



## **Health and Safety**

Policy Leader: David Martin  
Reviewed Date: Summer 2020  
Review Date: Summer 2021

Ghyll Royd School, Pre-School and Nursery is committed to safeguarding and promoting the welfare of young children and expects all staff and volunteers to share this commitment

### **Policy Statement**

Ghyll Royd School and Pre-School (the school) believes that the health and safety of children is of paramount importance. We continually aim to make our setting a safe and healthy place for children, parents, staff and volunteers. We will make children, parents and staff aware of health and safety issues through regular communications and minimise the hazards and risks that may occur to enable the children to thrive in a healthy and safe environment.

Our member of staff who manages the day to day operations of health and safety is the Headteacher and the Governor who holds over responsibility for health and safety is the Chair of the Governing Board. The Headteacher and Chair are competent to carry out these responsibilities and have undertaken health and safety training and regularly update their knowledge and understanding to meet the requirements of the school.

### **General Procedures in School**

- The school's induction training for staff and volunteers includes a clear explanation of health and safety issues to ensure that all staff can adhere to our policy and procedures and understand their shared responsibility for health and safety in the setting. The induction training covers matters of employee well-being and health and safety, including RIDDOR, COSHH,

manual lifting, working at heights and also Fire and First Aid procedures. Health and safety refresher training for staff takes place either during INSET days or via online training courses.

- As necessary, health and safety training is included in the annual training plans of staff, and health and safety is discussed regularly at staff and governors meetings.
- Records are kept of the staff induction and training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part in the induction or training.
- Health and safety issues are explained to the parents of new children through the parent handbook.
- The school operates a no smoking policy throughout the school buildings and grounds.
- Children are made aware of health and safety issues through assemblies, PHSE lessons, discussions, planned activities and routines.

### **Insurance Cover**

- The school has public liability insurance and employers' liability insurance.

### **Windows**

- Low level windows are made from materials that prevent accidental breakage or are made safe.
- Windows above the ground floor are secured so that children cannot climb through them. All windows above ground floor level open in the top half of the window.

### **Floors**

- All floor surfaces are checked daily to ensure they are clean, not uneven, wet or damaged. Areas which are potentially a trip or slip hazard will be considered and appropriate signage or apparatus which be used if applicable.

### **Electrical and Gas equipment**

- All electrical and gas equipment conform to safety requirements and are checked regularly.
- Our boiler, mains gas and electrical cabinets are not accessible to the children.
- Electric sockets, wires and leads are appropriately guarded and there are sufficient sockets to prevent overloading.
- The temperature of hot water is controlled to prevent scalds where appropriate.
- Lighting and ventilation is adequate in all areas including storage areas.
- Contractors will provide safety checks for the electrics, gas installation, and maintenance where required.
- Only qualified electricians are allowed to check, fit and change any electrical wiring and/or appliances.
- All mains electrical boxes containing rib's or fuses must remain covered and locked at all times.
- Once all electrical equipment has been installed it will be PAT tested by a qualified PAT tester annually.

### **Water**

- Only qualified plumbers are allowed to check, fit and change any appliances or installations.
- Appropriate signage must be used where hot water is used.
- It is assumed that all water is drinkable however any non drinking water must be clearly identified with the appropriate signage.

### **Storage**

- All resources and materials from which children select are stored safely.
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

### **Hygiene**

- The school seeks information from the Environmental Health Department and the Health Authority to ensure that we keep up-to-date with the latest recommendations.
- Daily routines encourage the children to learn about personal hygiene.
- The toilet areas have a high standard of hygiene including hand washing and drying facilities.
- The school has daily cleaning routines that include classrooms, toilets, common areas and nappy changing areas. Some of these routines may be carried out by cleaning staff, others by teaching staff.
- The pre-school has a schedule for cleaning: resources, equipment, dressing-up clothes and furnishings.
- The pre-school implements good hygiene practices by: cleaning tables between activities; cleaning toilets regularly; wearing protective clothing - such as aprons and disposable gloves - as appropriate; providing sets of clean clothes; providing tissues and wipes; and ensuring individual use of towels.

### **Activities and resources**

- Before purchasing any equipment and resources all items are checked to ensure that they are safe for the ages and stages of the children currently attending the school and pre-school.
- All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded.
- All materials, including paint and glue, are non-toxic.
- Sand is clean and suitable for children's play.
- Any faulty equipment is removed from use until it can be repaired or replaced.
- Larger resources or pieces of equipment are discarded only with the consent of the Headteacher.

