



**Health & Safety  
Policy Statement for  
George Tomlinson  
Primary School**

Based on the model policy issued by the local authority

Agreed by governors: 22<sup>nd</sup> September 2016

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**Revised and reviewed by the Headteacher and Governing Body of George Tomlinson School September 2016**

## **STATEMENT OF GENERAL POLICY**

### **George Tomlinson Primary School**

#### **1. INTRODUCTION**

- 1.1 The London Borough of Waltham Forest (LBWF) has a duty under the Health and Safety at Work Act 1974 to provide safe and healthy working conditions for employees and to ensure that their work does not adversely affect the health and safety of other people (e.g. pupils/visitors).
- 1.2 This statement should be read in conjunction with LBWF Central Safety Policy Statement, other Health and Safety policy documents and other Local Codes Practice (LCOPs).
- 1.3 The objectives of this Policy are to ensure the following, as far as is reasonably practicable:
  - a) Equipment and systems of work are safe and without risks to health;
  - b) Safe arrangements for the use, handling, storage and transport of articles and substances;
  - c) Sufficient information, instruction, training and supervision to enable all employees to avoid hazards, reduce risks and contribute positively to their own and to others safety and health;
  - d) A safe and healthy place of work, including safe access to and safe egress from it.
  - e) A healthy working environment in line with current legislation identifying, eliminating and controlling risks.
  - f) Adequate welfare facilities.
- 1.4 This policy has been formulated with reference to the need for employer/employee consultation on health and safety matters and the need to consult individuals before the allocation of particular health and safety functions.
- 1.5 Expert advice for determining the risks to health and safety within the establishment and the precautions required to deal with them is available from the Local Authority Health and Safety Management team.

## **2. THE ORGANISATION FOR IMPLEMENTING THIS POLICY INCLUDING ALLOCATION OF FUNCTIONS**

### **2.1 THE COUNCIL**

The ultimate responsibility for health and safety in each establishment rests with the employer (LBWF). In practice functions are delegated. Reference is made in LBWF Central Safety Policy Statement and LCOP 12 'Managing health and safety'.

### **2.2 THE GOVERNING BODY**

The Governing Body will work together with the Headteacher and the Council to establish and meet health and safety objectives. Specifically, the Governing Body will act to:

- ❖ Act in accordance with the policy and guidelines issued by the Council;
- ❖ Ensure that adequate policies and procedures are in place; and
- ❖ Monitor the implementation of policies and procedures.

The Governing Body will address health and safety matters via Governing Body and Committee meetings.

An annual report will be submitted to the Governing Body by the Headteacher regarding the school's Health and Safety performance.

### **2.3 THE HEADTEACHER**

Main functions are:

- a) Day-to-day management of all health and safety matters in the school/establishment in accordance with the health and safety policy, LCOPs etc;
- b) Ensuring termly inspections and risk assessments are carried out (refer to LCOPs 12, 15 and 21)
- c) Submitting inspection reports to Governors and the Local Authority;
- d) Ensuring appropriate action is taken to address issues and risks identified;
- e) Passing on information received on health and safety matters to appropriate people;
- f) Carrying out investigations where necessary;
- g) Chairing health and safety forums (e.g. staff or governing body meetings);

- h) Identifying staff training needs;
- i) Liaising with governors and/or the Council on policy issues and any problems in implementing the health and safety policy;
- j) Co-operating with and providing necessary facilities for trades union safety representatives to carry out their function.

## **2.4 SITE SERVICES OFFICER**

Main functions are:

- (a) Day-to-day management of health and safety in accordance with the health and safety policy and LCOPs, etc;
- (b) Drawing up and reviewing departmental / faculty procedures from the relevant LCOPs;
- (c) Carrying out termly inspections and making reports to the Headteacher;
- (d) Ensuring appropriate action is taken to address issues and risks identified;
- (e) Arranging for staff training and information;
- (f) Passing on health and safety information received to appropriate people;
- (g) Acting on reports from above or below in the hierarchy.

## **2.5 OTHER STAFF**

Main functions are:

- (a) Day-to-day management of health and safety in accordance with the health and safety policy;
- (b) Checking classrooms / work areas are safe;
- (c) Checking equipment is safe before use;
- (d) Ensuring safe procedures are followed;
- (e) Ensuring protective clothing / equipment is used, when needed;
- (f) Participating in inspections and the health and safety meetings, if appropriate;
- (g) Bringing potential problems to the relevant manager's attention.

