

Marjory Kinnon School

Health & Safety Policy

September 2017



Marjory Kinnon School Health & Safety Policy

Contents	Details	Page
Part 1	Statement of Intent	4
Part 2	Organisation	5
2.1	The Governing Body	5
2.2	The Headteacher	6
2.3	Duties of Staff with Specific Responsibilities	7
2.4	Duties of Class Teachers	8
2.5	Duties of All Employees (Including Temporary Staff & Volunteers)	9
2.6	Duties of School Health & Safety Coordinator	9
2.7	Duties of School Health & Safety Representatives	10
2.8	Duties of Pupils	10
2.9	Duties of Visitors, Members of the Public & Volunteers	10
Part 3	General Arrangements	11
3.1	Curriculum Safety	11
3.2	Drugs & Medication	12
3.3	Electrical Equipment	12
3.4	Glass & Glazing	12
3.5	School Transport (Owned or Hired by School)	12
3.6	Vehicles on Site	13
3.7	Schools Trips/Off Site Activities	13
3.8	Lettings	13
3.0	Lone Working	14
3.10	Use of VDU/Display Screen	15
3.11	First Aid	16
3.12	Safety in the Sun	17
3.13	Manual Handling Regulations	17
3.14	Smoking	18
3.15	Staff Wellbeing/Stress	18
3.16	Fire Precautions & Management Plan	18
3.17	Site Security	19
3.18	Control of Contractors	20

Marjory Kinnon School Health & Safety Policy

Part 4	Procedures	20
4.1	Induction	20
4.2	Fire Drill	21
4.3	Fire Equipment Information	21
4.4	Fire Drill During Lunch Break	21
4.5	Accidents/Injuries/Illness	22
4.6	Safety in Teaching Areas/Corridors	22
4.7	References	23
Part 5	Policy Review	23
Appendix A	MKS Health & Safety Responsibilities Organisation Chart	24

Part 1: Statement of Intent

The Governing Body believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

The school is committed to:

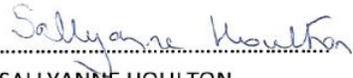
- Providing a safe and healthy working and learning environment.
- Preventing accidents and work related ill-health.
- Assessing and controlling risks from curriculum and non-curriculum activities.
- Complying with statutory requirements as a minimum.
- Ensuring safe working methods and providing safe working equipment.
- Providing effective information, instruction and training.
- Monitoring and reviewing systems to make sure they are effective.
- Developing and maintaining a positive health and safety culture through communications and consultation with employees and their representatives on health and safety matters.
- Setting objectives to develop a culture of knowledge and continuous improvement.
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

Part 2: Organisation

2.1 The Governing Body

The Governing Body has the following responsibilities to ensure:

- A clear written policy statement is in place which promotes the correct attitude towards safety in staff and pupils.
- Responsibilities for health, safety and welfare are allocated to specific people and that identified staff are informed of these responsibilities.
- Identified staff have sufficient experience, knowledge and training to perform the tasks required of them.
- Clear procedures are created which assess the risk for hazards and produce safe systems of work.
- Health and safety performance is measured both actively and reactively.
- The school's Health & Safety Policy is reviewed annually.

Signed 
SALLYANNE HOULTON
Chair of Governors

Dated 1 September 2017

2.2 The Headteacher

As well as the general duties of all members of staff, the Headteacher has responsibility for overseeing the following:

- Ensuring the policy is communicated adequately to all relevant persons.
- Ensuring that all reasonable practicable steps for the day-to-day maintenance and development of safe working practices and conditions are managed effectively.
- Ensuring that teaching staff, non-teaching staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school understands that health, safety and welfare are an integral part of all activities and will take steps to manage these effectively.
- Arranging systems of risk assessment of the premises and working practices to be undertaken to allow identification of potential hazards and where appropriate ensure that the Governing Body and the Local Authority are made aware of the findings.
- Ensuring that emergency procedures are in place.
- Ensuring that equipment is inspected and tested to ensure it remains in safe condition.
- Ensuring records are kept of all relevant health & safety activities for audit purposes e.g. assessments, inspections, accidents etc.
- Ensuring that all accidents are investigated and any remedial actions required are taken or requested to prevent reoccurrence.
- Encouraging staff and others to promote health and safety.
- Collating accident and incident information.
- Ensuring safe systems of work are in place so that all risks are controlled.
- Ensuring appropriate information on significant risk activities is given to visitors and contractors.
- Ensuring that any defects in the premises (plant, equipment or facilities) which relate to or may affect the health & safety of staff, pupils and others are made safe in a timescale commensurate with the risk.
- Ensuring arrangements are in place to monitor premises and performance.
- Ensuring arrangements are in place for risk assessments for pupils.