### **Children's Safety**

- The layout of classroom equipment and activities allows staff and children to move safely and freely between activities.
- Physical play is constantly supervised.

- Children are taught to handle and store tools safely.
- Children who are sleeping in pre-school are checked regularly.
- Children learn about health, safety and personal hygiene through the routines and activities the school and pre-school provide.

#### Outdoor area

- The outdoor areas are securely fenced.
- The outdoor areas are checked for safety and cleared of rubbish before use.
- Staff and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
- Pre-School children are taught about being safe around water and are closely supervised when playing in and around the water features.
- Our outdoor sand pits are covered when not in use and are cleaned regularly.
- All outdoor activities are supervised at all times.

#### Sun safety

- Staff ensure children are not exposed to high levels of sunlight for prolonged periods.
- Children learn about sun safety in an age appropriate manner.
- Parents are asked to provide a named sun protection product (minimum factor 30) and sun hat for their child and apply sun cream before arriving in the morning.
- If children do not have sun cream, staff will apply a suitable high factor brand, unless previously notified of an allergic reaction.

#### **Staff Safety**

- All health and safety signs are clear and in appropriate languages throughout the school and grounds.
- The sickness of staff and their involvement in accidents are recorded and kept in the school office.
- The school keeps a record of all substances and where they are stored that may be hazardous to health such as cleaning chemicals.

- Chemical safety data sheets outline what the risks are and what to do if the chemical comes into contact with eyes or skin or is ingested.
- The school keeps all cleaning chemicals in their original containers.
- The school checks all step ladders regularly and staff complete a daily check before use.
- The school operates a two-step policy when working at heights.
- Manual handling is set at 10kg at waist height and 3-5Kgs below or above waist height.
- Any member of staff expected to work with the following equipment must have appropriate qualifications and experience before commencing work: Hand tools/ electric hand tools (e.g. hammer, spade, shovel, pick axe, screw driver, drill, circular saw, etc.) Landscaping equipment (e.g. mowers and strimmers) Utilities (e.g. Gas (LPG), Water and Electric) Cleaning chemicals (e.g. bleach, caustic soda, solvents) All necessary safety equipment must be supplied to the member of staff where necessary, e.g. goggles, gloves, ear protection and facemasks.
- Storage spaces must be safe, organised and tidy. Staff must be trained to return equipment properly.
- Only authorised persons may perform repairs to defective equipment.
- Hazardous substances will be stored according to COSHH regulations.
- Common areas should be suitably landscaped and any hazards should be removed, such as exposed tree roots, holes, and rocks. If it is not possible to remove the hazard, the school will ensure the hazard is clearly marked.

### **Kitchens and Food Areas**

- Kitchens and food stores should be located away from any sources of contamination, including sites liable to flooding, contamination from chemicals, dust, and pest infestation.
- All food areas should be constructed of easy to clean non-porous materials.
- Walls and ceilings should be made from materials that are easy to clean and also be non-flaking.

- Any shelves or racking should be set on level ground and checked that they are structurally sound.
- All food areas should be designed to have a good workflow, with defined areas for preparation of raw and cooked foods, washing up, food storage, cleaning materials, staff rest areas and waste disposal.
- There should be separate sinks in place for hand washing, washing up and food preparation and suitable signs should be in place to define usage. Hand wash sinks should also have liquid anti-bacterial soap and disposable paper hand towels.
- The kitchen should ensure that they have sufficient catering equipment for storage, food preparation, cooking, serving, washing-up, cleaning and waste disposal. Any shortages of equipment must be notified to the Headteacher.
- All equipment should be thoroughly cleaned and checked for damage prior to use. All ovens should be cleaned and serviced by a registered contractor annually. Ideally ovens should be on castors or wheels so that they are easy to move for cleaning. Ovens and equipment that cannot be moved should have a height of 250mm between the floor and base to allow cleaning. Ovens should be situated in well ventilated spaces and be free from fire risks.
- The kitchen should ensure that they have sufficient fridge and freezer space for the volume of catering and storage of foods for the school. Where possible fridges should be positioned away from sources of high temperature, direct sunlight, be well ventilated and allow access for cleaning. Separate fridges and freezers should be designated to store different foods; high-risk food should be stored in a fan-operated fridge. All fridges and freezers will require thermometers to allow monitoring of temperatures.