## 2.6 LEGAL DUTIES OF ALL EMPLOYEES

The Health and Safety at Work Act 1974 states:-

“It shall be the duty of every employee while at work:

- (a) to take reasonable care for the Health and Safety of him/herself and of any other persons who may be affected by his/her acts or omissions of work, and
- (b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him/her so far it is necessary to enable that duty or requirement to be performed or complied with”

The Act also states:-

“No person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions”

**In order that the laws be observed and responsibilities to pupils and other visitors to the school are carried out all employees are expected:-**

- (a) to know the safety measures and arrangements to be adopted in their own working areas and to ensure they are applied;
- (b) to observe standards of dress consistent with safety and/or hygiene;
- (c) to exercise good standards of housekeeping and cleanliness;
- (d) to know and apply the emergency procedures in respect of fire and first aid;
- (e) to use and not willfully misuse, neglect or interfere with things provided for his/her own safety and/or the safety of others;
- (f) to co-operate with other employees in promoting improved safety measures in their school/establishment;
- (g) To co-operate with the union safety representative and the enforcement officer of the Health and Safety Executive.

## 2.7 SPECIAL OBLIGATIONS OF CLASS TEACHERS

The safety of pupils in classrooms, laboratories and workshops etc is the responsibility of class teachers who have traditionally carried responsibility for the safety of pupils when they are in their charge.

If for any reason, (e.g. the condition or location of 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 Head of Department or Headteacher before allowing practical work to take place.

Class teachers are expected:

- (a) To exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, bomb scare and first aid, and to carry them out;
- (b) To know the safety measures to be adopted in their own special teaching areas and to ensure that they are applied;
- (c) To give clear instructions and warning as often as necessary;
- (d) To follow safe working procedures personally;
- (e) To call for protective clothing, guards, safe working procedures, etc. when necessary;
- (f) To make recommendations to their manager on safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.

## **2.8 THE UNION SAFETY REPRESENTATIVE**

(Refer to LCOP 27 Safety Representatives and Safety Committees)

Union safety representatives have various rights given to them. For example, they have the right to time off with pay for training, and to the facilities necessary for them to carry out their role; they can also carry out workplace inspections and investigate accidents on behalf of their trades union. These inspections and investigations are quite separate from those carried out on behalf of employers; (i.e. Union Safety Reps do not inspect on behalf of the Headteacher/site manager). Safety representatives must be consulted by employers on any measures that may substantially affect the health and safety of employees, and on a range of other issues.

## **2.9 PUPILS**

Are expected:

- (a) to exercise personal responsibility for the safety of self and classmates;
- (b) to observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous);
- (c) to observe all the safety rules of the school and in particular the instructions of teaching staff given in an emergency;

- (d) to use and not willfully misuse, neglect or interfere with things provided for his/her safety.

## 2.10 VISITORS / SECURITY

(Refer to LCOP 9 Improving Security in Schools)

Regular visitors and other users of the premises (e.g. contractors and delivery persons from specific companies) should be required to observe the safety rules of the school. In particular parents helping out in school must be made aware of the health and safety arrangements applicable to them through the teacher to whom they are assigned.

**All visitors must report to the reception office where a 'signing in' system is in operation.**

## 2.11 STAFF HOLDING POSITIONS OF RESPONSIBILITY

### THE MANAGEMENT CHAIN

- Level (1) Headteacher, Site Services Officer
- Level (2) Senior Leadership Team members
- Level (3) Teachers and Assistants, School Business Manager  
Lunch Time and Kitchen Staff
- Level (4) All other staff permanent and temporary

### DELEGATION OF FUNCTIONS

- Level (1) - Day to day responsibility for all health and safety matters,  
- Liaise with Governors and the Council
- Level (2) - Implement departmental/section procedures  
- Arrange for staff to be trained/informed  
- Check procedures are followed.
- Level (3) - Check work area/equipment is safe  
- Check procedures are followed  
- Report defects  
- Carry out special tasks (e.g. first aid).
- Level (4) - Ensuring that the Health and Safety Policy is implemented at all times

### 3. ARRANGEMENTS FOR HEALTH AND SAFETY

The school health and safety manual LCOPs' form part of the school arrangements. These are disseminated to relevant staff and implemented. References to relevant LCOPs are made in this section. See appendix 2.

