

Health and Safety Policy

Date reviewed by the Governing Body: 30 March 2017

Signature of Chairperson:	
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HEALTH AND SAFETY POLICY

Our policy is to provide and maintain, within reason, working conditions, equipment and systems safe and healthy work for all pupils and staff (teaching and non-teaching). Also, provide information, training where possible or necessary, and oversight to this purpose.

According to the Health and Safety at Work etc Act 1974 we as the Governing Body accept responsibility for the health and safety of others who may be affected by our activities.

This document includes the allocation of functions for security issues and the arrangements we make to implement this policy.

The policy will be updated as personnel changes and as the need for new care areas are highlighted.

In addition to any upgrade, a complete security audit is undertaken each year. Any defects or dangerous situations must be reported to the Head immediately.

Allocation of Roles

Level 1	Approve policy issues which relate to health and safety	
Governors		
Level 2	Take responsibility on a daily basis for all health and	
Head	safety issues of school	
Deputy	Liaise with the Governors / LEA policy issues	
Assistant Bursar	Chair the school's health and safety committee and ensure that the policy is being implemented	
	 Ensure that the problems involved with the implementation of the health and safety policy are submitted to the LEA 	
Level 3	Produce department procedures and review them	
Heads of	annually	
Department / Mrs	Arrange for staff to receive information/training	
Eleri McRae	• Ensure that procedures are followed within the sections	
	 Act on reports of Level 4 within a fixed time scale and present the problems to Level 2 	
Level 4	• Ensure that the classroom / work area is safe before use	
Every member of	Ensure that the equipment used is safe before use	
staff	Ensure that protective equipment is used	
	Report defects to Level 3	
	Implement special tasks (e.g. first aid, health and safety committee membership)	

Responsibility of the Head

- To be aware of the Authority's policy on Education and Health and Safety in the school to make arrangements to comply with it and meet all Health and Safety legal requirements.
 To prepare a written statement of the arrangements to be approved by the governing body and then bring the finished statement to the attention of all staff.
- ii. To be aware of the responsibility of Health and Safety in the daily life of the school / organization.
- iii. Nominate a Safety Officer for the school and identify his / her responsibilities and ensure that the person is trained to carry out the responsibilities.
- iv. Keep in touch with the governors through the appropriate sub-committee and the Education Authority on Health and Safety issues.
- v. Organize and usually chair the school's Health and Safety committee and make records available to every member of staff at all times.
- vi. Inform the Education Authority of those occasions where his / her executive authority does not allow removal of hazard or reduce it to an acceptable level of risk, but to take the necessary steps to avoid the risk until it is corrected.
- vii. Identify and forward all the instructions and Health and Safety advice received by the Education Authority and Health and the County Council's Safety Officer to the School Health and Safety Co-ordinator. Keep written records of such advice and any information relevant to the Health and Safety aspects of the organization's activities and ensure that the advice and information is available to every member of staff.
- viii. Maintain a list of safety representatives and other members of the committee and cooperate with them as far as possible as they accomplish their functions.
- ix. Ensure that the policy is implemented in an acceptable way and is, monitored and revised regularly throughout the school.
- x. To bring any accidents to attention.

The Responsibility of the school's Health and Safety Officer

- i. To be aware of the Authority's policy on education and school Health and Safety and to co-operate with the Head to organize systems that comply with these policies.
- ii. Ensure that all risk assessments are completed by the appointed person are acceptable ae done so on an annual basis or when a new risk is introduced.
- iii. Attend school Health and Safety Committee meetings and meetings of the Governors Health and Safety Sub-Committee.
- iv. Maintain a list of safety representatives and other members of the committee and, wherever possible, help to carry out their roles.
- v. Be available to members of staff to discuss and to resolve disputes over Health and Safety or if this is not possible, to bring those problems to the attention of the Head or senior manager.
- vi. Ensure that the system is established according to the school or establishment's policy for notifying, recording and investigating accidents and that all reasonable steps are taken to prevent the same thing from happening again.