### **Kitchen Safety Equipment**

All kitchens should have:

- A suitable first aid kit.
- A clock.
- Adequate fire fighting equipment.
- Colour coded equipment, such as knives and chopping boards.
- There should be at least 2 food temperature probes for raw and ready to eat food, with antiseptic wipes available.
- Kitchens and food preparation areas need to have adequate safety signs.

### **Chemicals and Waste**

It is the school's responsibility to check if substances are hazardous to health from product labels. Before purchasing a product containing a hazardous substance the school will consider any alternative less harmful products.

#### Control of Substances Hazardous to Health - COSHH

Products that are hazardous to health will have an orange warning symbol on it – corrosive, toxic, harmful, irritant, oxidizing, explosive or highly flammable. Products under the above categories are subject to the Control of Substances Hazardous to Health Regulations 1999 and needs to be stored accordingly. See the HSE website <http://www.hse.gov.uk/coshh/index.htm> for full details.

#### Safety Data Sheets

Suppliers of cleaning chemicals and products will supply safety data information sheets that outline the product make up, harmful effects and concentrations to be used. The school should keep a record of safety data sheets for all controlled substances used on site.

#### Risk Assessment

Under the COSHH regulations it is essential that a risk assessment be made of substances that fall under it. The school will consider the quantities used, harmful effects, how it is stored, handled, used and transported, who may be affected and for how long.

#### Storage of Hazardous Substances

The school ensures that all hazardous substances are stored securely and away from food storage and preparation areas. Chemicals should be stored in original containers with labelled contents and must be kept in well-ventilated areas.

Staff Training Once hazardous substances have been identified it will be the school's responsibility to train and inform staff of the dangers and safety advice for working with the substances. Staff should always follow manufacturer's advice. Staff should take responsibility to wear protective clothing when handling hazardous substances.

#### Waste Disposal



Each class should have a minimum of 1 rubbish bin placed in the classroom. The kitchen must have at least one dedicated food waste bin. These bins must be emptied after every meal or prior to overflowing. All bins must have a lid and have a bin liner. The waste holding area must be: Well away from the kitchen, emptied by the local council regularly, kept clean and tidy to prevent food pests.

### **Security on Site**

- Access to the school should be monitored during school hours.
- Where public do have access to the school grounds there should be suitable signs and/or barriers identifying 'private grounds'.
- Security deterrents should be utilised, CCTV camera systems (warning signs with live and/or dummy cameras and security lighting).
- All staff have a responsibility for site security. Staff should appropriately approach any strangers on site and escort them either to the office or straight off site.
- All visitors to the site must report to the office and complete the visitor's book.

### **Driving Company Vehicles**

Only staff who can complete all the requirements outlined below may drive a company vehicles. All paperwork relating to company vehicles is kept in the office.

This will contain the following:

- A copy of the Vehicle registration document.
- A copy of the MOT certificate.
- A copy of the current company insurance certificate.
- A company damage report form.
- An accident information guide.

The school will ensure that the drivers have the correct licence for the vehicle they intend to drive. The school will also ensure that:

- A full UK licence has been held for at least 12 months.

- If the driver does not hold a D1 endorsement he or she is only permitted to drive a registered 8-seater vehicle. If the driver has a D1 (hire and reward) endorsement they are allowed to drive a vehicle over 8 seats, but less than 17 seats.
- Drivers who passed their driving test on or after the 1 January 1997 can drive a vehicle (up to 8 passenger seats) with a trailer in either of the following situations;

The driver must ensure that:

- All the correct equipment is present in the vehicle before and after use.
- Any driving offence that occurs is the responsibility of the driver at the time.
- The driver is responsible for the safe boarding and disembarking of the passengers.
- In case of an accident, the driver should not admit any liability. Collect details of other vehicles involved and persons present. Report the incident to the Headteacher as soon as possible. If any damaged is caused to the vehicle a vehicle damage/breakdown report must be completed (Seen in Appendix 1). This form should be returned the office as soon as possible.
- No smoking is allowed in any of the company vehicles.
- All vehicles must be kept in a clean and tidy condition both inside and out.
- Ensure all seat belts are worn, and that passengers do not lean out of windows or stand up while the vehicle is in motion.
- Ensure only the correct numbers of persons are in the vehicle.
- The vehicle is stopped in a safe place if the behaviour/ actions of the passengers may be a risk to themselves or fellow passengers.
- They have a 45-minute break every 4.5 hours of continuous driving, with an overall driving limit of 9 hours per day per driver.