#### 3.1 SUPERVISION OF PUPILS

Each group of staff has a handbook which details Health and Safety responsibilities.

At no time are pupils to be unsupervised and the guidelines for offsite visits must be maintained at all times.

Correct Screening procedures of adults must always be in force.

#### 3.2 PROVISION OF FIRST AID

(Refer to LCOP 35 "First Aid in Educational Establishments" for guidance)

The school has a number of designated First Aiders whose details are displayed at prominent points around the school site.

First aid boxes are provided in:

The Welfare Room  
The Nursery  
The Reception Class  
The Kitchen

Classrooms are provided with basics such as plasters and tissues.

A first aid box is taken on all outings including the school field.

The person(s) responsible for checking and maintaining the contents of first aid boxes is: Munira Sayed.

#### 3.3 ACCIDENT/INCIDENT/DISEASE REPORTING AND INVESTIGATING

(Refer to LCOP 1 Accident Reporting)

If anyone should become ill or suffer injury as a result of an accident the procedures below must be followed.

- (a) First Aid should be rendered, **but only as far as knowledge and skill admit**. If circumstances necessitate, the trained first aider should be summoned immediately to tend to the patient. The patient should be given all possible reassurances, and if absolutely necessary, removed from danger.

(b) If the patient needs to be taken to hospital then an ambulance should always be called. If an ambulance is required the emergency “999” service should be used. For cases of a less severe nature then it may be appropriate to transport a member of staff/pupil to a casualty department without using the ambulance service but it should be noted that this should always be on a voluntary basis. (If a member of staff uses his/her own car for these purposes he/she must ensure that he/she has obtained specific cover from his/her insurance company). Whenever possible no casualty should be allowed to travel to hospital unaccompanied if there is any doubt about their fitness to do so.

(c) Accident Forms

*Accidents must be reported in accordance with the LCOP 1 Accident Reporting and Investigation. Some accidents require reporting immediately (i.e. by telephoning the Local Authority Safety Management Unit). Staff need to be aware of the accident reporting system.*

**Form PS 8074 – L.B.W.F. Incident/Accident/Disease Report Form**

Every case of injury, accident or incidents, including cases of physical or verbal violence must be fully and accurately reported and, where possible, detailed statements should be obtained from witnesses. Accident forms are obtained from the office. Completed forms should be passed immediately to

..... Mrs. B. Allen .....  
who should investigate the accident and report to the Headteacher/Site Manager. An accident form must be completed where necessary, FORM AIR 2008 which are held in the main office.

**3.4 FIRE AND EMERGENCY PROCEDURES**

(Refer to: LCOP 33 Emergency Procedures and LCOP 34 Fire Precautions)

It is the duty of all members of staff to carry out the fire and emergency procedures as follows:

**(i) Escape Routes**

The Site Services Officer is responsible for ensuring that all escape routes are kept clear and reporting any building defects

**(ii) Fire Fighting Equipment**

All fire fighting equipment is serviced annually by:

UK FIRE INTERNATIONAL LTD


The Site Services Officer is responsible for ensuring that the annual service takes place, and that an inventory of all equipment and a plan showing its location is held in the establishments Health and Safety Manual.

**(iii) Fire Alarms**

Fire alarms are tested weekly by the caretaker and recorded in the fire alarm log book. Fire alarms maintenance is the responsibility of the school and the system should be inspected / tested four times a year (by the Alarm Contractor). Faults are reported to the Electrical Section on Ext. 6161.

**(iv) Fire Drills**

Termly fire drills will be arranged by the Headteacher and Site Services Officer.

The purpose is to remove everyone from the building as quickly as possible, assemble them in a safe place and check attendance. The following staff have special responsibilities:

School Business Manager or office staff	Call Emergency Services
Mrs B. Allen	Check all buildings
Senior Leadership Team	Take charge of assembly areas

**(v) Evacuation Procedures for Serious and Imminent Danger and Danger**

It is the duty of all members of staff to carry out the procedures necessary to stop work and move to a place of safety when faced with a situation presenting serious and imminent danger.

