Health and Safety Policy

Francis Barber

Reviewed: **25th November 2024**

Signed (Chair of Management Board)……..

Review Date: **October 2025**

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1. Introduction

1.1. This document is provided by Francis Barber PRU in pursuance of the Richmond and Wandsworth Council Policy and the Health and Safety at Work etc. Act 1974 and subordinate legislation.

1.2. The document acknowledges the School's legal responsibilities and outlines the objectives of the School for the health and safety of its staff, pupils and visitors.

1.3. The document is issued to all school staff who are to read, understand and comply with its requirements.

2. Statement of Intent

2.1 Francis Barber accepts responsibility for all safety and environmental matters within the School including health and safety at work, environmental protection and fire safety. The Governing Body is aware of the requirements of the Health and Safety at Work etc. Act 1974, the Environment Protection Act 1990, the Environment Act 1995, the Regulatory Reform (Fire Safety) Order 2005 and other relevant legislation. In keeping with the spirit and intentions of the Acts, and in accordance with Richmond and Wandsworth Council's policy statement and guidance on safety and environmental matters, an Organisation (paragraph 3) and Arrangements (paragraph 4), to ensure that the School meets its legal and moral obligations and complies with legislation, has been set up.

2.2 Francis Barber is committed to achieving the highest standards in all aspects of safety and environmental protection within the School. To achieve these high standards Codes of Safe Working Practice have been produced to provide a practical guide for staff on current legislation.

2.3 All employees have a duty to themselves, to their colleagues and to visitors and contractors to work safely and in a manner that prevents pollution and minimises the use of resources. All staff should read and co-operate with the requirements contained within this document.

2.4 Line Managers will make regular reviews of safety and environmental standards within their areas of responsibility to ensure compliance with all the standards as laid down.

2.5 Contractor and sub-contract staff and visitors have a similar duty of care and a right to a safe working environment. Like School staff, they must ensure that they comply with the requirements of this statement and the School Codes of Safe Working Practice.

3. Organisation

3.1 Headteacher

3.1.1 The Headteacher at Francis Barber has overall responsibility for ensuring compliance with this Health and Safety Policy document, in particular:

- monitoring the application of the health and safety policy including consideration of inspection reports;
- prioritising actions where resources are required;
- ensuring actions are taken;
- including health and safety on the meeting agenda;
- producing an annual report on health and safety;
- ratifying the local health and safety policy.

3.2 Head of School

3.2.1 The Head of School at each site has day-to-day responsibility for ensuring compliance with the policy statement and that all staff endeavour to ensure the safety of others; be they staff, pupils, parents, visitors or contractors. Specifically, they will be responsible for:

- ensuring that an emergency evacuation procedure is in place and is regularly tested;
- day-to-day management of all health and safety matters in the school in accordance with the health and safety policy;
- exercising effective supervision over those for whom they are responsible;
- passing on information received on health and safety matters to appropriate people;
- being aware of safe working practices and setting a good example personally;
- co-operating with and providing necessary facilities for trades union safety representatives.

3.3 School Business Manager

3.3.1 The School Business Manager is responsible for:

- ensuring that the Health and Safety Policy is prepared and reviewed regularly;
- carrying out accident and other health and safety investigations and ensuring that accidents are reported under arrangements established by Richmond and Wandsworth Council;
- liaising with Wandsworth Council Health and Safety Team on policy issues and any problems in implementing the health and safety policy;
- ensuring regular inspections are carried out;
- submitting inspection reports to the Governing Body and Richmond and Wandsworth Council Health and Safety Team;
- ensuring remedial action is taken where appropriate;
- arranging for any unsafe item of furniture, fitting or equipment to be withdrawn, repaired or replaced;
- identifying staff safety training needs;