### **Vehicle Movement on site**

The school ensures that, where needed, signage is in place to designate speed limits and parking facilities. Parking arrangements are specified to staff and there are

parking bays which may be designated for use by contractors and visitors who are able bodied and disabled. Staff bringing vehicles on site may park in the hall carpark.

### Deliveries

Wherever possible, deliveries are organised to take place at times when pupils are not on site, such as before the start of the school day. Deliveries should be arranged in advance wherever possible. Where it is essential that a delivery takes place during the normal working day, drivers will be required to seek permission via the school office to drive onto the school premises. They are only to go directly to the kitchen for catering deliveries. Their arrival and departure will be supervised by a member of administration or catering staff, as appropriate.

### Parents and Visitors bringing vehicles on site

Parents' and visitors' vehicles may park only in specifically agreed areas to the front of the building.

### School Tractor Mower

It is inevitable that the tractor mower will need to move around the site during school hours. When moving across the site at times when pupils are in school, great care is to be taken and speed limit observed.

## **Fire Safety**

### Requirements for equipment

The fire alarm around the school should be audible throughout all the buildings and near grounds. Other instruments should be placed in areas recommended by the fire officer, for example: An audible fire alarm system, water extinguishers, powder extinguisher, Co2 extinguishers, fire blanket, a fire procedure notice in every room. Firefighting equipment checks are carried out monthly and recorded. The checks involve a visual check of all fire doors extinguishers and the condition of fire blankets, emergency lighting and call points. Further information can be found in the school's Fire Policy.

### Action to be taken in the event of a fire

Each classroom and area has its own evacuation procedures located in an easy to view area. All staff should be aware of where these are located. After a fire evacuation has taken place:

- A full roll call card of all the persons in the building is done by means of the staff register and visitor book.
- All guests should be accompanied, if possible, at all times so they may be taken to safety in the event of the alarm sounding;
- Trained Fire Marshall will complete a check of their allocated area and the Headteacher will inform the staff when it is safe to return to the building.
- Fire drills will be laid out in accordance with the school Fire Safety Policy.

### **Sickness, Injury and Care**

All employees must report any cases of pupil illness, diarrhoea, nausea, high temperature or skin rash to the school secretary who will then ring a parent and/or inform the Headteacher. If any staff have suspected or have an infectious illness they must not be allowed to work and should be quarantined from other employees, clients and food areas until passed fit to work by a doctor.

If a member of staff or pupil becomes ill or is injured during work or during school times, the parent (for pupils) or next of kin (for staff) will be asked to collect or, if necessary, an ambulance will be called. The details of which need to be recorded on an accident form and a RIDDOR form and submitted to the <http://www.hse.gov.uk/riddor/report.htm>

All accidents and illnesses that occur during work time and require medical treatment at a hospital, require a RIDDOR form to be filled in. When cleaning up or administering care the following points should be followed:

- Wear disposable gloves.
- Cover any open wound or grazes.
- Use disinfectant and hot water for cleaning up body fluids.
- All materials and substances must be placed in a sealed plastic bag and then disposed of in the main rubbish collection area.

- On a half term basis all first aid kits must be checked and re-equipped where necessary. Unless they are used, under these circumstances the box should be returned to the office for checking

## **Risk Assessment**

The Management of Health & Safety at Work Regulations 1999 covers the outline requirements for the management of health & safety. The school will assess the risks to the health and safety of all staff, pupils and of anyone else that may be affected by the work activity. The clear identification of all foreseeable risks will enable the necessary preventative and protective measures to be implemented.

The school will ensure that all those staff members who carry out risk assessments will be competent to do so where appropriate. When a decision on the suitable risk controls is made the risk assessment will be recorded and copies made available to all staff that require them. Where it is identified as being necessary, additional training or information will be provided for any staff member.

It is the school's policy that all employees, regardless of their experience and qualifications, are assessed before being authorised to carry out a specific job, i.e. drive, use maintenance equipment, serve food etc. This is to ensure that all employees are aware of the schools operating procedures, risk assessment and safety standards. The member of staff who will assess the employee will be the person who is, by merit of their job title, responsible for that particular area. It is the Headteacher's responsibility to oversee all of the staff assessments.