**3.5 HEALTH AND SAFETY GUIDANCE AND ADVICE**

Staff will receive copies of relevant health and safety documentation issued by the Council by means of

- dissemination at staff meetings
- a Health and Safety File located in the staffroom

All staff must ensure that guidance is adhered to.

A central copy of the Health and Safety Manual is available for all staff in the staffroom.

A copy of any local authority health and safety newsletters will be displayed in the staffroom.

### 3.6 TRAINING

It is the responsibility of senior staff to identify the training needs within their area of responsibility and advise the Headteacher. All staff are encouraged to request release to attend health and safety training courses.

### 3.7 MAINTENANCE AND REPAIRS

(Refer to LCOP 3 Building works in education establishments and LCOP 3A Employing competent contractors)

- (i) The School Condition Survey itemises works requirements, together with cost estimates. With Fair Funding all items over £20k are the responsibility of the Council, and those below £20k, the School. All defects must be reported as appropriate, for repairs to be carried out. All maintenance items reported to the Building Consultancy for their action should be recorded in the Maintenance Book, Ref. PS 6170.
- (ii) During the school expansion programme the local authority is responsible for the health and safety of all contractors and work carried out. The Headteacher and Site Services Officer monitor this on a day-to-day basis and report any risks and issues to the contractor and the local authority.
- (iii) Lightning protection should be arranged every 12 months either via the Property Department or another Contractor. The test and inspection certificate is held by the Electrical Section/Contractor (with a copy for the School).
- (iv) Gas equipment is serviced annually by a CORGI Registered Engineer.

### 3.8 ELECTRICAL EQUIPMENT

(Ref to LCOP 7 Electricity at work).

- (i) All portable appliances will be tested annually. A copy of the inventory of the electrical equipment tested including test results will be held in the main office. All staff must visually check all electrical appliances prior to their use and report any defects to the Headteacher. All defective equipment must be taken out of use immediately. **Privately owned appliances must not be used.**
- (ii) With Fair Funding, the School should inspect fixed wiring every 5 years. This can be arranged and monitored by the Property Department's Electrical Section or the School's own Contractor. Certificates of inspection are held by the Electrical Section/Contractor (with a copy to the school).

### **3.9 MACHINERY AND PLANT**

(Refer to LCOP 32 Work equipment)

- (i) All machinery and plant must be checked for health and safety prior to being brought on site.
- (ii) Senior staff must ensure that there is a system of inspection to identify and risk assess any dangerous machinery.
- (iii) With Fair Funding, pressurised plant is the responsibility of the school and is inspected and should be tested by Property Department's Mechanical Section or the School's own Contractor. The Mechanical Section / Contractor holds records of inspection.
- (iv) Lifting machines are the responsibility of the school and are inspected and tested every 6 months by the Council's Electrical Section, who hold the certificate of inspection. In addition the Electrical Section arranges for these machines to be serviced 4 times a year.
- (v) The boiler is the responsibility of the school and is maintained by the Council's Mechanical Section. Boilers are serviced annually.

### **3.10 CONTRACTORS ON SITE**

(Refer to LCOP 3A Competent Contractors and LCOP 9 Improving Security in Schools)

The Site Support Officer will be responsible for Contractors entering or working within the School and for monitoring the work.

If contractors' activities create a risk to health and safety to staff, pupils visitors etc the head of establishment should issue any instructions necessary to reduce the risk. The Project Officer should then be notified. Assistance may be sought from Local Authority Safety Management / Building Consultancy.

### **3.11 ASBESTOS**

A copy of the current asbestos survey is kept in the Reception Area.

The School may arrange for an update via the Building Consultancy.

Staff are made aware of the presence of asbestos material to ensure that it is not interfered with in any manner, and for monitoring purposes.

The asbestos survey report is to be made available to contractors who should only begin work when it is established that asbestos material is not present.

Guidelines for action to be taken on discovery of damaged or disturbed asbestos containing materials are to be found in LCOP “Building works in education establishments”.

### **3.12 RISK ASSESSMENT**

(Refer to LCOP 15 Risk assessments).