- vii. Ensure that all visitors (including contractors' maintenance) are notified of any hazards on the site that they may not be aware of. Ensure that all Health and Safety issues are considered in terms of their impact on pupils and staff maintenance.
- viii. Ensure that new employees are made aware of the school policy on Health and Safety and that they receive a copy of the policy and are made aware of any specific hazards or security arrangements in their area of work.
- ix. Keep an eye on the provision and use of any protective clothing and equipment.
- x. Ensure, in conjunction with the Deputy, that proper arrangements are made for effective evacuation of the building in emergency and firefighting equipment available and be properly maintained.
- xi. Arranged at appropriate that the building will be inspected for fire hazards by a competent officer.

The Responsibilities of the Heads of Department are:

- i. Ensure that an arrangement for a full risk assessment has been made in their department and a written statement of the risks and regulations has been given to Health and Safety Officer (see information for Risk Assessment and risk details).
- ii. Receive details about any health and safety issues that arise from time to time from members of his / her department by following these further with the Health and Safety Officer.
- iii. Ensure that warning signs and special security arrangements are clearly displayed.
- iv. Regularly monitor to see if his / her department will comply with the Health and Safety policy.
- v. Provide appropriate protective clothing and equipment to ensure that they are used, maintained and replaced when necessary.

The Responsibility of Every Member of Staff is:

- i. Be aware of the Education Authority's policy and the school Health and Safety and take all reasonable steps to comply fully.
- ii. Inform the Head of Department or the Health and Safety Officer as soon as is practicable of any risks that arise and take immediate action to ensure that the site is safe to other employees and / or pupils and visitors.
- iii. Know and implement the arrangements for emergency e.g. evacuation procedures, location of first aid equipment and the agreed arrangements for dealing with an accident.

Risk Assessment

EEC rules require:-

- 1. Every employer to make suitable and sufficient assessment of:
 - a) the risks to Health and Safety that its employees face while in the workplace; and
 - b) the risks to the Health and Safety of persons not employed by it but which derive from its operations in order to know what measures it needs to take to comply

with the requirements and prohibitions placed on it by or under the relevant statutory provisions.

- 2. Any assessment as the one referred to in paragraph (1) is reviewed by the employer or self-employed person who made it if:
 - a) there is reason to suspect it is no longer valid; or
 - b) there has been a significant change in the issues they are relevant to; and where changes are necessary as a result of such assessment, the employer or self-employed person should make them.
- 3. The employer will record:
 - a) significant findings of the assessment; and
 - b) any group of its employees known to be at a special risk.

In schools and other institutions belonging to the Education Authority, the Education Authority delegated responsibility to the Governing Body, Head Teachers and Senior Managers and they may in turn be delegated to Heads of Departments. The requirement is that the risks are assessed by a qualified person. For example, a qualified teacher of Head of Department status is considered appropriate to assess the risks posed by hazards in his / her department to teach him / her and to suggest and implement regulations to reduce risks to an acceptable level.

i.e. the head of the Faculty of Science considers hazards in the laboratory and the preparation room, such as the storage and use of chemicals, suitable supervision by a qualified teacher, the use of suitable equipment etc., and may judge that certain activities / chemicals are unsuitable for pupils to use them. It may note the maximum number of pupils that's acceptable in each laboratory in order to be able to effectively supervise them etc. (the information and recommendations are included in the Science Department's policy document).

The PE teachers will make a similar assessment of the risks in physical education

This rule requires all employers and self-employed person to assess the risks to employees and others who may be affected by their commitment. Employers with five or more employees must also record the significant findings of their assessment.

Many employers are already making "de facto" risk assessments on a daily basis during the course of their work; they identify differences in the practice work, they notice defects as they arise and will do what is needed to correct them. This rule, however, asks employers to undertake an examination of their overall organizational work activity and ask them to record the significant findings of that risk assessment.

