

# Bishop Rawstorne Church of England Academy



## HEALTH & SAFETY POLICY

*I have come in order that you might have life—life in all its fullness.*

*John 10:10*

**Aspire Believe Achieve**

This policy document and the content contained therein remains the responsibility of the Headteacher, and Governing Body of the Academy. No amendments can be made without their express instruction and they remain the final arbiters in any matters relating to it.

Review date:	July 2018
Next review date:	July 2019
Reviewed by:	Mrs Hood

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**APPROVED BY THE FGB—3 JULY 2018**

## **STATEMENT OF INTENT**

The Governing Body of Bishop Rawstone Church of England Academy will so far as is reasonably practicable, ensure that all activities under its control are carried out in accordance with the Health and Safety at Work Act 1974, relevant regulations, approved codes of practice, guidance notes, the Health and Safety Policies and with due regard to advice and information provided by the School Health and Safety advisors.

We therefore, will do what is reasonably practicable to exceed the minimum requirements within the resources that are available. The Governing Body will also ensure that systems are in place which will allow us to maintain, monitor and, where necessary, carry out risk assessments which will allow us to monitor and improve safety performance. These risk assessments are subject to annual review.

In return the Governing body expects all employees to exceed their minimum duties, which are stipulated later in the Health and Safety Policy. Included in this is the co-operation of all employees to assist the Governing Body in carrying out their obligations as required.

Any necessary changes will be brought to the attention of all employees to assist in improving safety performance.

Signed: \_\_\_\_\_  
Chair of Governors

Signed: \_\_\_\_\_  
Headteacher

Date: \_\_\_\_\_

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## **PURPOSE**

Through the implementation of the Health and Safety policy, the governors are committed to achieving the following objectives:

- To provide, as far as reasonably practicable, a safe and healthy working environment, safe premises and facilities for staff, students and visitors.
- To create for employees, as far as it reasonably practicable, a working environment where potential work-related stressors are avoided, minimised or mitigated through good management practices, effective human resources policies and staff development.
- To ensure that all staff are aware of their health and safety responsibilities and know what is expected of them and what they must do to discharge the responsibilities assigned to them.
- To ensure that staff have access to appropriate training and development to enable them to discharge competently the responsibilities assigned to them.
- To have an effective system for communicating and consulting on health and safety matters, and securing the co-operation of employees and students in implementing the Health and Safety Policy.
- To have in place arrangements to plan, implement, monitor and review measures to address risks arising from the school's activities, and
- To strive to improve continuously the school's health and safety performance.

The governors seek and expect the full co-operation and support of the whole school community to ensure that the Health and Safety Policy and arrangements are implemented effectively.

The governors will ensure that:

- Health and Safety Policies and Codes of Practice are fully implemented and, to ensure compliance, are monitored on a regular basis.
- The school produces a safety policy and that the policy is annually reviewed.
- The full Governing body acts as the School Safety Committee.
- The Safety Policies will be brought to the notice of all employees via staff briefings and email.
- The school has considered its health and safety obligations and has made provision for meeting those obligations.
- The school's staffing structure appropriately reflects the responsibilities for carrying out the arrangements for health and safety.
- Health and safety issues concerning the school are identified and appropriate action taken.
- Regular safety reports are provided by the Headteacher so that safety arrangements can be monitored and evaluated.
- Appropriate facilities and information for accredited Union Safety Representatives are available to enable them to fulfil their duties.
- All reasonable facilities and information are provided to health and safety advisors of Blackpool Council, inspectors of the Health and Safety Executive and any other health and safety official as appropriate.

## STATEMENT OF GENERAL POLICY

<b>Name of organisation:</b>	<b>Bishop Rawstorne Church of England Academy</b>
<b>Overall and final responsibility for health and safety is that of:</b>	<b>Paul Cowley - Headteacher</b>
<b>Day to day responsibility for ensuring this policy is put into practice is delegated to:</b>	<b>Lynn Hood – Business and Finance Manager (Health and Safety Officer)</b>
<b>Health &amp; Safety Governor:</b>	<b>Mr M McNulty</b>