3.4 Premises Manager

3.4.1 The Premises Manager is responsible for:

- inspecting the buildings and site access on a daily basis ensuring that all fire escape doors are unlocked, escape routes are clear of obstruction and that access to the site is safe (for example by removing snow and ice in the Winter);
- inspecting the buildings and equipment on a termly basis (during the last week of every term) in order for the School Business Manager to submit a report to Richmond and Wandsworth Borough Council;
- recording all defects noted and, if minor, effecting immediate repair;
- reporting major defects to be repaired by outside contractors/authorities to the Headteacher or Deputy Headteacher;
- ensuring that the fire alarm system is kept in a serviceable condition and for testing the system each week by operating a manual call point;
- assisting with the termly fire drill and recording the date of the drill, the evacuation time and the number of persons evacuated in the Fire Log Book;
- ensuring fire appliances are properly maintained, checked and kept in designated positions and that fire signage is correctly displayed;
- all external contractors working within the school, reminding them of their obligations under this Policy and notifying them of any existing hazards;
- notifying the Headteacher or Deputy Headteacher of any hazards introduced by contractors on site;
- the correct storage of all equipment, tools, etc.;
- annually undertaking a risk assessment relevant to his work environment; and
- ensuring all electrical appliances are Portable Appliance Tested as required and a record of testing is kept.

3.5 First aiders

3.5.1 First aiders are responsible for:

- the first aid equipment found in boxes in the reception offices and kitchen areas
- recording when medicines are given to any person;
- recording any accident and subsequent treatment in the appropriate accident book which is located in the main office;
- immediately informing the Headteacher and/or the Deputy Headteacher of accidents involving bumps to the head and face, fainting fits, severe cuts, bruises, broken teeth and bones, etc.;
- completing an Accident Form **for all accidents which involve hospital treatment** and passing this form to the Headteacher. Completion must be within one day of the accident; and
- notifying parents of any case recorded in the accident book.

3.6 Employees

3.6.1 All staff are responsible for:

- taking care of themselves and others who may be affected by their acts or omissions;
- co-operating with the Headteacher and the Borough Council to ensure that statutory requirements are met;
- not interfering with or misusing anything provided in the interest of health, safety or welfare;
- adhering to the Control of Knives policy during cooking lessons and any other times when it is necessary to use knives such as craft knives
- checking classrooms and work areas are safe and that fire exits are unlocked and unobstructed;
- checking equipment is safe before use;
- ensuring they are aware of safe procedures and that these are followed;
- ensuring protective equipment is used when needed;
- participating in inspections and the health and safety committee as appropriate;
- bringing problems to the attention of the relevant manager;
- reporting any accident involving children in PRU areas for which they have responsibility.

3.7 Health and Safety representative

3.7.1 The Premises Manager will act as the Health and Safety representative for Francis Barber.

4. Arrangements

4.1 Risk assessments

4.1.1 The Headteacher will ensure that suitable and sufficient risk assessments are carried out where appropriate. Risk assessment will follow the following steps:

- Identify hazards;
- Evaluate the risk that these hazards present and to whom;
- Identify suitable measures to reduce and control the risks;
- Record the significant findings;
- Monitor the effectiveness of the control measures;
- Review the risk assessment on a regular basis.

4.1.2 Specific risk assessments are required for violence, lone working, etc. where such a risk exists.

4.1.3 Risk assessment reviews will be carried out annually - or where there has been a significant change.

4.1.4 Full information, including the agreed proforma, is contained within the Health and Safety Handbook, Chapter 5 (Risk Assessment) available on the S4S website.

4.2 Instruction and Training

4.2.1 Safety induction training must be given to all staff on commencement of work at the school.

4.2.2 All staff must be competent to perform their duties thus specific training is required where, for example, additional hazards exist or if specialist duties are required. Fire Wardens and Premises Managers are among those staff requiring specific training.

4.2.3 A record of all training courses attended by staff should be maintained, preferably in their Personnel File.

4.3 First Aid

4.3.1 The Headteacher will ensure that a suitable number of staff are qualified to administer first aid in an emergency.

4.3.2 First aid boxes are situated throughout the school and are clearly identified. The contents will be verified on no less than a monthly basis by nominated first aiders and replenished as and when required.

4.3.3 A record will be kept of every occasion when any member of staff, pupil or other person receives first aid treatment whether on school premises or as part of a school-related activity. Mobile first aid packs are available in the reception office at each site that are to be used for off site activities.