A risk assessment should normally include the identifying of hazards present in any undertaking (whether arising from work activities or from other factors, such as how things are set in the building) and then weigh the size of the risks in question, by considering the necessary steps that have already been taken. For the purpose of this document: -

- (a) a hazard is something with the potential to cause harm (this can include materials or machines, methods of work and other aspects of work organization);
- (b) a risk recognizes that a specific risk is likely to cause harm;
- (c) the extent of the risk includes the population may be affected by risk; i.e. the number of people who may be vulnerable to the risk and its consequences

Therefore a risk reflects the likelihood that harm will occur and its severity.

In some cases, the detailed method may not be necessary as all the hazards known and the risks are already obvious and therefore it is possible to tackle them directly.

Significant risks should be acknowledged. However, trivial risks can usually be ignored the same as risks arising from normal activities associated with daily living, unless the work activity include those risks or evidence of significant relevance to the work activity.

Where new areas of work or new work practices are undertaken, risk assessment should be reviewed and practices changed where necessary. In the majority of cases, assessments should guarantee this. Such reviews should form a statutory control exercise.

In practice:

- 1. Acknowledge the risk (i.e. those aspects of the work that has the potential to cause harm e.g. materials, equipment, processes or organizational activity).
- 2. Decide who is affected by the risk. Remember to consider everyone, but especially the young, the inexperienced, and those working on their own.
- 3. Determine how severe the risk is i.e. how likely it that harm will occur.
- 4. Look at existing control measures, which are in place to reduce the risk and decide whether these are appropriate. If they do not, you should suggest additional ones.
- 5. Record the risk, the population who may be affected, and the measures taken to control it. This can be a written record or one that is recorded electronically as far as it can be passed on to the appropriate persons and that it can be restored in order to be scrutinized.

Preventative and Protective Measures

The preventative and protective measures that must be taken following a risk assessment depends on the relevant legislation – the Health and Safety at Work Act and legislations relating to the threat or particular sectors of work – and the assessment risk. When deciding on the measures employers and self-employed should keep the following principles in mind:

- (a) it is always better if possible to avoid the risk altogether, e.g. by not using or storing hazardous material or a particular item if it is not essential to the work;
- (b) go to the root of the risk, rather than use measures to reduce it. So, if the stairs are slippery, treating or replacing them is place better than providing a warning sign;
- (c) take advantage of technological and technical progress, which often provide opportunities to improve working methods and to make them safer;

- (d) give priority to those measures which protect the work area completely and all who work there, and thus gain the greatest benefit; i.e. give priority to collective protective measures over individual measures;
- (e) workers need to understand what they must do whether they are employees or selfemployed authority;
- (f) pupils need to gain awareness of safety in all situations.

Governor, the Head, the senior management and the Health and Safety Officer are advised to access and read the new Health and Safety legislation, the quoted part above.

The Essential List for the Head of Department

Have you considered?

How easy is it access machinery / equipment?
Storage of chemicals / equipment
Storage of equipment that may be dangerous
Rules in terms of fume cupboards
Cleaning materials
Levels of cleanliness
Safety of electrical equipment

Dial and the sail and

Risks of burning

How easy is it to find a First Aid Kit?

Labeling of dangerous equipment

How suitable is the furniture to the environment and its purpose?

Waste disposal

Examine and correct equipment constantly including lifts, lifting equipment and pressure vessels

The use of the manufacturer's instructions and how easy it is to find them

Excess levels of noise

The use of special protective clothing and how easy it is to find them

Suitable ventilation of the environment

School Health and Safety Committee

It is important that all categories of staff are represented on this Committee. The committee will report to the Health and Safety Sub-Committee of Governors.

Constitution

- (a) Head / Senior Manager Chairman
- (b) Health and Safety Officer
- (c) Union Safety Representatives (if they wish they can choose to elect one union to represent all unions)
- (d) Representatives of non-teaching e.g. The Caretaker, Office Staff and the Kitchen Staff.

Matters to discuss

The committee will meet regularly, at least once a year to consider: -

- (a) Health and Safety issues raised by employees, the Education Authority, Safety Representatives, or the Head.
- (b) New legislation and information.
- (c) Work exercises or new surroundings.
- (d) Reports on events and Health and Safety checks.
- (e) Monitoring Health and Safety Training.
- (f) Results of risk assessments made by the Heads of Departments and any issues that arise. Where applicable suggestions will be given to the Head or senior manager on how to act.