**Step 1** - All employees must be trained in all the areas that the individual employee is required to work in.

**Step 2** - All employees need to provide the following in order to complete their assessment:

- The minimum qualification requirement (where applicable).
- A performance demonstration of technical skills.
- Supporting knowledge of the task demonstrated.

**Step 3** - If an employee fails to complete any part of their assessment they may be given further training and be reassessed at any time.

**Step 4** - The results of this process will determine whether the employee is able to work in the relevant area. The outcome must be recorded in their "personnel record". All employees must sign as a declaration that they are aware of the responsibilities associated with carrying out the required duties. All completed written paperwork must be kept in the employee's personnel file.

If an employee fails to pass any of the above they will not be allowed to perform that specific job.

### **Control of Substances Hazardous to Health (COSHH)**

Regulations that cover the control and the safe use of all materials, chemicals and substances, are covered by The Control of Substances Hazardous to Health Regulations (COSHH). The Headteacher will ensure the following arrangements are followed:

- An inventory of all hazardous substances on site is kept and updated regularly.
- Wherever possible non-hazardous substances are used and if this is not possible the least harmful substance is used.
- A COSHH risk assessment will be completed for all hazardous substances used and shared with relevant staff.
- Wherever possible exposure to hazardous substances is prevented, where exposure cannot be prevented, a risk assessment will be carried out and control measures implemented.
- Where identified as part of the risk assessment, appropriate Personal Protective Equipment (PPE) will be provided to staff.
- Any need for exposure monitoring or health surveillance will be carried out.
- Sufficient information, instruction and training is given to staff to ensure full understanding of the hazards to health posed by substances in the workplace, and the importance of control measures provided.
- Training records are maintained for those who receive training.

- Information will also be given to others who may be affected, such as contractors, temporary staff and visitors.
- Only substances purchased through the school can be used on site.
- Substances are stored correctly and those that are no longer used disposed of properly.
- COSHH risk assessments are monitored regularly and reviewed annually.

## **Moving and Handling**

The school will ensure that the legislation surrounding the moving and handling of both persons and inanimate objects are fully complied with. The Headteacher will ensure the following arrangements are followed:

- Moving and handling is avoided whenever possible.
- If it cannot be avoided, moving and handling is properly planned, is risk assessed as appropriate, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable and safe.
- Those undertaking specific moving and handling tasks have received appropriate training or instruction and training records are maintained. A guidance for staff on the appropriate loads an individual can be seen in Appendix 2. Manual handling is set at 10kg at waist height and 3-5Kgs below or above waist height.
- Any equipment provided to assist with moving and handling tasks is maintained and serviced in accordance with statutory requirements.
- Any defective equipment is taken out of use until it is repaired or is replaced.
- An individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking moving and handling tasks; these may result in some moving and handling task being restricted.

- Any accidents resulting from manual handling operations will be investigated to identify root causes and implement additional controls as required

## **Working at Height**

The school uses a variety of access equipment for working at height tasks, ranging from kick stools for short low risk access such as the putting up of a poster, step ladders and ladders for short duration works and mobile cherrypicker for more complex tasks.

The school will ensure that the legislation surrounding working at height, as detailed in the Working at Height Regulations are fully complied with, in particular:

- Work at height is avoided whenever possible. The school operates a two step policy when working at heights.
- If working at height cannot be avoided, the task is properly planned, suitably risk assessed, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe. Those undertaking work at height have received appropriate instruction or training and training records are maintained.
- All access equipment (ladders and step ladders) is identified, suitable for the task and inspected regularly using the checklist seen in Appendix 3, at least annually.
- Equipment not displaying the correct inspection label for the year or labelled defective is not used.

## **Water Management (Control of Legionnaire's disease)**

The school will ensure that the legislation surrounding water management as detailed in the COSHH Regulations and Approved Code of Practice L8 are fully complied with, in particular:



The Headteacher will ensure that competent persons are engaged to manage the water system and control the spread of legionella bacteria. These persons will be the school caretaker and specialist external contractors.

The school will ensure a suitable and sufficient assessment is carried out to identify and assess the risk of exposure to legionella bacteria from work activities and the water systems on the premises and any necessary precautionary measures.

The assessment will include identification and evaluation of potential sources of risk and the particular means by which exposure to legionella is to be prevented; or if prevention is not reasonably practicable, the particular means by which the risk from exposure to legionella bacteria is controlled.