4.4 Administration of medicine

4.4.1 Please see Medical Needs Policy

4.5 Accident reporting

4.5.1 All accidents and cases of physical or verbal abuse (no matter how minor) that occur to members of staff, are to be reported using the Richmond and Wandsworth Council accident reporting system.

4.5.2 Accidents to pupils and visitors must be reported in the same way as those to employees. However, only those accidents which are as a result of the school's undertaking (i.e. as a result of the conditions of the premises, equipment or plant or lack of supervision) and require the injured person to be taken directly from the school to hospital by whatever means (car, taxi, ambulance) need to be recorded and reported using the online reporting system. Those accidents to pupils arising out of activities not connected with the school's undertaking (e.g. activities in the playground such as collisions, slips and trips, etc.) still need to be recorded in the Accident Log Book.

4.5.3 Major incidents, i.e. any fatality, major injury, reportable disease or dangerous occurrence, must be reported immediately by telephone to the Council Health and Safety Team to enable a report to be submitted to the Health and Safety Executive in compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

4.6 Fire precautions and Lockdown policy

4.6.1 The Headteacher is responsible for ensuring the fire risk assessment is undertaken, controls are implemented and that it is reviewed annually.

4.6.2 All staff members are responsible for ensuring that fire exits, signs and escape routes are kept clear at all times.

4.6.3 Every employee must ensure that:

- they know what to do in the case of fire or lockdown;
- they are familiar with the sound of the alarm or lockdown alert;
- all classrooms and other areas are vacated immediately on hearing the fire alarm;
- hazardous electrical appliances are disconnected and all doors shut when vacating the premises;
- they always check for any potential fire hazard at the end of the day; and
- in the case of lockdown, ensure that all staff and pupils remain inside rooms and follow the instructions as shared.

4.6.4 Further, every employee must:

- NEVER ignore a fire alarm or disregard any notice on fire prevention.
- NEVER smoke in the school buildings.
- NEVER be untidy and leave waste materials laying around.
- NEVER leave obstructions in passages or stairways.
- NEVER leave any temporary heating appliances burning when unattended.
- NEVER move or interfere with firefighting appliances.
- NEVER leave electrical appliances plugged in when not in use.
- NEVER leave furniture etc. by fire exits or placed directly in front of electrical heaters.

4.6.5 In the event of a fire, children will be escorted from the buildings by the nearest exit, in silence, and line up as follows:

- Tooting - Pupils and staff should proceed to the wooden gate next to the stairs that lead to the reception area in the portacabin. If the portacabin was on fire, pupils and staff would proceed to the Astroturf.

- Westdean - Pupils and staff should proceed to the pavement in front of Westdean if the fire alarm sounds. They will then be escorted either into the Old Graveyard or further up the road depending on the site of the fire.

4.6.6 All staff should know where the nearest firefighting appliances and alarm sounding points are around the school site. The fire alarm is tested weekly at each site by the Premises Manager. He then tours all rooms in the school and checks that occupants have heard the bell. Fire drills take place Termly.

4.7 Smoking and fire hazards

4.7.1 Smoking and vaping is not allowed anywhere on site.

4.7.2 Cigarettes, vaping equipment, matches and lighters should not be left where the children can have access to them. If teachers light candles for any reason (e.g. religious services, scientific experiments, etc.) they must not be left unattended.

4.8 Electrical Safety – Portable Appliances

4.8.1 Care should be taken when using all machines. If anyone does not know how to use a particular machine, they should ask for help and advice before attempting to use it.

4.8.2 If there is a fault with any electrical equipment, the staff member who notices the defect should inform the Premises Manager by completing a Maintenance Reporting Form. If the appliance is dangerous then the Premises Manager or School Business Manager should be contacted immediately. The appliance should be removed and marked so that other staff do not attempt to use it.

4.8.3 All staff members must visually check all appliances prior to each use. If staff members are in any doubt as to whether the appliance is faulty or not, they should not use it.

4.8.4 Staff should not use their own electrical appliances unless they have been authorised by the Premises Manager. All electrical appliances are checked periodically by the Premises Manager.