Marjory Kinnon School Health & Safety Policy

- Reporting to the Governing Body annually on the health and safety performance of the school.

2.3 Duties of Staff with Specific Responsibilities

In addition to the general duties which all members of staff have, identified staff will be directly responsible to the Headteacher or the member of staff nominated by the Headteacher, to have overall day-to-day responsibility for the implementation and operation of the school's Health & Safety Policy within their relevant departments and areas of responsibility.

Supervisory staff include: Deputy Headteacher, Assistant Headteachers, School Business Manager, Health & Safety Coordinator, Assistant School Business Manager and Senior Caretaker.

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

- Safe methods of working exist and are implemented throughout their area of responsibility.
- Health and safety regulations, rules, procedures and codes of practice are being applied effectively.
- Staff, pupils and others are instructed in safe working practices ensuring, as far as is reasonably practicable, that sufficient information, instruction, training and supervision is provided to enable employees and pupils to avoid hazards and to contribute positively to their own health and safety.
- New employees working within their area are given instructions in safe working practices; risk assessments are conducted in their areas of responsibility as required by the Headteacher or as necessary.
- Regular safety inspections are made of their area of responsibility as required by the Headteacher or as necessary.
- Appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work.

Marjory Kinnon School Health & Safety Policy

- Hazardous and highly flammable substances in the department/subject responsibility in which they work are correctly stored and labelled, and exposure is minimised.
- All health and safety information is communicated to the relevant persons.
- They report any health and safety concerns to the Health & Safety Coordinator, Deputy Headteacher or Headteacher.

2.4 Duties of Class Teachers

Class Teachers are expected to:

- Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry these out.
- Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Codes of Practice (e.g. CLEAPS, Food Hygiene practices), if issued, and to ensure that they are applied.
- Give clear oral and written instructions and warnings to pupils where necessary.
- Follow safe working practices personally including appropriate footwear and dress for their particular range of roles.
- Use protective clothing and guards where necessary.
- Make recommendations to their Headteacher or Line Manager on health and safety equipment and on additions or necessary improvements to tools, equipment or machinery.
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with curriculum requirements for safety education.
- Use only items of equipment (electrical or mechanical) that are provided by the school and that have been PAT tested. Using other items of equipment e.g. personal items should not occur without prior authorisation.
- Report all accidents, defects and dangerous occurrences to their Line Manager or Health & Safety Coordinator through school procedures unless urgent.

Marjory Kinnon School Health & Safety Policy

2.5 Duties of All Employees (Including Temporary Staff & Volunteers)

Apart from any specific responsibilities which may have been delegated to them, all employees must:

- Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- Observe all instructions on health and safety issued by the Governing Body, School and the Local Authority or any other person delegated to be responsible for a relevant aspect of Health & Safety.
- Report all accidents in accordance with current procedure.
- Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- Exercise good standards of housekeeping and cleanliness.
- Know and apply the procedures in respect of fire, first aid, and other emergencies.

2.6 Duties of School Health & Safety Coordinator

The School Business Manager and Assistant School Business Manager have the following responsibilities:

- To coordinate and manage the risk assessment process through regular workplace monitoring inspections of all electrical and safety equipment including PAT testing and displayed fire instructions.
- To keep records of the monitoring inspections as part of the performance monitoring process.
- To provide reports for the Headteacher and Governors on a termly basis.
- To collate health and safety concerns received and take appropriate action in conjunction with the Headteacher.
- To act on any concerns or reports of potential hazards from members of staff.
- To advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.

Marjory Kinnon School Health & Safety Policy

- To provide a report in consultation with the Headteacher to present to the Governors Premises/H&S Committee every term.
- To be familiar with the school fire alarm operating system and support relevant staff in its use/misuse.

2.7 Duties of School Health & Safety Representatives

The Governing Body and Headteacher recognise the role of Safety Representatives. Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside of teaching time.

2.8 Duties of Pupils

Pupils in accordance with their age and aptitude, are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene.
- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with facilities or equipment provided for their health and safety.

