



## Health and Safety Policy

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| <b>Approved by:</b>        | <b>Matthew Rees</b> | <b>Date:</b> 24 <sup>th</sup> March 2023 |
| <b>Last reviewed on:</b>   |                     | December 2022                            |
| <b>Next review due by:</b> |                     | December 2024                            |

*This policy is reviewed every 3 years. However, in the event of any incident or accident where procedures do not appear to be satisfactory, the policy will be changed accordingly.*

The purpose of this policy is:

- ☐ To provide and maintain a safe and healthy environment
- ☐ Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site
- ☐ Have robust procedures in place in case of emergencies
- ☐ Ensure that the premises and equipment are maintained safely, and are regularly inspected
- ☐ To develop safety consciousness as a general objective.

This policy needs to be read in conjunction with the Fire Safety Policy, Off Site Visit Policy and all curriculum policies which involve health and safety issues i.e. Science, Design Technology etc.

### **Roles and Responsibilities**

The overall responsibility for health and safety for St George's school is the Local Authority, but delegates responsibility for the strategic management of such matters to the school's governing board. The governing board delegates operational matters and day-to-day tasks to the headteacher and staff members.

Every employee has a statutory duty to take reasonable care of their own and others health and safety, cooperate with their employers, carry out activities in accordance with training and instructions and inform the employer of any serious risks. It is also important to teach children to identify and give them the skills to take manage risks at the appropriate level.

LA carry out Health and Safety checks with action points to be addressed by the school with specific deadlines. The school acts on the recommendations accordingly.

## **Governors**

St George's Beneficial C of E Primary governing body, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

Governors recognise their responsibility to provide a safe and healthy environment for staff, pupils and other people who come onto the premises. They will take all reasonable practical steps within their power to fulfill this responsibility. The Finance and Resources Committee is responsible for Health and safety issues. St GBS named governor for H&S is Matthew Rees

## **Headteacher**

The headteacher is responsible for health and safety day-to-day. This involves:

- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to the governing board on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary
- Being a key holder, and will respond to an emergency

In the headteacher's absence the DHT assumes the above day-to-day health and safety responsibilities. If the SLT are off site at the same time, the next senior personnel is responsible.

## **Health and safety lead**

The nominated health and safety lead is Deepak Thakur, Site Manager.

There is an annual Health and Safety Tour by the headteacher, member of staff responsible for Health and Safety, governor and the Site Manager if not the H&S lead. A generic checklist is used as a record of the meetings with recommendations made to governors where necessary.

Responsibility for initial remedial action in certain circumstances has been delegated to the office staff.

## **Staff**

School staff have a duty to take care of pupils in the same way that a prudent parent would do so.

Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operate with the school on health and safety matters
- Work in accordance with training and instructions

- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them

### **Pupils and parents**

Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

### **Contractors**

Contractors will agree health and safety practices with the headteacher before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

### **Site Manager**

The Site Manager is responsible for the security of the school site in and out of school hours. He is responsible for visual inspection on site, the intruder alarms and fire alarm system, heating and cleanliness of the premises, and for the safe storage of cleaning materials and tools. Site Manager identifies worn or damaged items which need maintenance and replacement.

### **Production Kitchen**

The head of kitchen is responsible for maintaining safe working conditions and procedures in the school kitchen and for the safe storage of all kitchen utensils.

#### **Gas safety (only used in the production kitchen)**

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
- Gas pipework, appliances and flues are regularly maintained
- All rooms with gas appliances are checked to ensure they have adequate ventilation

### **Hazards**

Hazards or suspected hazards or other Health and Safety matters should be reported to the Headteacher, Mr Thakur or Mrs John. The latter personnel will bring the matter to the attention of the headteacher.

Any smell of gas must be reported to the headteacher immediately.