Appointed members of the committee will examine different parts of the school regularly as part of the monitoring of policy and shall report their findings to the committee.

Records of every committee are kept by the Health and Safety Officer and will be available to all employees. An agenda and date of the next meeting is usually announced one week in advance. The Health and Safety Officer will notify employees of the committee dates and collect items for the agenda.

Monitoring, Audit and Training

- (a) The overall responsibilities of any Education Authority include an element of monitoring each school.
- (b) It is the responsibility of the Head or Senior Manager to ensure that everyone is aware of the Health and Safety policy and its implications.
- (c) The Health and Safety Review and Audits Calendar are arranged in accordance with the contents of the 'Safety Education Forum Wales' document.
- (d) It is arranged for the risk assessment exercise to be reviewed annually with the Heads of Department.

ZONES OUTSIDE, THE SCHOOL BUILDINGS AND LAND

1 ENTRANCES

Keep them clear so that they can be opened wide to facilitate people's movement. The same rule applies to facilitate the evacuation of buildings in an emergency.

2 ROUTES AND EXTERNAL HARD SURFACE PLAY AREAS

Any objects such as skips, bins, trolleys, sports posts etc. must be stored on the periphery of these areas.

3 MAINTAINING THE EXTERNAL ROUTES AND THE HARD SURFACE PLAY AREAS

Paving slabs and concrete areas should be in good condition. Steps must be intact and without any irregular wear. Grids must be clear. Pipes must be intact and attached securely to the

wall. The roof gutters must be safe as long as you can examine them by the eye. Fences and gates have to be in place and firmly secured.

4 LIGHTING THE OUTSIDE AREAS

The lights must be switched on each time a check is made, and examine the switch automatically.

5 STAIRS AND CORRIDORS

It must be ensured that the floor covering is intact and safe. Make sure that the lights are working in these areas.

6 NOTICE-BOARDS

Paper should not be installed on walls or open notice-boards in the corridors. Each corridor notice-boards must have doors that lock, and must comply with standards BS476, Part 7. When you need to reach above hand height to use theses boards, a ladder or suitable stepping equipment should be used. Using chairs and tables etc. is dangerous and you must try to avoid this.

7 DOORS

Doors that 'shake' should be corrected.

Glass that has cracked or that has broken must be changed.

Door handles have to be safe and work.

Doors should not rock back and forth when unobstructed.

When the door clearly forms a barrier against fire hazard, such as across a corridor, a strong glass with a wire through it must be installed instead of any glass panels or perspex.

8 CARPETS AND MATS

Where located, they must be secured in place. Tears or holes or should be repaired or exchange the item urgently.

9 HANDRAILINGS

It must be ensured that wherever these are located, that there are no splinters in them and that they are securely fixed.

10 WINDOWS

Cracked or broken glass should be changed. Levers to open windows must be working. Windows that are supposed to be opened and closed should be in a state to do so. Effective curtains should be installed on windows that are in direct sunlight.

11 VENTILATION

Room ventilation is highly dependent on gaining a correct window position. The problem of ventilating toilets is complicated. Standards have been set determining a minimum air change rate in an hour and advice must be obtained about this.

For the toilets and kitchens the only sensible way is to use fans with air vents suitable to dispose incoming air in order for the air to change in accordance with the regulations that are yet to be decided. Generally, when things are uncomfortable there is something wrong and something must be done about it.

12 HEATING

A record of engineers and manufacturers' inspections must be kept. Insurance audit reports should also be updated. Any faults in the central heating controls must be dealt with urgently. It must be possible to switch off or switch on the heat in any room in that specific room. It must be ensured that there is no litter around radiators and pipes.

13 LIGHTS

All lights should work. Any broken lampshades must be changed. Switches should not be cracked and every switch must work. The strength of lights must be reviewed.

14 POWER POINTS

Any cracked or broken sockets must be changed.

If there is no heat in the socket it must be treated urgently and not used until it is repaired. AMP scales must be marked on each socket.