<b>STATEMENT OF GENERAL POLICY</b>	<b>RESPONSIBILITY OF:</b>	<b>ACTION/ARRANGEMENTS</b>
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.	Governing Body Paul Cowley, Headteacher	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed every year or earlier if working habits/process or conditions change.)
To provide adequate training to ensure employees are competent to do their work.	Lynn Hood, Business & Finance Manager	Staff and subcontractors given necessary health and safety induction and provided with appropriate training (including working at height, asbestos awareness) and personal protective equipment where appropriate.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.	Paul Cowley, Headteacher Lynn Hood, Business & Finance Manager	Staff routinely consulted on health and safety matters as they arise and at weekly staff briefings when required.
To implement emergency procedures – evacuation in case of fire or other significant incident.	Paul Cowley, Headteacher	Escape routes well signed and kept clear at all times. Evacuation plans are tested and recorded from time to time and updated as necessary.
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.	Lynn Hood, Business & Finance Manager	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects. Annual inspections are conducted through the TPM scheme. Staff trained in safe handling/use of substances. (See <a href="http://www.coshh-essentials.org.uk">www.coshh-essentials.org.uk</a> .)

<b>Health &amp; safety poster is displayed:</b>	School Office, Staff Room
<b>First Aid Boxes are located:</b>	School Office, various other locations throughout the school (full list displayed in the school office) First aid boxes are checked regularly by the First Aid Co-ordinator.

Accident book is located: Accidents and ill-health at work are reported under RIDDOR	School office
Signed: (Employer)	P Cowley      date ***
Subject to review, monitoring and revision by:	Governing Body every 12 months or sooner if work activity changes

## Introduction

Bishop Rawstone Church of England Academy is a secondary school with approximately 910 students on roll. The school employs approximately 100 staff, 60 of which are teaching staff and 40 are administration and teaching support staff. The premises staff and catering staff are contracted out by the school.

The school is open from 6.00am until 10.00pm with the office hours being 8.30am until 4.30pm.

## 1. GENERAL

- 1.1.1 Bishop Rawstone Church of England Academy recognises and accepts that all employees, students and visitors to the School are entitled to a safe and healthy environment in which to work.
- 1.1.2 Bishop Rawstone Church of England Academy will ensure that all appropriate steps will be taken to meet statutory requirements, recognised codes of practice and guidance notes in establishing a safe and healthy environment.
- 1.1.3 All employees have both a duty and a responsibility to take reasonable care to avoid injury to themselves and others and to co-operate to ensure statutory duties and obligations are fulfilled.

## 2. ORGANISATION

### 2.1 Duties of the Governing Body (GOVERNING BODY)

- 2.1.1. In discharge of its duties the GOVERNING BODY, in consultation with the Headteacher will:
  - 2.1.1.1. Make itself familiar with requirements of the appropriate legislation and codes of practice.
  - 2.1.1.2. Create and monitor a management structure for Health and Safety.
  - 2.1.1.3. Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school, and, that it is implemented.
  - 2.1.1.4. Periodically assess the effectiveness of the policy and ensure that any necessary changes are made.
  - 2.1.1.5. Identify and evaluate risks relating to possible accidents and incidents connected with all school activities.

2.1.2 In particular the GOVERNING BODY undertakes to provide as far as is reasonably practicable:

2.1.2.1 A safe place for all users of the site to work, including safe means of entry and exit.

2.1.2.2 Plant, equipment and systems of work that are safe. All new equipment purchased must conform to PUWER (Provision and Use of Work Equipment Regulations 1998 (Fourth edition) Published 2014) which requires the following:-

- All forms of work equipment purchased meet all the latest standards.
- The equipment is suitable for the activity it is bought for.
- Appropriate activity risk assessments are in place.
- That staff are adequately trained in the use of work equipment.
- That it is maintained and stored in accordance with manufacturers' guidance.

2.1.2.3 Safe arrangements for the handling, storage and transportation of articles and substances.

2.1.2.4 Safe and healthy working conditions that take account of appropriate statutory requirements, code of practice and guidance.

2.1.2.5 Supervision, training and instruction so that all staff and students can perform their school-related activities in a healthy and safe manner.

2.1.2.6 If necessary issue/provide safety and protective equipment and clothing, with any necessary guidance, instruction and supervision. Any personal protective equipment must be the last control measure used under the hierarchy of risk control.

## **2.2 Duties of the Headteacher**

2.2.1 As well as the general duties that all members of staff have, the Headteacher has responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, students and visitors.

2.2.2 The Headteacher will take all reasonably practicable steps to ensure the Health and Safety Policy is implemented through the heads of the appropriate departments and others as appropriate.

2.2.3 The Headteacher will arrange for the Bishop Rawstone Church of England Health and Safety Officer to be responsible for the day to day implementation of the Health and Safety Policy.