- (i) Risk assessment is a legal requirement. It is the process of identifying hazards and assessing the risks of harm and loss threatened by the hazard. The assessment considers consequences and implements control measures to reduce the level of risk of harm.
- (ii) The Headteacher will ensure that a risk assessment of the premises, methods of work and all school – sponsored activities is conducted on a regular basis. The assessment will identify defects and deficiencies, together with the necessary remedial action or risk control measures.
- (iii) Regular reminders on risk assessment and topics that may require risk assessing feature in issues of health and safety news.

#### **(iv) Reporting Of Hazards**

Any person noticing a hazard (something with a potential to cause harm or loss) should immediately take steps to protect other persons from the hazard. It should then be reported to the Headteacher / Site Services Officer.

#### **(v) Control Of Substances Hazardous To Health (COSHH)**

All substances/equipment used within the establishment must comply with the LCOP 18, COSHH. Risk Assessments for new substances must be provided. It is the responsibility of the school to inspect and test fume cupboards once every fourteen months. A copy of the report will be held by the school.

### **3.13 EDUCATIONAL VISITS**

The School’s Educational Visits Coordinator (EVC) is Verity Carter. A full risk assessment is undertaken for every educational visit and off-site educational activity.

### **3.14 PE EQUIPMENT AND PLAY EQUIPMENT**

PE equipment and play equipment shall be inspected annually. Regular visual inspections will be undertaken by the Headteacher, Premises Committee Governors, the Site Support Officer and local authority advisers. Staff supervising children using the equipment must report any defective equipment to the

Headteacher / Site Services Officer, and this equipment must then be reviewed and if necessary taken out of use immediately.

### **3.15 CLEANING ARRANGEMENTS**

(Refer to LCOP 14 slips/trips/falls; LCOP 7 Electricity at work; LCOP 32 work equipment; LCOP 17 Working alone, and LCOP 18 hazardous substances)

The school is cleaned by our own appointed cleaners. Agency staff may be used to cover absences. Safe working procedures for cleaning staff are devised and monitored by the Site Services Officer. Problems related to cleaning are dealt with by the Site Services Officer and reported to the Headteacher where necessary.

### **3.16 SITE SECURITY**

(Refer to LCOP 6 Dealing with violence and LCOP 9 Implementing security in schools)

All visitors must report to the main office/reception where they will be asked to fill in the visitor's book. They will be provided with a lapel badge to wear as identification whilst on the premises.

Any member of staff who notices an unidentified person on the site should seek to identify that person and/or inform the Site Services Officer or a member of the senior management team immediately.

### **3.17 PROTECTIVE CLOTHING AND EQUIPMENT**

(Refer to LCOP 13 "Personal Protective Clothing/Equipment")

Where protective clothing and equipment is provided, both staff and pupils must use it at all relevant times. Damaged or insufficient protective clothing or equipment must be reported immediately to a senior member of staff.

### **3.18 EXTERNAL LETTINGS.**

External lettings are dealt with by the Site Services Officer in conjunction with the Borough. Where necessary, health and safety information will be passed on to the letting groups e.g. contact personnel, safety rules, emergency procedures, hazard reporting etc.

### **3.19 WORK EXPERIENCE.**

Work experience students are the responsibility of their classteacher/mentor.

### **3.20 CONCLUSION**

It is everybody's responsibility to make these arrangements work. Any member of staff noticing a failure to comply with the policy should immediately report the circumstances to their line manager. If no action is seen to be taken, guidance should be sought from the Local Authority Health and Safety Management team.

If an improvement or prohibition notice is served by an enforcing officer the Headteacher should immediately advise the Deputy Director, Education Services, and comply with the requirements of the notice.

This policy will be monitored by the Council to assess its effectiveness and to determine whether satisfactory standards of safety performance are being achieved. Monitoring can be achieved by accident/incident reporting, safety inspections, audits etc. Health and safety audits are undertaken by Health and Safety Management.

Suggestions by any member of staff to improve standards of health and safety are welcomed by the Headteacher and Governing Body.

## Appendix 1: Health and Safety at Work Annual Report Format

This report has been devised by the Headteacher in conjunction with the senior management team and Union Safety Representative. Its purpose is to inform the Governing Body as to what has been happening in Health and Safety for the period

..... SEPTEMBER ..... to ..... JULY ..... **ANNUALLY** .....