### **Risk Assessment**

- A risk assessment of the whole site will be carried out annually by the Governors working party for the Finance and Resources Committee.
- The site manager does daily risk assessments of the site to ensure the site is safe.
- When offering additional activities and services, which may affect the health and safety of staff and others, new risk assessments will be carried out. The assessment will assess the likely risks to staff, pupils, visitors and users of the premises.
- Risk assessments for off site activities state the measures to be taken to manage the risk (see Off Site Visit policy). Although the school is primarily responsible for risk assessments, this function can be devolved to somebody else i.e. residential settings who lead activities and places of interest where the site will generally give a detailed risk assessment.

Where schools permit others to use the premises, ie students and contractors, all parties must be made aware of our Health and Safety policy, of any specific Health and Safety issues (e.g. hazards on the premises) and of first aid arrangements.

### **Fire Safety ( See Fire Policy for actions in the event of a fire)**

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.

Emergency evacuations are practiced at least once a term.

The fire alarm is a loud continuous siren.

Weekly fire alarm testing takes place.

Fire exits are clearly signposted and free from obstacles.

We abide by the fire regulations which state no more than 314 in the west hall and 240 in east hall. When public performances take place, the procedures are followed, fire doors are operational and gangways are kept clear.

When only parts of the school are open for evening or holiday use, fire safety procedures are followed and we ensure that the necessary escape routes are open. At least one of the users in each activity group needs to be aware of the fire drill and means of escape from the building.

### **General Safety**

Pupils should be encouraged at all times to behave in a responsible and sensible manner in order to prevent accidents in school. It is the responsibility of every teacher to ensure that the pupils in his/her care know the hazards present in the school situation and know what is expected of them. The working environment of each classroom is to be planned with safety in mind: eg unused chairs kept under tables; correct use of equipment especially scissors, glue gun, DT tools and oven; trailing electrical leads must be avoided; glass should not be used where plastic will suffice; spillages cleared immediately. Where there are slippery floors or other hazards safety cones must mark the area.

Staff and pupils should not stand on furniture to gain height, only the height of a chair. If pupils stand on a chair it must be under direct supervision of the teacher. Care should be exercised when lifting equipment. Pupils should not be asked to carry heavy objects or potentially dangerous materials. Tippex should not be used by children. Pupils should be encouraged to replace all equipment and materials in their proper places.

Playtimes are to be supervised with at least two members of staff overseeing activities, rota's are drawn up by the Deputy. Classteachers are not to leave any children in class unsupervised at break times. All staff are responsible for ensuring their class has vacated the classroom and are leaving the building in an orderly manner at break times, lunchtimes and at the end of the day. Staff are not to take hot drinks out on the playground or into classrooms unless in enclosed containers; staff have to be extremely careful if carrying beverages around school. Indoor playtime is to be supervised by the class teacher on a shared basis, or at lunchtimes by the LSAs. Pupils may not use computers, compasses or scissors at break times unless supervised by a member of staff.

PE lessons will need pupils to adhere to the rules regarding certain PE equipment. If a child has their ears pierced, earrings must be removed. If for whatever reasons the earrings cannot be removed that pupil will have to sit out of PE lessons. Where ears have recently been pierced we expect parents to securely cover the studs in micropore (or other such tape) until the earrings can come out.

All educational visits and off site activities, however minor, must be planned well in advance, recorded on the risk assessment proforma in accordance with Hampshire Guidelines on 'Off Site Activities' and handed to the headteacher at least 48 hours in advance of the activity. Pupils must not be transported in private vehicles without adequate insurance cover. The Admin Officer must have a copy of driver's license, insurance certificate and MOT. Pupils travelling in any vehicle must wear seat belts at all times, those under 135cm must have adequate child seats (unless on a coach or minibus). Pupils should not travel in the front seats where possible. An adult should always sit next to an emergency exit. Pupils are to be counted on and off the coach by the teacher in charge. Children wear hi-visibility jackets when on being transported to their visit.

Within day to day operational practice we have risk assessments/ Pastoral Support Plans for children who have challenging behaviour. We also have personal emergency evacuation plans (PEEPS) for children with SEND who would be affected by fire alarms. Staff who work with these children have read these plans.