The risk assessment will be reviewed at least every 3 years and/or when the situation changes or if for any other reason it is believed that the original assessment may no longer be valid.

Where the risk assessment shows that there is a reasonably foreseeable risk and this cannot be totally eliminated, there will be a written scheme for controlling the risk from exposure. This scheme will specify measures to be taken to ensure that it remains effective.

### **Hot Work permit**

This procedure is necessary to ensure that fires or injury are prevented during and after any 'Hot Work', which includes welding and cutting, brazing, use of blow lamps, soldering equipment, bitumen boilers and any other equipment which produces heat, sparks or naked flames.

A permit-to-work system for hot work ensures that hot work does not start the person responsible for health and safety has granted formal permission. The permit (Appendix 4) is valid for a limited period covering the estimated time-span of the hot work to be undertaken.

The permit ensures that:

- The area is made as safe as possible before the work begins.

- Precautions are taken while the work is being undertaken.
- The area is thoroughly checked afterwards on completion of the work.

The person responsible for health and safety will ensure that the contractor carrying out the hot works has completed an On Site Risk Assessment prior to commencement of the hot works, for ensuring that contractors' Method Statements are produced and for ensuring that all parties involved are aware of their roles and responsibilities with regard to the process. The period between the risk assessment and the hot works should be kept to a minimum. If circumstances on site change, or the period between the two is prolonged, a new risk assessment should be produced.

## **Stress Management**

The school acknowledges that there are many factors both work related and personal that may contribute to staff ill health including stress.

The school will follow the principles of the HSE guidance '*Managing the causes of work-related stress*' (HSG 218). The following arrangements are in place to locally manage staff health issues:

- Employees are advised that it is their responsibility to inform their line manager, the Headteacher or another member of the senior leadership team, of any ill health issues
- An appropriate senior member of staff will meet and discuss the ill health issues with the employee and consider what actions could be taken to support the staff member and where appropriate assist in reducing stress levels
- The member of staff will be offered a referral to an occupational health professional for advice and support, e.g. counselling, etc.
- The member of staff will be advised that support can also be provided through their trade union

- A series of regular review meetings will be scheduled to monitor ill health and stress levels where they have been identified
- If it is identified that there is a high occurrence of staff ill health or stress within the school, the Headteacher will actively seek support to undertake a holistic assessment to identify what the possible root cause may be and implement a plan to improve the situation.