## **2.3 Duties of Supervisory Staff**

2.3.1 All supervisory staff will make themselves familiar with the requirements of health and safety legislation and codes of practice that are relevant to the work of their area of responsibility. The Health & Safety Policy will be available on the staff drive for all staff to refer to. An email will be sent out annually to all staff when the latest policy has been reviewed and approved.

- 2.3.2 In addition to the general duties that all members of staff have, they will be directly responsible to the Headteacher or member of staff nominated by the Headteacher to have overall day-to-day responsibility for the implementation and operation of the school's Health and Safety Policy within their relevant departments and areas of responsibility.
- 2.3.3 Responsibility for aspects of Health and Safety are written into the Job Descriptions for Curriculum Team Leaders and the Site Manager.
- 2.3.4 Supervisory staff will take a direct interest in the school's Health and Safety Policy and in ensuring that other members of staff, students and others to comply with its requirements.

## **2.4 Duties of all members of staff**

- 2.4.1 All staff are expected to familiarise themselves with the Health and Safety aspects of their work and avoid conduct which would put themselves or anyone else at risk.
- 2.4.2 In particular members of staff will:
  - 2.4.3 Be familiar with the Health and Safety Policy and all safety requirements laid down by the Governing Body.
  - 2.4.4 Ensure that staff, students, visitors and contractors are applying Health and Safety regulations, rules, routines and procedures effectively.
  - 2.4.5 See that all plant, machinery and equipment are in good and safe working order and adequately guarded, and not make or allow improper use of such plant, machinery and equipment.
  - 2.4.6 Use the correct equipment and tools for the job and any protective equipment or safety devices that may be supplied. All workshop and sports equipment is checked on an annual basis through the TPM scheme. Faculties / departments are responsible for checking protective equipment within their own departments.
  - 2.4.7 Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled.
  - 2.4.8 Report any defects in the premises, plant, equipment and facilities that they observe to the designated Health and Safety Officer.
  - 2.4.9 Take an active interest in promoting Health and Safety and suggest ways of reducing risks.

## **2.5 Full Governing Body**

The school's Governing Body will monitor and consider Health and Safety issues within the school. The governors will nominate a governor to act as the Health and Safety Governor.

## **2.6 Audit Committee**

The Governing Body will receive the annual Health and Safety Audit Report and ensure that actions required are completed.

### **3. ARRANGEMENTS**

#### **3.1 Fire Safety**

- 3.1.1 Appropriate procedures for ensuring safety precautions are properly managed will be formulated and disseminated to all staff. These procedures will include Fire Drills and the use of Fire Extinguishers. A record of all fire drills is kept in the site supervisor's office.
- 3.1.2 The evacuation procedures are prominently displayed in all teaching rooms, offices and curriculum areas.
- 3.1.3 All staff and students must be fully conversant with the procedures for evacuation of the premises in case of fire/bomb threat. (Please see procedure for evacuation during the GCSE exam period)
- 3.1.4 Evacuation procedures will be tested each school term.
- 3.1.5 The evacuation and safety of visitors and contractors will be the responsibility of the person they are visiting or working for.
- 3.1.6 All fire-fighting equipment will be checked annually by an approved contractor and records maintained.
- 3.1.7 Fire alarm will be tested weekly from different points when site is not in use and records maintained.
- 3.1.8 All emergency lighting will be tested six-monthly and records maintained. All emergency exits will be checked on a termly basis during termly health and safety walks.

#### **3.2 Accidents**

- 3.2.1 All accidents to staff, students and visitors must be reported to the school office and the appropriate form completed. The completed form is to be handed to the Health and Safety Officer, or his/her representative, who will be responsible for investigating the accident as appropriate.
- 3.2.2 All staff must be familiar with the procedures for dealing with an accident as detailed in the Staff Handbook.

#### **3.3 First Aid**

- 3.3.1 The arrangements for first aid provision will be adequate to cope with all feasible incidents.
- 3.3.2 The number of certified first aiders will not, at any time, be less than the number required by law.
- 3.3.3 Supplies of first aid material will be held at various locations throughout the school.
- 3.3.4 Supplies of first aid materials will be checked on a regular basis by a qualified first aider. A list of first aiders is displayed in the school main office.

