The implementation of this policy will be audited by the Darlington Borough Council Safety Unit and will be reviewed at least on an annual basis by the Head Teacher and the Safety Unit. 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.

RED HALL PRIMARY SCHOOL

Guidance Notes for Contractors Working On Site

Purpose of Guidance

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

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, where the Contractor has a responsibility to the Property Services Division the headteacher will 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:

'Lifting Equipment Regulations 1998 (LOLER)'

'Provision and Use of Work Equipment Regulations 1998 (PUWER)'

Each contract names 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, students 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.

Children movement will be most evident at the following times:

08:15 hrs to 09:00 hrs	Movement inside and outside of school perimeter.
10:30 hrs. to 10.45 hrs. (break)	Movement inside and outside of school perimeter.
12.00 hrs. To 13.00 hrs. (lunch)	Movement inside and outside of school perimeter.
13:50 hrs. to 14:00hrs (break)	Movement between lessons.
15:15 hrs. (school ends)	Movement inside and outside of school perimeter.

Please be aware that some children will be on site outside of these times, particularly the Foundation Stage Unit. The administration Clerk will provide information on any change to these timings.

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

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

If you know that your working procedure may be hazardous or may take a long period of time let the office know.

It may be possible to prevent students using the area while you are working. Areas must not be closed off without prior consultation.

If you are driving in the school grounds, observe the speed limit of 5 miles per hour and ensure that the disabled parking slots are left free.

All contractors must sign in and out at the office upon entering and leaving the premises.

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.

I have read and understood the information from Red Hall Primary School 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 located in the Staff Room, Foundation Unit and KS1. Spare supplies are located in a lockable cupboard in the staff room and are replenished when required.
- 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 9 of an outside number then 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 GATE
- 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.
- There is a strict 5mph speed limit on school premises
- Disabled parking bays not to be used unless qualified to do so.

SMOKING:

The School is a no-smoking area.

Please read, then sign and return the slip below.

I have read and understood the information from Red Hall Primary School for Hiring agencies and agree to abide by it.

Signed: _____

Date: _____

On behalf of: (Hirer or Company name)

**Red Hall Primary School
Hire of Premises Permit**

The Governing Body has approved your application for the use the school premises on the date/s and time/s shown below.

Name of Hirer:	Type of function:
Organisation:	Area hired:
Address:	Date/s:
Contact Tel No:	Time/s:
No of sessions:	Cost per session:
No of participants (estimate):	Total cost:
Insurance cover verified:	Qualifications verified:

Conditions

1. The Council and School Governing Body disclaims liability for injury or damage to persons or property upon its premises (so far as it is legally able to do so) and you will be required to indemnify the Council against all claims arising directly or indirectly out of your use of the premises other than claims arising as a result of negligence of the Council, Governing Body or its employees. You should obtain insurance cover against these risks.
2. In the event of any damage to buildings or furniture owned by, or held in trust by, the Council arising from your use thereof – other than damage by fire which is covered by the Council's own insurance arrangements – you will be required to pay the school, in addition to the specified lettings charges, such sum as, in the opinion of the Governing body or the

LEA will cover the cost of such damage.

3. Adequate supervision by a responsible person (or persons) over the age of 18 years should be provided by the hirer during the use of the premises.
4. Hirers should ensure that adults who will be supervising and/or teaching potentially hazardous activities e.g. Martial Arts, Gymnastics etc. are suitable qualified.
5. The school will require evidence of qualifications and insurance cover.

I/we agree to the above terms and conditions of hire

Signed:	On behalf of the hirer:
Signed:	On behalf of the Governing Body