## Appendix 1

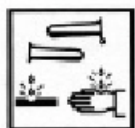
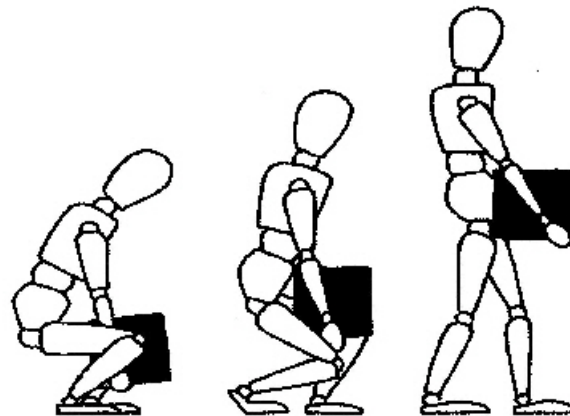
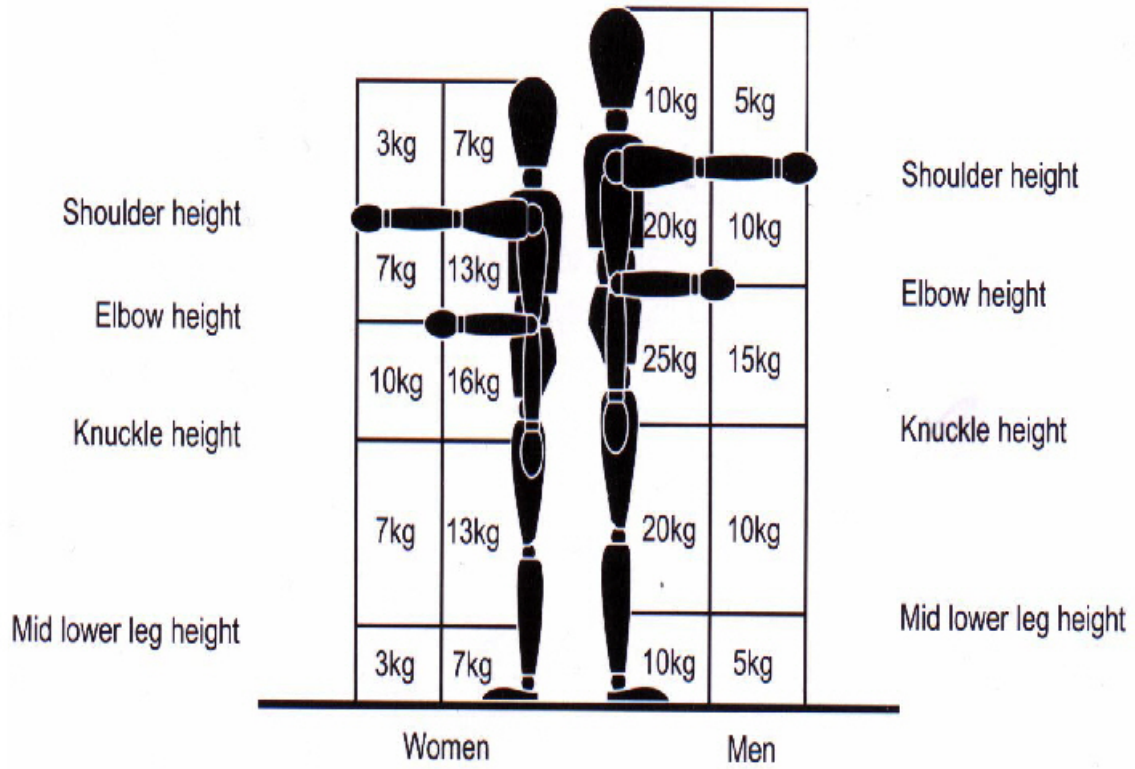
### Vehicle damage report sheet

This form will be completed for any type of damage/breakdown caused to the vehicle either inside or out regardless of the severity of the damage.

The person completing this form should be either the driver of the vehicle at the time of the incident, or a member of staff nominated to do so by the headteacher.

|  |            |                                 |                      |
|--|------------|---------------------------------|----------------------|
| School:  | Ghyll Royd | Date:                           |                      |
| Vehicle registration   |            |                                 |                      |
| Type of damage   | Mechanical | Yes / No                        | Bodywork<br>Yes / No |
| Details of damage:   |            |                                 |                      |
|  |            |                                 |                      |
| What was vehicle being used for at the time the damage occurred? |            |                                 |                      |
|  |            |                                 |                      |
| Name of driver   |            | Was any other vehicle involved? | Yes / No             |
| Has an insurance form been filled in?                            |            | Yes / No                        |                      |
| Provide a brief description of how damage was caused.            |            |                                 |                      |
|  |            |                                 |                      |
| Were there any witnesses? (Give names)                           |            |                                 |                      |
|  |            |                                 |                      |
| Have any repairs been carried out?                               |            | Yes / No                        |                      |
| If yes, by whom?   |            |                                 |                      |
|  |            |                                 |                      |
| Are these repairs temporary?                                     |            | Yes / No                        |                      |
| What is the cost of any repairs to date?                         |            |                                 |                      |
|  |            |                                 |                      |
| Are any more repairs required?                                   |            | Yes / No                        |                      |
| If yes, what's the estimated cost of these repairs?              |            |                                 |                      |
|  |            |                                 |                      |
| head teachers signature  |            | Date                            |                      |

## Appendix 2



CORROSIVE



(VERY)  
TOXIC



HARMFUL  
IRRITANT



OXIDISING



EXPLOSIVE



HIGHLY OR  
EXTREMELY  
FLAMMABLE

### Appendix 3 Termly Stepladder Inspection

| Identification Number | Type of Ladder/Stepladder | Inspection Date | Satisfactory Yes / No | Action Taken | Signature |
|-----------------------|---------------------------|-----------------|-----------------------|--------------|-----------|
|                       |                           |                 |                       |              |           |

**Equipment which fails must be taken out of use immediately and prominently labelled until repaired or disposed of.**

#### Termly Ladder/Stepladder Checks

##### CHECK

- Any evidence of significant wear, distortion, cracks, splits or corrosion?
- Are there any loose, bent or missing rungs?
- Stays on stepladders secure? ( if ropes used check they're of correct length, consider replacement with aluminium steps)
- Are there any splinters, cracks or sharp edges on stiles and treads?
- Handrails in good condition and securely fixed?
- Non-slip feet fitted to stiles and in good condition?
- Secured to stop ANY unauthorised use.
- Where applicable check ratchet works correctly and ratchet strap for any cuts/tears (Any cut or tear more then 3mm in webbing take out of use immediately and dispose of)
- Any associated ladder equipment e.g. footing devices at the same time as checking ladders.