### **3.4 Equipment**

- 3.4.1 Protective clothing/gloves/masks/helmets must be provided and used by technicians and site supervisory staff when required. Staff and students must be provided with and use protective glasses/eye shields in all workshops and laboratories. Visitors must be provided with protective clothing as appropriate.
- 3.4.2 The following equipment must be checked annually by approved inspectors or trained Health and Safety technician (where appropriate):
- Fume cupboards
  - All electrical appliances
  - Workshop equipment, e.g. lathes, kilns
  - Fixed gymnasium equipment
- 3.4.3 When new equipment is purchased, it is the responsibility of the Faculty Leader, with the assistance of the Health and Safety Officer as necessary, to ensure that it meets appropriate educational standards and that its installation and use conforms to Health and Safety requirements. Where appropriate, equipment should be CE marked.
- 3.4.4 Equipment, materials and chemicals must be stored in the appropriate storage containers and areas. All containers must be labelled with the correct hazard sign and contents label. Faculty Leaders should consider storage life when ordering new supplies. Reference must be made to COSHH and the Ionising Radiations Regulations; copies of all relevant COSHH and regulations must be kept in the Science Dept.

### **3.5 Housekeeping**

- 3.5.1 The Business and Finance Manager will monitor the cleaning standards of the Contract Cleaners. The standard required is laid down in the specifications. Special consideration will be given to hygiene areas. All staff and students are responsible for maintaining good housekeeping. The standard of housekeeping will be checked during termly health and safety walks.
- 3.5.2 The Business and Finance Manager will monitor the efficiency of the waste collection service.
- 3.5.3 Separate provision must be made for the collection and disposal of laboratory materials (chemicals, broken glass etc.), clinical waste and normal refuse. Any hazardous waste will be disposed of in appropriate hazardous waste bins.

### **3.6 Visits**

- 3.6.1 Trips must be organised in accordance with School Policy.
- 3.6.2 Where school trips and visits are made to locations away from easy telephone communication, the leader will take the school mobile telephone on the trip/ or nominate their own mobile number as the contact number during the trip.

### **3.7 Minibuses**

- 3.7.1 Users of minibuses must be aware of and observe the following requirements:
- 3.7.2 The driver must have a current license, be aged 25 years or over and hold a full licence in Group 'D1' or PCV where required.
- 3.7.3 Drivers of the minibus are required to complete a record form and supply a photocopy of their driving licence.
- 3.7.4 When the minibus is being loaned out the Section 19 permit must be displayed in the vehicle.
- 3.7.5 Internal damage to the minibus is not covered by insurance and the responsibility for the repair lies with the individual or organisation using the minibus. The school will decide upon the repairer to be used.
- 3.7.6 Only one person per seat is to be carried. Seat belts to be worn by all passengers and driver at all times.
- 3.7.7 The responsibility for payment of fines incurred is that of the driver at the time the relevant offence was committed.
- 3.7.8 A log sheet must be taken on each journey, complete by recording starting and closing mileage readings, detailing any defects and signing before returning, along with vehicle keys and permit, to the transport coordinator.

### **3.8 Visitors to Bishop Rawstone Church of England Academy's Site**

- 3.8.1 All visitors to the school will sign in at the reception of the school. Visitors will be collected from reception by the member of staff concerned or escorted to the area of the school they are visiting.
- 3.8.2 No contractor may undertake work on the school site without permission from the Business and Finance Manager or Site Supervisor other than in an emergency, e.g. fire, flooding or to make safe following theft/vandalism.
- 3.8.3 If a contractor is undertaking any work to the fabric of the building they must read and sign the asbestos register located at reception before starting work.
- 3.8.4 Contractors are responsible for the Health and Safety of their employees and for their safe working practices, which must not constitute a hazard to staff, students and visitors to the school. Contractors are required to provide appropriate risk assessments, method statements and copies of their current public liability insurance.
- 3.8.5 Hirers of the school premises must use plant, equipment and substances correctly and use the appropriate safety equipment. They will be made aware of their obligations in relation to Health and Safety when making the booking.
- 3.8.6 Whilst on site all visitors and contractors must wear a school visitor's badge. Cleaning contractor's employees must wear an identifiable uniform or identity badge at all times. Temporary teaching staff on cover duties will be required to indicate their

presence in school by reporting to reception and providing photo id to confirm their identity.

3.8.7 If a member of staff meets someone on site whom they do not recognise and/or is not wearing a visitors badge they should, if they do not feel threatened, enquire if they need assistance and direct them either to the school reception or off the site as appropriate.