2.9 Duties of Visitors, Members of the Public & Volunteers

Visitors, volunteers and members of the public will be expected to:

- Sign in and out at Reception and Reception staff will on welcoming them check they are entered in the diary and will contact the member of staff they are booked to see.
- Take reasonable care of their own health and safety and that of others who may be affected by their actions when on the school premises. They are expected to comply with the health and safety arrangements put in place when using the school premises or land e.g. security identity badges, first aid, fire/emergency procedures.

Marjory Kinnon School Health & Safety Policy

- Observe the safety rules of the school, as far as reasonably possible. As well as the above, this will refer to escorts, contractors and delivery persons.
- Volunteers will be regarded as employees for all intents and purpose (see Duties of All Employees). Line managers will therefore have responsibility for undertaking thorough risk assessments and implementation of control measures, together with ensuring that volunteers have received adequate information, instruction, training and supervision for the tasks they will be undertaking.

Part 3: General Arrangements

3.1 Curriculum Safety

The school recognises that programmes of study require that pupils are taught how to identify and reduce risks in the way that they work. A balance must be achieved between independent learning and the necessary supervision to ensure safety.

Teachers will ensure that they are familiar with all the risks which might arise from the tools, equipment, materials, and processes they plan for pupils to use. Guidance material should be used such as CLEAPS and Local Authority guidance.

All non-teaching assistants must be informed of the safety procedures relating to any of the activities that they support.

Teachers will plan from schemes of work and assess the risk in all activities in order to determine:

- Where close supervision is required.
- Suitable group size.
- Suitability for whole class participation.
- Where particular skills need to be taught.
- Personal protective equipment.
- Levels of hygiene required.

3.2 Drugs & Medication

Parent/Carers have the prime responsibility for their child's health and should provide the school with information about their child's medical condition and need.

There is no legal duty requiring school staff to administer medicines. However, the school recognises that pupils with medical needs have the same rights to specialist education and admission to the school as other pupils.

The school has a Managing Medicines Policy which includes First Aid Procedures.

3.3 Electrical Equipment

All fixed and portable electric equipment is PAT tested. New equipment needs to be tested before use.

3.4 Glass & Glazing

The School Business Manager has responsibility for the safety of glass and glazing on the premises by:

- Ensuring that all glass in doors and side panels is safety glass and through continual assessment of the premises. Where there is low standard glass, the glass will be covered with plastic film where necessary.

3.5 School Transport (Owned or Hired by School)

- The Headteacher is responsible, in conjunction with the driver, for ensuring that vehicles kept or hired by the school are operated in accordance with the law.
- School accesses hired transport agreed by the Local Authority as complying with their minibus requirements for Hounslow pupils.

Marjory Kinnon School Health & Safety Policy

- The School Business Manager has responsibility for school owned transport ensuring regular checks, MOT and repairs are carried out as appropriate.
- When pupils are transported by the school owned transport, drivers must have current MIDAS certificates and a supervising adult must also be present.
- Employees who are required to use their private vehicles for official business are personally responsible ensuring they have a valid licence and appropriate insurance to carry pupils and that the vehicle is road worthy and fitted with appropriate seat belts for each passenger. A member of staff who takes a pupil out on their own in a car or mini-bus will have agreed permission to do so by the Headteacher and parent/carers.

3.6 Vehicles on Site

- The school has designated parking bays for transport organised for pupils to and from school by the Local Authority.
- Access and exit are clearly marked and are controlled by a security gated system.

3.7 School Trips/Off Site Activities

- Systems and procedures are in place and used by all staff. Staff complete relevant documents for School Educational Visits including a risk assessment in advance of their visit/journey (a month in advance for a category A visit). These are signed by the Headteacher or a Deputy in her/his absence.
- The school has adopted the Local Authority School Educational Visits Policy.

3.8 Lettings

The Governors, Headteacher and School Business Manager must ensure that:

- The means of access and exit are safe for the use of hirers, and that all equipment made available to and used by the hirers is safe.
- Fire escape routes and exits are clearly marked for the benefit of all users of the building particularly during evenings.

Marjory Kinnon School Health & Safety Policy

- Hirers of the building are briefed about fire escape routes, fire alarms and fire-fighting equipment. Notices regarding emergency procedures are prominently displayed. Access to a phone should also be checked.
- Hirers using any equipment or facility provided by the school are familiar with its safe use and, if necessary, briefed accordingly.