##### NOTE:

- Staff using ladders should carry out a visual check for signs of damage and that the ladder is safe before use.
- Named member of staff responsible for inspecting ladders should carry out a recorded inspection of all ladders on site termly.
- Ensure that all ladders are secured at all times to prevent unauthorised use.
- Training will depend on the type of intended use and the results of any working at heights risk assessment.

## Appendix 4

## Hot Work Permit – Prevent Fires

Prior to approving any hot work the 'Supervising Person' or his/her appointee shall inspect the work area and confirm that precautions as listed below have been taken to prevent fire.

Check each item carefully

### Precautions

- Sprinklers and other Fire Fighting Systems and Equipment in service where possible
- Hot Work Equipment is in good condition
- Gas containers/flammable liquid containers to be changed/filled in the open
- Automatic Fire Detection (AFD) within the area must be isolated first

### Within 15 Metres of Work

- Floors swept clean of combustibles and wetted down or covered with non-combustible material where necessary
- Combustible materials, hazardous or flammable liquids have been removed or are protected with non-combustible curtains or sheets
- Non-combustible covers suspended beneath work to collect sparks

### Work on Walls or Ceilings

- Any combustible material has been protected against sparks or heat
- Combustibles moved away from other side of walls and away from metal through which heat can be transferred

### Work on Enclosed Equipment

- (Tanks, containers, ducts, dust collectors etc.) Equipment cleaned of all combustibles and dust
- Containers purged of flammable liquids and vapours

### Fire Watch

- To be provided during and 30 minutes after operation
- Supplied with extinguishers and/or hose reel
- Trained in use of fire fighting equipment and in sounding the fire alarm

### Final Check Up

- To be made 60 minutes after completion of any operation

Signed.....

Date: ..... From: .....am/pm To:.....am/pm

## Precautions

The following **MUST** be checked prior to the start of any hot work. Tick the boxes as the checks are completed or cross out items not appropriate to the work.

- |  |  |
|--|--|
| <p style="text-align: center;"><b>Hot work area</b></p> <p><input type="checkbox"/> Loose combustible material cleared away to within 15m. Non-moveable combustibles covered/damped down</p> <p><input type="checkbox"/> AFD detectors isolated</p> <p><input type="checkbox"/> Portable fire extinguishers at hand (contractor supplied)</p> <p><input type="checkbox"/> Gas cylinders secured in a vertical position on a trolley</p> <p><input type="checkbox"/> Gas cylinders fitted with regulator, flashback arrestor and hoses secure &amp; in good order</p> | <p style="text-align: center;"><b>Work on walls ceilings or partitions</b></p> <p><input type="checkbox"/> Other side of wall checked &amp; combustibles moved / damped down</p> <p style="text-align: center;"><b>Welding, cutting or grinding work</b></p> <p><input type="checkbox"/> Work area screened to contain sparks</p> <p style="text-align: center;"><b>Bitumen boilers, lead heaters, etc</b></p> <p><input type="checkbox"/> Gas cylinders at least 3m from burners</p> <p><input type="checkbox"/> Heat insulating base provided if on roof</p> |
|--|--|

### Part 1 (to be completed by person issuing permit before work starts)

Address .....

Exact Location .....

Description of work .....

.....

Location examined and necessary precautions taken, including isolation of AFD detectors:

Date ..... Time .....

Print name ..... Signature.....

Permit issued to .....

### Part 2 (to be completed by person to whom the permit is issued)

Print name .....

..... Signature.....

Work Started .....(Enter time)      Finished & Cleared up.....(Enter time).

### Part 3 (to be completed by person who has completed the Hot Works and has completed the fire watch for 1 hour following completion of work)

All areas checked and safe at .....(Enter time)

AFD detectors re-instated .....(Enter time)

Print name ..... Signature .....

Date ...../...../.....      Company .....