Visitors to our school must sign in and wear a badge or ensure their identification badges are easily seen, governors must also wear their identification badge. Visitors and supply teachers must collect a fire procedure from reception and must be made aware of our health and safety guidelines.

### **First Aid, Accidents, Infectious Disease Management**

- In the event of a serious accident / injury or illness report to Headteacher, Deputy Headteacher or Senior Supervisor at lunchtime.
- Summon the first aider, do not move the patient unless it appears safe to do so. Give constant attention and observation.
- Dial 999 if an ambulance is required, giving the address and telephone number of the school
- Make every effort to contact the next of kin as soon as possible. If no relatives or contacts can be contacted the child is accompanied to hospital by a member of staff.

All accidents should be

- (i) Reported to Headteacher immediately.
- (ii) Entered in the accident book.
- (iii) Reported to the City Health & Safety Representative using Form HS1.

In addition certain serious accidents and dangerous occurrences must be reported urgently to the Health and Safety Executive. This will be dealt with by Mrs. Sandra Gibb.

**Procedure in the event of a minor accident** – (excluding very minor accidents e.g small cuts).

- Inform the headteacher immediately and inform the first aider.
- For less severe injuries try to contact the next of kin.
- Monitor and give child attention.
- If no relatives or contacts can be contacted, a member of staff can transport the child to the Minor Injuries Unit at St Mary's. (The driver must have adequate insurance cover, MOT etc. as mentioned above.)
- Inform parents/carers as soon as possible.
- Complete a report in the accident book in the office.

Parents must always be informed about any accident to the face or head, however minor.

For all accidents the accident book must be completed.

### **First Aid**

- First Aid is available from all members of staff, as they have all qualified in paediatric training.
- Below are the members of staff who have carried out work based staff first aid training: -

Ms. Mandy Hollingsworth

Mrs Michelle Frost

- First Aid boxes are available at the following locations: Office and in both Foundation Stage classrooms. All classes should have gloves and wipes in their classrooms.

### Medicines in School

see Supporting Children with Medical Conditions policy

#### Administering Medicines in School

Guidance: - Hampshire Medicines in School 1995 and DfEE Circular 14/96)

- Teachers are not required to administer medicines however staff are expected to react reasonably and promptly if a child is taken suddenly ill. The office staff undertake the administration of medicine where a prescribed medicine is required to be administered in school. A written instruction must be received from the parent or carer.
- Employees have a clear personal responsibility to ensure that their own medicines are not accessible to children.

### Cleaning of blood and body fluid spillages

The immediate cleaning up of all spillages of blood, faeces, saliva, vomit, nasal and eye discharges is required, wear personal protective equipment. We have spillage kits/ powder for cleaning up blood and body fluid spillages. Disposable paper towels using detergent and disinfectant and discard clinical waste. Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins and is removed by a registered waste contractor

### Infection prevention and control

We follow national guidance published by the UK Health Security Agency when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice: hand washing, covering mouth and nose when coughing and sneezing, spitting is unacceptable. We will keep rooms well ventiated

We use personal protective equipment to control the spread of infectious diseases where required or recommended by government guidance and/or a risk assessment and when handling cleaning chemicals

Cleaning of the environment is carried out frequently and thoroughly. In EYFS this includes toys and equipment.

### Infectious disease management

We will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, including COVID-19, and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively.

### Accident reporting - Accident record book

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. As much detail as possible will be supplied when reporting an accident
- Information about injuries will also be kept in the pupil's educational record
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.
- Specified injuries/ incidents will be investigated, especially where an accident/ incident leads to someone being taken to hospital
- Parents will be notified of head bumps and more serious injuries etc.
- Where necessary further agencies will be informed Ofsted, child protection agencies, RIDDOR accidents/ injuries etc. are reportable to the Health and Safety Exec. At PCC and UK Health Security Agency. RIDDOR report – <http://www.hse.gov.uk/riddor/report.htm>

## Specialist Areas

**Electrical and IT Equipment** Care must be exercised at all times with electrical appliances. Pupils must be warned of dangers and only handle appliances under the direct supervision of a member of staff. Defective equipment, wires, sockets etc. must not be used and must be reported immediately to headteacher, all electrical equipment is checked by contractors appointed by the city.