3.9 Lone Working

The school premises are open before and after school for maintenance, cleaning and for individual preparation time for staff. Appropriate control measures need to be considered by the school, the staff and the cleaning services contractor (Atlas Cleaning Ltd) to mitigate lone working risks.

Solutions include:

In Term Time (Outside School Hours)

Staff Working

- The Senior Caretaker/Caretaker will carry a mobile phone and walkie-talkie. Staff can contact Premises staff by using walkie-talkies (available from the Admin Office) or via mobile phones. These numbers will be prominently displayed on the Staff Room noticeboard and the location of information communicated to staff.
- Staff working outside school hours should be contactable and able to make contact via a telephone/mobile phone. Members of staff are asked to communicate their whereabouts and contact details to colleagues or Premises staff.

Visitors/Appointments/Meetings

- If a caller arrives without an appointment out of school hours, the member of staff who receives them must inform a senior colleague of their presence. If a senior colleague is not available, the visitor should not be admitted and will be invited to make an appointment to return at another time.
- Staff must notify their Line Manager if organising a meeting with parent/carers after the end of the school day. Parent/carers must sign in and out. The meeting should

Marjory Kinnon School Health & Safety Policy

take place in one of the meeting rooms by the front entrance where there is access to a phone, or a different room by agreement with a member of the SLT.

Outside Term Time

- The Senior Caretaker/Caretaker will carry a mobile phone and walkie-talkie. Staff can contact Premises staff by using walkie-talkies (available from the Admin Office) or via mobile phones. These numbers will be prominently displayed on the Staff Room noticeboard and the location of information communicated to staff.
- Staff will sign in and out to record their whereabouts and departure.
- The Senior Caretaker/Caretaker will ensure all entry doors are secured.
- More than one member of staff must be available to receive callers. Lone workers should not admit any visitor/delivery unless expected or by prior appointment.
- Staff should be contactable and able to make contact via a telephone/mobile phone. Members of staff are asked to communicate their whereabouts and contact details to colleagues or Premises staff.
- No meetings with parent/carers should take place outside of term time.

If a member of staff is working alone in the building, they should:

- Ensure they have advised the School Business Manager/Assistant School Business Manager in advance so that risks can be assessed (eg. medical suitability of the individual to work alone or any risk arising from the work environment) and if required, a system to monitor their wellbeing during this period (eg. scheduled telephone calls).
- Ensure they have a means of communication to keep in touch with others.
- The lone worker should not admit any visitor/delivery unless expected or by prior appointment.

3.10 Use of VDU/Display Screens

The majority of staff within the school are not considered to be DSE users. The school will adhere to “Working with Display Screen Equipment” guidelines and procedures. All employees who are classified as users of display screen equipment will have an

Marjory Kinnon School Health & Safety Policy

assessment made of their work stations and offered appropriate support depending on the findings of the risk assessment. A user is defined as someone who spends at least 2-hours continuous use of a VDU in the school day. The ICT Network Manager assesses the needs of employees who constantly use display screen equipment as a significant part of their normal work.

3.11 First Aid

The school has a Managing Medicines Policy which includes First Aid Procedures. The policy has adopted procedures set out in the Local Authority Policy 2010.

We follow the statutory requirements for first aid and Local Authority procedures for reporting accidents/incidents. Our First Aiders, including paediatric First Aiders in early years, are trained as approved by the Local Authority. Named First Aiders are prominently displayed on the Intranet front page, in the Medical Room and other prominent places around the school. First aid boxes are available in all departments (marked by signage) including Food Technology and Science facility rooms as well as in other appropriate places e.g. Medical Room.

Guidance on the Management of Communicable Disease in Schools, Nurseries & Other Childcare Settings is available to all staff in the Medical Room.

The school's reporting procedures are in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) requiring immediate notification to the Health and Safety Executive (HSE) if the following occurs:

- 1) Fatal or major injury to staff, pupils or any other person in an accident on the premises.
- 2) Dangerous Occurrences listed in the Regulations.

A written report will be sent to the HSE within ten days of any notifiable incident covered by 1) and 2) above or for any other injury which results in staff being absent from/or unable to do their normal work for more than three days; or in the case of ill health listed in the Regulations. Records will be kept of any injury, occurrence or disease requiring report.