15 ELECTRICAL PLUGS

If there are loose wires in the cable that leads to the plug the use of it must be prevented until it is repaired. The cable must be anchored by the strap inside the plug. If there is heat in a cable, plug or socket the apparatus must be switched off and unplugged without using it until an electrician has examined it.

Each room should have a list showing the AMP scale for each piece of equipment that is used in that room.

16 ROOM SINKS

They should not be cracked or chipped.

The overflow hole must be clear.

A vertical separator should be properly fitted in the drainage hole to prevent solids from going down the hole.

Different types of detergents should not be used together.

They will sometimes react with each other.

The detergents held in classrooms must be safe to use.

Caustic types are not allowed.

When chemical experiments are done, any liquid residues or washings must be removed separately by running water after disposing all of them.

Any kind of alcohol or petrol solvents should not be poured down the sink. They form an explosive vapour in the pipes and they can explode. Before starting to use these materials, advice on the disposal of hazardous waste like these must be sought.

17 TOILETS

They must have good ventilation.

The hot and cold taps must be clearly marked.

Every tap must have a good flow.

Hot taps must be connected to a supply that is temperature controlled and which distributes a safe supply.

The sinks should not be cracked or chipped and they must have installed safely.

The hot-air dryers must be installed safely and UNDER the view level of the potential user.

The screens must be in place. The towels and paper towel fixtures must be installed safely.

There should be no cracks or broken parts in the floors.

The pedestal units and seats must be in good condition, with no cracks in the porcelain. Water must flow correctly from the toilets and fill very fast.

All lights must work.

Windows that should open and close should be able to do so. No cracked or broken glass.

There must be an automatic flush for the boys' units, and they must be working. There should not be any rubbish around the drain.

18 EQUIPMENT

Glue guns and electrical heat should be used in order to weld plastic coatings and rods according to the manufacturer's instructions. These instructions should be kept in the room where the equipment will be used. Electrical circuits, electromagnets and motors should not be produced or worked but use dry low voltage batteries of no more than 9 (nine) volts. Even with these low voltages, using a thin wire will make parts of it very HOT if the item being driven is using a lot of power.

It is a good idea to display a poster showing the kinds of dry batteries that are approved from 1.5 volts to 9 (nine) volts, by putting a green tick next to each one and a picture of a wall socket with a red cross through it. Installing a fuse in plugs that supply the equipment is very important. Each item is rated for fuse protection purposes in AMPERES or AMPS e.g. if a tape player is listed for a 3 AMP scale, there is no point using a plug with a 13 AMP fuse, the tape recorder could be destroyed. Electricians should be asked to solve this problem and their recommendations should be implemented.

It may be helpful here to note how to deal with a fire in a piece of electrical equipment, such as a television or a video recorder. Switch off the machine. Pull the plug out. Take the children out of the room. The smoke you see is very toxic because the insulation and varnishes in unit are burning. Do NOT use water extinguishers on ANY electric fires. The right type is the CO₂

method that covers the unit in carbon dioxide gas will not harm you. It is obvious that you will call the Fire Service.

18 ELECTRICAL MACHINES

School equipment is electrically tested under the Health and Safety rules. You should not use electrical appliances in the school that have not been tested under this system. (e.g. personal machines – radio / TV / tape recorder etc.).

19 FIRST AID

A list of those who can administer first aid and a location of their rooms should be placed in the Staff Room.

First aid boxes must be in their place and the content should correspond with the list.

The medical room must be well-equipped, well-lit and well-ventilated, with the heating systems in full working order.

20 FIRE EXTINGUISHERS

They must be in their correct place.

The inspecting ticket must be inspected in place and has been updated.

There must be a label that identifies the TYPE and that the contents are correct. There should be a notice in large print on each one saying what kind of fire that should not be extinguished using each fire extinguisher e.g. on 'WATER' types the sign NOT FOR ELECTRICAL FIRES – HOT OIL or GREASE.

A list of the staff that knows how to use each type of fire extinguisher that are included in the organization should be included in the Policy statement file.