(Health and Safety manual reference numbers are in brackets)

- The school health and safety policy is signed and implemented

*Comments:*

The Health and Safety Manual is implemented and monitored

*Comments:*

- Termly health and safety inspections are undertaken

*Comments:*

- Risk Assessments (including fire) are undertaken and reviewed

*Comments:*

- A security audit has been undertaken by a crime prevention officer

*Comments:*

- The school reports and investigates accidents, incidents etc

*Comments:*

- Training needs analysis for health and safety has been undertaken

*Comments:*

- First aid arrangements for the school are adequate

*Comments:*

- The termly fire drills were undertaken

*Comments:*

- A school condition survey has been undertaken and a programme of building works agreed with the Council

*Comments:*

- An asbestos survey has been undertaken and staff / contractors are made aware of the presence and condition of any remaining

*Comments:*

- The school has appointed an Educational Visits Coordinator (EVC) and has procedures in place to risk assess all offsite activities

*Comments:*

- The following inspections / examinations took place

	DATE	CONTRACTOR
Electrical Portable Appliance Testing		
Fixed Electrical Testing		
Lightning Conductor Testing		
Fire Fighting Equipment		
Fire Alarm Equipment		
Security Alarm System		
Gas Equipment		
Boilers / Pressure Vessels		
Lifts		
Lifting Equipment (hoists)		
Fume Cupboards / Exhaust Ventilation		
PE Equipment		

*Comments:*

- The school provides external lettings

*Comments:*

- The Health and Safety Law poster is display and infilled

*Comments:*

- Any other relevant issues

*Comments:*

Headteacher signature .....  
(date)

Chair of Governors signature .....  
(date)

A copy of the report should be sent to the Local Authority

## Appendix 2: Implementing the Health and Safety Manual

The Health and Safety Manual Local Codes of Practice (LCOPs) form the basis of the schools safety management system. It sets the standards that schools are expected to adhere to. As a Headteacher, you need to discuss with your Senior Management Team and Safety Representative which of the LCOPs are relevant to your school. These need to be implemented and monitored to ensure effectiveness.

Documents	Lead Member of Staff	Date checklist completed	Date checklist monitored
1. Accident reporting and investigation	B. Allen Headteacher		
2. Animals in Primary and Nursery Schools	Caretaker		
3. Building works at educational establishments	Headteacher		
4. Central Safety Policy Statement			
5. Conservation Areas			
6. Dealing with violence in the Education Sector	Caretaker		
7. Electricity at Work	Headteacher		
8. Implementing the Workplace Regulations and Education			
9. Improving Security in Schools	Head/caretaker		
10. Ladders and Steps	Caretaker		
11. Manual Handling Operations (including moving people safely)	Headteacher		
12. Managing Health and Safety Inspections in Schools and other Educational establishments	Headteacher		
13. Personal protective equipment principles, duties and responsibilities			
14. Prevention of slips, trips and falls	Caretaker		
15. Risk Assessment	Head/caretaker		
16. Safety checklist for equipment / machinery used in Design and Technology	DT Co-ord.		
17. Staff working alone	Headteacher		
18. The control of substances hazardous to health regulations 1999	Caretaker		
19. The storage and use of highly flammable liquids in educational	Caretaker		

Documents	Lead Member of Staff	Date checklist completed	Date checklist monitored
establishments			
20. Tobacco and smoking – summary and guidelines	Headteacher		
21. Management of Inspections ‘Model Checklist and Guidance’	Headteacher		
22. Policy Statement of the Education Department	Headteacher		
23. School Policy Statement (generic document)	Headteacher		
24. Training Guidance for the Education Department			
25. Guidance notes for boilers and boiler houses	Caretaker		
26. Managing occupational stress	Headteacher		
27. Guidance on the safety representatives and safety committees regs. 1998	Headteacher		
28. Guidance on the temporary use of gas heaters	Headteacher		
29. Display screen equipment (including VDUs)	Headteacher		
30. Lifting equipment			
31. Woodwork machinery	Headteacher		
32. Work Equipment (PUWER)	Caretaker		
33. Emergency procedures	Headteacher		
34. Fire precautions	Head/caretaker		
35. First aid in educational establishments	B. Allen		
36. Emergency planning procedures	Headteacher		