3.12 Safety in the Sun

To protect our pupils shade is used wherever possible around the school premises e.g. umbrellas, under trees, canopies or being indoors. Opportunities are found through the PSHE curriculum, assemblies and before out of school outings to teach our pupils safe sun habits while they are young. This may transfer as a pattern to follow for later life. When they are outdoors pupils are protected by ensuring they have loose fitting clothes and wide brimmed hats to offer protection.

Parent/carers are made aware of the need to apply a high factor sunscreen via newsletters, home/school books and other relevant communications. Sun protection is a part of our risk assessment procedures.

3.13 Manual Handling Regulations

The school will complete risk assessments for any tasks or processes carried out by staff that involve manual handling and will ensure that any necessary controls identified are implemented.

Where it is determined by a risk assessment that lifting or moving aids are required to be used to carry out a task, the school will make this equipment available to staff. All users of this equipment will need to be given the required information and training before use to ensure they are competent.

Equipment used in the school must be checked to ensure it is suitable e.g. when using safety step ladders or ladders always select a ladder which is suitable for the task/height needed.

Even if a load is light in weight, staff are advised to consider whether it is dangerous to carry it if it is awkward or large enough to obscure vision. We advise staff to avoid carrying loads on ladders. Assistance should be sought from a trained member of staff. If in doubt it should not be lifted.

3.14 Smoking

The school operates a no smoking policy which covers all areas of the premises including any outside premises within the school boundaries.

3.15 Staff Wellbeing/Stress

Where workplace stress arises, the Headteacher supported by appropriate Line Managers will deal with the issue in a sensitive and constructive manner using all available means to assist staff. School staff as Hounslow employees are offered support, such as counselling. This information is prominently displayed in the school Staff Room or is available from the Headteacher.

3.16 Fire Precautions & Management Plan

The School Business Manager has responsibility for the implementation of a Fire Management Plan by:

- Being aware and referring to the Hounslow Management of Fire Safety Policy.
- Testing and checking of escape routes, including final exit locking systems, such as panic devices, emergency exit devices and any electromagnetic devices.
- Testing of fire-warning systems, including alarm tests and periodic maintenance by a competent person.
- Testing and maintenance of emergency lighting systems.
- Testing and maintenance of fire extinguishers, hose reels and fire blankets etc.
- Detailing any significant findings from the fire risk assessment and any action taken.
- Having responsibility for repairs and maintenance of fire safety systems including passive systems such as fire doors.
- Maintenance and audit of any systems that are provided to help the fire and rescue service.
- Coordinating fire drill practices termly with relevant staff.
- Accessing the Local Authority Health & Safety documentation on-line on HVEC.

Marjory Kinnon School Health & Safety Policy

- Keeping up-to-date with documentation as and when the Local Authority replace sections by receiving new or amended documents by e-mail and discussing any relevant changes with the Headteacher.
- Being a member of an emergency planning group co-ordinating an emergency plan that staff should follow if there is a fire.
- Coordinating fire drill practices termly with the Headteacher and other relevant staff.
- Recording fire evacuation drills in a Log Book kept in the School Business Manager's Office and reporting on outcomes to the Headteacher.
- Recording of false alarms and filing reports in the Log Book kept in the School Business Manager's Office.
- In the absence of the School Business Manager, the Assistant School Business Manager or the Senior Caretaker complete the Fire Log Book report.

3.17 Site Security

The School has taken all reasonable steps to prevent unauthorised entry into its premises. The entry gates to the premises are shut except during for the arrival and departure of staff and pupils.

Visitors are required to report to Reception on arrival and are issued with a red badge to establish their identity to staff. Staff are required to be vigilant at all times and to challenge any person who is not known to establish whether or not they should be on the School premises.

Staff are asked to avoid holding salto doors open for colleagues or tailgating as this establishes a culture which can expose the buildings to unauthorized entry by individuals. Anti-tailgating strategies ensure only the people meant to be in our buildings are allowed access.

Security of the buildings out of school hours is assisted by the installation of an intruder alarm.

3.18 Control of Contractors

The School is aware of its obligations under The Health and Safety at Work Act 1974 in so far as it applies to contractors on the school premises. In order to meet these obligations, the School exercises control over contractors in the following way:

- 1) Identification of suitable bidders and appointment of contractor.
- 2) Identification of hazards in the specification.
- 3) Acceptance by contractor of school safety rules for the site.
- 4) Control of contractors on site.