21 ROOMS

All lights must work, without any damaged lampshades.

All switch and wall socket must be in good condition.

Windows open and close as intended. No cracked or missing glass. The heating system works.

Doors are undamaged. Furniture doors intact and in good condition.

Secondary entrances are unobstructed.

Cabinets are sturdy without GLASS panels in them.

Desks, tables, chairs and benches are sturdy without splinters or plastic sides that are raised that could cause harm.

Rugs and mats are secured without torn areas or holes.

Heavy objects should not be stored on windowsills or on top of cupboards.

22 THE HALL

No splinters or dents in the floors – no free blocks.

The horse jumps, hurdles etc. are sturdy.

The mats are non-slip and are in good condition.

The platforms have been placed firmly on the ground.

Platform steps are set firmly and handrails are safe.

View aids are firm without anything protruding from the lap-joints, such as scaffold joints – they must be completely covered with foam and taped securely.

The benches and chairs are solid and without splinters.

Stage lights and audio circuits are wired safe and are not overloaded on outlet sockets as is often seen.

The exits including secondary exits are kept clear at all times.

Adhere to usual walking paths in assemblies and in theatrical performances.

23 THE KITCHEN AND THE DINING HALL

Kitchen floors that prevent slipping even when they are wet.

No tiles are raised, cracked or missing.

A first aid box is available.

An appropriate copy of the Factories Act is in its place.

Fire blanket and fire extinguishers for use on grease and oil fires are installed.

CO₂ fire extinguisher and gun for electrical fires have been installed.

The staff that have been trained to use the extinguishers correctly in all types of fires.

Machine protectors, where they are installed, are securely in place.

Windows without broken or missing glass.

Hallway facilities OUTSIDE the kitchen are available for clothes and personal belongings.

Adequate lights and are not damaged.

Power points and cables are not damaged and are clean.

24 STAFF FACILITIES

Staff rooms and staff offices facilities and a toilet are adequate for the numbers and gender.

Equipment for making tea, coffee etc.

Sink to wash dishes in place and in good condition.

The lights are sufficient.

Windows are not broken, without cracks or missing glass.

The ventilation is adequate.

Enough seats for each member of staff.

Enough space on tables for the ones who are likely to use the facility at the same time.

Curtains or other methods of providing shade from the sun are in place.

The heating system is adequate and can be switched on and off locally.

The floors are in good condition.

Where there are carpets, rugs and mats they must have installed safely.

No holes or tears.

25 THE BOILER ROOM

Consult with the Caretaker (we are not monitoring it). He will confirm that no combustible materials are stored in a hazardous area. Safety devices and temperature controls are fine. The certified equipment has been checked according to the required periods including insurance inspections. Cleaning materials of hazardous nature are stored in a safe place.

26 ART AND POTTERY

The room should comply with the general rules for good ROOM conditions as set out in the Audit List.

Also the following details: -

There must be enough space for every person to work without obtruding.

The normal rule is that any part of the work will NOT proceed if the teacher leaves the room.

The kiln is located in a suitable location.

The kiln device will cut out for safety.

Any spillages must be cleaned immediately to avoid creating dusty or slippery conditions.

The cleaning machines used in this room only should have an industrial filter, these have finer bags in order to catch the very small particles of clay dust.

All containers must be clearly labelled by putting caps or shutters back immediately.

Glazers and solvents must be stored away from heat sources.

Materials which are marked POISONOUS, CORROSIVE etc. must be returned to lockable cupboards at the end of the work period.

Teachers and pupils should wear eye shields, aprons and gloves.

The last lesson of the day should be timed carefully allowing time for washing the floors.

The room must be washed thoroughly every term.

Harmful materials and unfinished work should be stored neatly so no-one can fall over them.

27 CONTRACTORS / VISITORS

Before asking contractors to do work on the building, the Buildings Officer must:

- Contact the Building Maintenance Department to ask for a 'work permit' for the work.
- This will ensure that the school complies with Health and Safety requirements in terms of 'Asbestos'.
- Ensure that the contractor's representative completes and signs the 'Asbestos Book' which is kept in the Main Office.