3.8.8 If an intruder is uncooperative in going to the school reception or leaving the site, or a member of staff feels threatened, or is threatened with violence or a violent attack takes place, immediate help from the Police should be sought by telephone. A runner to the school reception for a '999' call is often quicker than using the internal telephone system.

### **3.9 Security**

3.9.1 All staff should be conscious of all aspects of the security of people and property. In particular the emergency exit doors on the outer perimeter of the buildings should only be used in the event of emergencies and kept clear and secure at all times.

3.9.2 Maintaining security is aimed at reducing the opportunity for unauthorised persons to enter the buildings through non-designated access points. It is also necessary to be alert to the possible presence of unauthorised persons on site who may constitute a threat to staff, students and bona-fide visitors and contractors.

### **3.10 Critical Incidents**

As part of its commitment for the well-being of staff, students and visitors, the school has set out a procedure which is to be adopted in the event of a critical incident occurring either on the school premises or on an activity away from the school site. This is located in the main admin office in a blue box clearly marked 'School Emergency Plan' and all members of the SLT have copies.

### **3.11 Healthy Eating**

It is the policy of Bishop Rawstone Church of England Academy to encourage students to adopt eating habits that are conducive to a healthy lifestyle. To this end the school works with the catering contractor in providing menu options that support these aims.

### **3.12 Lockdown**

**The school has a Lockdown Policy which can be found in the Staff Drive V/: Policies. A lockdown drill should be undertaken at least once a year.**

## **4. MONITORING**

4.1 The Governing Body shall appoint a governor to act as Health and Safety Governor.

4.2 The Senior Leadership Team representatives will monitor accident/incident reports and make an annual report to the Governing Body.

4.3 The Senior Leadership Team representatives will examine Governing Body meeting minutes and follow up procedures.

- 4.4 The Business and Finance Manager will organise an annual health and safety audit. The report will be submitted to the Audit Committee.
- 4.5 The Governing Body will review this policy statement annually.

## **GUIDANCE NOTES**

### **Responsibility for Health and Safety in Schools**

#### **Health and Safety at Work Law**

Health and safety responsibilities derive from the Health and Safety at Work. Act 1974 and associated regulations. Health and safety legislation is enforced by the Health and Safety Executive (HSE).

#### **Employer**

The Health and Safety at Work. Act 1974 places overall responsibility for health and safety with the employer i.e. the trustees of the school.

#### **Employees**

Employees have responsibilities too. The Health and Safety at Work. Act 1974 and the Management of Health and Safety at Work Regulations 1999 apply to them as well.

Employees must:

- Take reasonable care of their own and others health and safety.
- Co-operate with their employers.
- Carry out activities in accordance with training and instructions.
- Inform the employer of any serious risks.

#### **Enforcement**

The HSE enforces health and safety law relating to the activities of LEAs and schools. Because the employer is responsible for health and safety in the workplace and on work activities the HSE will normally take action against the employer. However, in some circumstances, for example where an employee failed to take notice of the employer's policy or directions in respect of health and safety, the HSE may take action against the employee as well or instead.

#### **Responsibility of all Schools**

The employer must have a health and safety policy and arrangements to implement it. The Health and Safety at Work Act 1974 and other statutory regulations apply. Employers must assess the risks of all activities, introduce measures to manage those risks, and tell their employees about the measures. The Management of Health and Safety at Work Regulations 1999 apply. In practice, employers may delegate specific health and safety tasks to individuals but the employer retains the ultimate responsibility no matter who carries out the tasks.

#### **Health and safety of students**

The health and safety of students is the responsibility of the teacher in charge at the time, whether on the school premises or not.

If for any reason the condition or location of the equipment, the physical state of the room, or the splitting of a class for practical work, a teacher considers he/she cannot accept this responsibility, he/she should discuss the matter with the Headteacher before allowing any activity to take place.

The class teacher should:

- Exercise effective supervision of the students and seek information on emergency procedures (as outlined in staff handbook) and carry them out as necessary.
- Seek information on the special safety measures to be adopted in his/her own teaching areas and ensure they are applied.
- Give clear oral and written instructions and warnings as necessary.
- Follow safe working procedures personally.
- Request the Headteacher to provide protective clothing, guards, special safe working procedures, etc. as necessary.
- Make recommendations to Headteacher on safe working procedures, safety equipment and additions or improvements to plant, tools, equipment, etc. which are dangerous or potentially so.

The above also apply to Associate Teachers, who must be made aware of their responsibilities.