Part 4: Procedures

4.1 Induction

All new starters are required to participate in the school's Induction Programme, which includes Health & Safety guidance on the Health & Safety Policy, fire safety, accident reporting, housekeeping, maintenance reporting and waste disposal. Information and training will also be given in the event of there being a change in circumstances affecting health and safety, and will be repeated periodically as appropriate.

Staff with additional Health & Safety responsibilities will be given additional training, as necessary, appropriate to the tasks that they are to fulfil. In all cases, the training will be adequate so that new employees are given every assistance to perform their duties in a safe manner.

Contacts for Health & Safety queries are shown in the list of 'Staff with Specific Responsibilities' (in Part 2 above).

The school's staff performance appraisal process identifies specific Health & Safety concerns and training needs.

4.2 Fire Drill

Full details of procedures are to be found in each classroom and areas of the school, showing the nearest exit. All staff members are asked to familiarise themselves with this procedure.

All staff members should be aware of the nearest fire alarm and extinguisher (and in some rooms fire blankets).

A fire drill will be held every term and a recording of fire evacuation drills will be logged.

In all situations the safety of pupils is paramount including when the fire alarm sounds.

A copy of the school's Emergency Evacuation Procedures is available on Sharepoint.

4.3 Fire Equipment Information

Red extinguishers are water-based and not to be used for electrical fires or near to electrical equipment. Black CO₂ extinguishers are for electrical fires. Fire blankets are suitable for smothering any flame, electrical or otherwise.

4.4 Fire Drill During Lunch Break

In an emergency at lunchtime it would be assumed that staff on-site would assist staff on lunch duty.

- Pupils should line up on hearing the alarm in the playground as for normal procedures.
- Pupils in the Hall at lunchtime will be supervised to line up and leave the Hall by the fire exit doors in the Hall walking quickly and will line up as for normal procedures at the Fire Assembly Point away from the building.
- Office staff not on lunchtime will as normal bring out registers.
- Lunchtime staff and other available adults are responsible for checking each class register and would be assisted as much as possible by other adults on site.

Marjory Kinnon School Health & Safety Policy

- Any absences should be reported immediately.
- Pupils and staff will remain at the Fire Assembly Point until official permission is given from the Headteacher, a Deputy or the Health & Safety Coordinator.

4.5 Accidents/Injuries/Illness

- These are addressed in the Managing Medicines Policy (which includes First Aid, Healthcare and Risk Assessment plans for pupils).
- The school adopts the Local Authority procedures for recording and assessing accidents for both staff and pupils.
- First aiders review their accreditation every 3 years.

4.6 Safety in Teaching Areas/Corridors

- Gangways should always be kept clear.
- Electrical equipment should have leads gathered up out of the way for anyone in the room or area, pupils and staff.
- Fire doors should be unlocked and clear for exit.
- Instruments and implements such as compasses, scissors, needles, cooking knives etc. should be locked away in a safe place and should not be available without supervision.
- No dangerous chemicals or substances to be left in rooms unattended e.g. plant feeder, substances for scientific experiments.
- Pupils should not carry or push heavy furniture or equipment.
- Fire doors should not be left wedged open.
- Members of staff should not carry hot cups of tea/coffee or containers with hot liquid.
- Pupils should walk carefully down corridors and around school and be encouraged to look behind them when going through any door including internal fire doors in consideration/safety for anyone behind them.
- Pupils should not be left unattended in classrooms unless (for older pupils) they are being supervised by an adult close by.
- Floor space in teaching areas should be kept as clear as possible.

Marjory Kinnon School Health & Safety Policy

- Staff should be able to see out of their classroom into the department. This allows the early detection of a fire outside or near the classroom.

4.7 References

References include the following documents:

- The London Borough of Hounslow Health & Safety documentation on-line at HVEC.
- Health & Safety at Work, etc Act 1974 (document in H&S file).
- Management of Health & Safety at Work Regulations 1999 (SI 199 NO 3242) see the following link: <http://www.legislation.gov.uk/ukSI/1999/3242/contents/made>.
- Management of Fire Safety Policy on-line.
- The London Borough of Hounslow Managing Medicines Policy.

Part 5 Policy Review

Approved by: Governors: September 2017.

This Policy will be reviewed annually (or sooner if legislation changes) to assess its implementation and effectiveness.

Marjory Kinnon School Health & Safety Policy

APPENDIX A: MARJORY KINNON SCHOOL HEALTH & SAFETY RESPONSIBILITIES

ORGANISATION CHART