All new equipment is checked for health and safety when it arrives on site by the member of staff responsible for ordering it. Any dangerous equipment will be immediately reported to the office, who will inform the appropriate contractor. Such equipment will then be clearly identified, isolated and safeguarded.

Modifications to equipment will only be carried out by county recognised approved contractors. PAT testing is carried out annually.

All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time. DSE users are entitled to an eyesight test for DSE use upon request by a qualified optician (and corrective glasses provided if required specifically for DSE use)

**P.E. Equipment** Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely. P.E. equipment is regularly checked for safety by an approved contractor. Any concerns about the condition of the gym floor or other apparatus will be reported to the Miss Gibbs.

**Specialist equipment** Parents are responsible for the maintenance and safety of their children's wheelchairs. In school, staff promote the responsible use of wheelchairs.

- Oxygen cylinders are stored in a designated space, and designated staff are trained in the removal, storage and replacement of oxygen cylinders.

## Safe Place to Work/COSHH

The Site Manager ensures the workplace is clean, orderly and safe. Safe and orderly movement around the building is the responsibility of the teaching staff. Arrangements for the safe movement of vehicles on or around the school premises is the responsibility, in the first instance, of the Caretaker. In his absence such movement would be authorised by the Administrative Officer or the Headteacher.

Site Manager ensures that the cleaning staff are trained and have the appropriate information to hand with regards to the use and storage of cleaning liquids.

Flammable, toxic or corrosive substances are only used and stored in accordance with LA guidelines. Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information. Copies of the COSHH

data sheets are stored in every cleaning cupboard and in the school office including what to do in the event of an emergency. Staff will also be provided with protective equipment, where necessary.

Any hazardous products are disposed of in accordance with specific disposal procedures.

**Legionella** The risks from legionella are mitigated by regular checks across the whole water system. Weekly the site manager runs the taps for ten minutes – especially the taps at the beginning and end of the water system. ( Seahorse class is the last class on the system.) The Legionella file is in the main office.

**Asbestos** StGBS has a plan of where asbestos is still found within the building. This is held in the Asbestos file in the main office. Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work.

- Contractors will be advised that if they discover material that they suspect could be asbestos, they will stop work immediately until the area is declared safe

### **Lone working**

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office
- Remote working, self-isolation and/or remote learning

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure they are medically fit to work alone.

### **Working at height**

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The Site Manager retains ladders for working at height
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

### **Manual handling**

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

Staff and pupils are expected to use the following basic manual handling procedure:



- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

### **Hirers, contractors and others**

The Head or nominated person will seek to 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 as exemplified in the contract of hire.

Contractors must sign in the visitor's log which is held in reception and be given a visitors badge which must be worn at all times while they remain on the premises.

All contractors must be checked against the DBS clearance list which is held in reception.

Contractors must observe the asbestos register before any work can start. This states where asbestos is likely to be found. The contractor must decide if a more detailed survey is required before work can start. Under no circumstances can any material which will disturb asbestos be removed without contacting PCC. All such work must be carried out in accordance with the current regulations.

Basic Health and Safety Requirements for contractors see Appendix 1

When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee will be treated as a hirer and will comply with the requirements of this section.

### **Lettings**

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy, and will have responsibility for complying with it.

### **Violence at work**

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff. All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/headteacher immediately. This applies to violence from pupils, visitors or other staff. Where a violent incident takes place a VIF will be completed and sent to the LA.

### **Smoking**

Smoking is not permitted anywhere on the school premises.

### **New and expectant mothers**

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific diseases need to be monitored: chickenpox, shingles, German Measles /rubella and slapped cheek disease (parvovirus B19) can affect an unborn child.