Students should:

- Be instructed to avoid Health and Safety risks to himself/herself, fellow students and others who may be affected by the activities involved.
- Observe standards of dress consistent with safety and/or hygiene.
- Observe all the safety rules of the school and in particular the instructions of staff given in an emergency.

<b>A</b>	Accidents	The accident procedures as outlined in the staff handbook should be adhered to. In addition reporting of major injuries and dangerous occurrences must be made to the Headteacher who will inform the relevant agencies.
<b>B</b>	Student Entry	Students as a rule should not be admitted to a classroom, laboratory or workshop without a member of staff.
<b>C</b>	Asbestos	Employees must report immediately, to the Headteacher, any material suspected of incorporating asbestos that is in damaged, loose or fibrous condition.
<b>D</b>	Fire Equipment	Extinguishers, etc. should only be used to tackle minor fires. FIRE FIGHTING EQUIPMENT IS TO BE USED TO ASSIST WITH THE EVACUATION OF AN AREA.
<b>E</b>	COSHH Register	This is kept in the <b>science department</b> ; access to it is available to all staff.
<b>F</b>	Electricity	No alterations or extensions of fixed electrical installations must be made without prior consultation with Business and Finance Manager. Isolation points must be clear and unambiguous.
		Flexible lead cable connectors known as 'Chocolate Block' connectors are not to be used on distribution systems or on supply leads of equipment.
		The use of extension cables with multi-socket outlets connected to other extension cables with multi-socket outlets is prohibited. The use of extension cables with multi-socket outlets for portable equipment is acceptable. All portable electrical equipment is PAT tested annually. Any questions should be directed to the school Health & Safety Officer.
<b>G</b>	Guillotine/Rotary Trimmers	Guillotines <b>must</b> only be used with a guard and any rotating machines must have appropriate interlocks
<b>H</b>	Second Hand Goods	Second hand goods should be only be purchased if their condition has been assessed by someone with the appropriate expertise. The Headteacher should ensure that if there is any doubt as to the condition or method of operating, etc., specialist advice should be sought.
<b>I</b>	Fire Doors	Should be kept shut. FIRE EXITS MUST <b>NEVER</b> BE LOCKED SO THAT THEY CANNOT BE INSTANTLY OPENED FROM WITHIN.
<b>J</b>	Rubbish with Combustible Waste	Should not be allowed to accumulate particularly in boiler rooms, laboratories, workshops, etc.
<b>K</b>	Supplementary Heating	Where necessary, this should be by electric heaters only and these should preferably be of a convector type. Radiant electric heaters must be fitted with appropriate guards.
<b>L</b>	Gas	Any person smelling gas should report the fact to the main office, Headteacher or Health & Safety Officer so that appropriate action can be taken. Isolation points must clear and unambiguous.
<b>M</b>	Animals in school	No animals except guide dogs should be brought into school.

<b>N</b>	Store Rooms and Cupboards	Stores items, files and stationery should be stored neatly and in their proper place. Items must be segregated so that chemicals, oils, tools and instruments are not mixed and are particularly kept apart from stationery and rags. Chemicals and oils must be stored in flammable storage cabinets.
<b>O</b>	Flammable Chemicals	These should be kept in their proper containers, clearly labelled with content and appropriate hazard warnings. These chemicals should be returned to their allocated storage position after use. Any spillage must be cleared immediately and with care, using spill kits where appropriate. Smoking is not permitted on site.
<b>P</b>	Kettles and Urns	Particular care and attention with regard to: <ul style="list-style-type: none"> <li>• Operation of switches with <b>dry</b> hands.</li> <li>• Check insulation of cables.</li> <li>• Satisfactory water level before switching on.</li> <li>• Positioned safely on work-tops, off the floor, with the cable clear of accidental collision or pull.</li> </ul>
<b>Q</b>	Lighting	Faults should be reported to the Site Supervisor, Headteacher or Health and Safety Officer. Light fittings are not to be tampered with, nor any object attached to or suspended from them.
<b>R</b>	Educational Visits and Activities	The school follows the LCC educational visits policy. All educational visits must be organised through the Educational Visits Co-ordinator.
<b>S</b>	Mini-Bus Use	See staff handbook.
<b>T</b>	Lockdown Policy	The Lockdown Policy is located in the Staff Drive V/: Policies and a lock down drill should be undertaken at least once a year.

The above comments/guidelines are not intended to be exhaustive. Staff within the school should check with their Faculty Leader or Designated SLG member responsible for Health & Safety if they are uncertain of any matter with regard to Health and Safety.