Any visitor or service personnel who are entitled to be on the site is in our care to the extent that our actions affect them. Each contractor / visitor should go to the office to get a visitor's badge.

Some contractors and service personnel are aware of the risk posed to children considering their enthusiasm to play around tools and equipment, such as scaffolding, wheelbarrows, cement mixers, generators and so forth. However, there is a need to remind all contractors of such responsibilities before starting any contract.

Vehicle access for contractors is not allowed in the school grounds between 8:50 am - 3:40 pm, unless specific arrangements have been made with the Head. Any offence of such kind must be reported to the Head IMMEDIATELY.

Contractors must always ensure that children are kept away from the equipment and zones that there is work carried out in them, by erecting adequate and necessary barriers. Visitors should be accompanied by the person they have come to see all the time and they should be escorted from the site at the end of their visit. In this way, each person can be accounted for if a crisis occurs, or if the visitor is taken ill in a remote area of the site.

28 STAFF AND VISITORS' CARS

These will be parked in the school car park in a suitable place that is separate from the children's play.

29 I.T EQUIPMENT SCREENS

The Bursar will discuss Health and Safety issues with the administrative staff who use these tools when starting a job and then annually:

The issues to consider are:

- Assess and minimize risk
- Planning break patterns
- Explain the right to organize eye tests (the school is responsible for the cost)
- Ensure appropriate furniture for the work
 - a suitable chair
 - a suitable desk
 - a suitable screen
- Consult on:
 - the brightness of the screen
 - keeping the screen clean
 - the location of the furniture
 - the location of cables
 - use tools to hold documents
 - reduce glare
 - a footstool

PROTECTING EQUIPMENT IN THE SCHOOL

- 1. You must ensure that mobile equipment are locked in storehouses overnight / holiday times.
- 2. Teachers should not leave their keys at the desk when pupils are in the room. If a teacher loses his / her keys, they should inform the Health and Safety Officer immediately, noting the keys that have been lost, and the approximate time when they were lost.
- 3. Pupils should not go into storehouses in the school for any reason. Pupils can see what is in the storehouse and give information to others.

- 4. Teachers should identify equipment that is lent to pupils e.g. books, calculators and so forth and then count the equipment when it is returned.
- 5. Teachers should not leave the room with a class in it unless there is an emergency. If they have to leave the room during the lesson he / she should ensure that the equipment is all there when they return. When a teacher leaves the room, he / she should ensure that the storehouse is locked.
- 6. If pupils enter a room during break time or lunch time with permission, the teacher who is responsible for that room should ensure that he / she tells the pupils that they are responsible for any equipment / books that go missing from the room during that period.
- 7. If an item goes missing, the teacher should notify Cathy Jones **immediately**, noting details of (i) date / time (ii) room (iii) the equipment that went missing (iv) who was in the class when the equipment disappeared (v) where in the class / storehouse did it disappear from (vi) any other details about how the room / storehouse was locked.
- 8. Pupils who are caught stealing will be very severely punished by the school and the police will be called on in serious cases. Parents are asked to come to the school to discuss the matter.
- 9. Details about the whole school furniture are kept on a central database. Details about the school's electrical and heavy equipment are also kept on a database, with the exception of the Science Department's equipment that is kept on an independent database. Each department is required to keep a book of stock and details of items that are not identified on the two databases. When new equipment (such as new furniture) comes to the school, their details are added to the appropriate database.
- 10. Teachers should do an audit of their department's stock once a year using checklists to ensure that the tools are all there. Again, the Head of Department should give details to the Health and Safety Officer immediately if there is no correspondence.
- 11. At the end of each school year, Heads of Department should look at the lists of their equipment and identify which items that should not be insured further, noting the change in the value of certain items to the extent that it is possible to do so and return the lists to the office. This will mean that we can keep the cost of insuring equipment in the school to a possible minimum.
- 12. A safety audit should be conducted at random to ensure that the above rules are implemented. You may select part of the school and look at the security problems that may arise. The Health and Safety Committee may discuss possible improvements.