## Occupational stress

We are committed to promoting high levels of health and wellbeing, and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

## Bomb Warnings

- (1) Notify the police immediately.
- (2) Evacuate the building as for fire procedure.
- (3) Notes for guidance prepared by Hampshire Constabulary are available from the Headteacher.

## Nuclear Warnings

On occasions we have nuclear submarines come into port. Generally we are informed, as are parents. If we are allocated any potassium iodine tablets they are locked in the safe.

## Training

The School Strategic Plan is reviewed annually, including the policy for health and safety. Staff training needs can be identified. Staff should access the off sites training, basic first aid and fire training

## Additional Information

Fire and Safety Manual (the alarm area)

Off Site Activities and Educational Visits Manual (Headteachers office)

PCC/HCC Safety Officer

School Nurse

Environmental Safety Officer

## Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#) , Portsmouth City Council Health and Safety Policy as set out in the manual\* and the following legislation:

[The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings

[The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees

[The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training

[The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health

[The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept

[The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test

[The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register

[The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff

[The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The school follows [national guidance published by UK Health Security Agency \(formerly Public Health England\)](#) and government guidance on [living with COVID-19](#) when responding to infection control issues.

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

*\*A copy is available from the office. Copies of regulations and guidance material issued by the Local Authority, including those relating to fire, bomb warnings and specialist areas are also kept in the school office. General information can be obtained from the Health and Safety Executive website at [www.hse.gov.uk](http://www.hse.gov.uk)*

## St George's Beneficial C of E Primary School

### **Emergency Plan**

In the event of a serious incident, e.g. fire, bomb threat, storm, flooding, loss of activities, the following procedures will apply:

#### **During School Time**

- 1) The most senior competent person will implement the procedures. This is the person designated in charge of the school on that day, i.e. the HT, DHT, AHT or the senior post person designated on that day.
- 2) The competent person identifies the risk, evacuates the building if deemed necessary using fire drill procedure, followed by registration at assembly points. All persons in the building will be escorted to the school main playground. Designated person will contact the LA emergency response team – 9284 1311.
- 3) In the event of immediate school closure parents should be contacted through the media. Individual parents would be contacted by Studybugs.
- 4) Children will be in the charge of their teacher until collected by a parent or responsible adult who has the parents' permission.
- 5) If there is cause to evacuate further from the school site we will go to John Pounds Centre

## **Out of school time**

The Site Manager is deemed the competent person, in his absence Sue Blake or designated person in charge.

1. The competent person identifying the risk evacuates the building if deemed necessary using fire drill procedure.
2. The designated person contacts the city emergency team Tel. 9284 1311

Emergency plan agreed by the governors. \_\_\_\_\_

Date \_\_\_\_\_

## **Appendix 1**

### St George's Beneficial C of E Primary School

#### **Minimum Health and Safety Requirements for all Contractors, Subcontractors and their Employees**

It is expected that all contract and subcontract employees are competent and familiar with health and safety issues associated with the proposed work. They should also be made aware of the healthy and safety policy of the school. All contractors and subcontractors shall have insurance and be prepared to produce it for the headteacher. As far as possible, large maintenance or improvement projects will be carried out during the school holidays.

#### **Procedure**

- Please sign in and wear identity badges.
- Familiarise yourself with work area and risk involved ensuring safe procedure.
- Agree times of access with headteacher.
- Ensure working area is separated from main user areas by suitable markings/ barriers.
- Ensure the work area is never left unattended and is kept tidy.
- Do not leave tools unattended, remove to storage area at the end of each working period.
- Do not obstruct emergency exits.
- Any work over 2.0m in height shall be carried out from appropriate secure scaffolding or platform.
- Allow for necessary ventilation and lighting of work area.
- Agree storage area for materials and location of skips etc. Ensure these are safe at all times.
- Where hazardous material are required for work the contractor will inform the headteacher and take all necessary precautions.

- The contractor will report all incidents affecting safety to the project manager in order that safety may be monitored and improved.

**Do not put your own safety or that of others at risk.**