4.8.5 Photocopying machine - Instructions as to how toner is to be replaced in the machine are to be followed exactly.

4.9 Pupil safety

4.9.1 No child is to be left unattended anywhere in the school buildings, and should be escorted in an orderly fashion around the grounds – no running.

4.9.2 All children should be escorted when moving around the school, for example, to lessons and to break times. The teacher should remain with their class at all times unless they hand that responsibility over to another adult.

4.9.3 Consideration and reminders should be given to pupils whenever they need to work with glass or crockery and are to be reminded to take care when using scissors, compasses, etc.

4.9.4 Solvent abuse - Children should not be allowed to use corrections fluids, Copydex and other solvent based products. They must be used only by an adult and stored with care.

4.10 General safety

4.10.1 All staff should ensure that working areas are sufficiently ventilated.

4.10.2 All staff will be given a copy of the Staff Handbook and the Health and Safety policy at the commencement of their contract.

4.11 Lone working

4.11.1 A specific risk assessment will need to be carried out in order to establish specific hazards and control measures required to reduce the risk.

4.11.2 Lone working may occur in the case of a member of staff working late in the evening or where the Premises Manager or other member of staff is required to work during a weekend or school holiday. This must have the express permission of the Headteacher or Head of School.

4.11.3 Locking and unlocking the school should also be considered and, wherever possible, suitable communications systems put in place to minimise the risk. The Premises Manager has a school mobile and always communicates his whereabouts to the Admin Manager in all cases of him working alone onsite.

4.12 Safeguarding – Access to school

4.12.1 All visitors and contractors will be instructed to sign in at reception and will be given a sticker to wear whilst on the premises. Any person on site who is unsupervised, unknown to staff and without a visitor sticker should be challenged.

4.12.2 All staff, both teaching and support, have their police record checked before they begin work in the school. The agencies used for supply staff vet their own staff. Francis Barber only uses agency staff who have been vetted in this way. A letter of assurance is gained by the agency to this effect.

4.13 Safeguarding – Collection of children

4.13.1 No child will be allowed to leave during the school day unless contact has been made with a parent or identified adult.

4.13.2 Please note that all adults with parental responsibility or who have been identified as carer or contact for a pupil will be recorded on SchoolPod.

4.14 Safety on school visits

4.14.1 The Teacher-in-charge of an outing is responsible for all aspects of health and safety when off the school premises. A specific risk assessment must be completed for each outing (a generic risk assessment may be used provided all aspects are the same). The Teacher-in-charge should ensure they read the medical needs policy prior to the visit and note details on Inventry when signing out.

4.14.2 When taking children out of school, mobile telephones should be taken so that in an emergency the school can be contacted and contact maintained between groups when travelling.

4.15 Cash handling

4.15.1 The amount of cash entering and being handled on the premises should be kept to a minimum. Cash must be kept in the school safe and should be banked on a regular basis, as a minimum either termly or when a certain amount has accumulated.

4.15.2 Cash should be counted out of sight, for example in an inner room. Where staff necessarily need to take cash to or from the bank, this should be carried out at random times and, in the instance of a member of staff being subjected to a robbery, should hand over the cash and report the incident immediately to the Police.

4.16 Manual handling

4.16.1 All staff involved in the lifting, pushing, pulling or carrying of equipment or pupils must receive training prior to being asked to carry out such duties.

4.16.2 A specific risk assessment must be carried out for all manual handling operations.

4.17 Safe Handling and Use of Substances

4.17.1 The Premises Manager or delegated responsible person e.g. Science Subject Leader will identify all substances which need an assessment under the Control of Substances Hazardous to Health (COSHH) Regulations 2002.

4.17.2 Any chemicals or substances used in school must be approved and stored as per manufacturer guidance. On no account can staff bring substances to the school without the consent of the Premises Manager or delegated responsible person.

4.17.3 COSHH assessments in place will be reviewed on an annual basis or when the work activity changes, whichever is soonest.

4.17.4 Children should not be allowed to use correction fluids and other solvent based products. They must only be used by an adult and stored with care (see 4.9.4).

4.18 Asbestos

4.18.1 Where asbestos is present a management survey will be carried out. A copy of the Asbestos Register is to be kept in the school office. An Asbestos Management Plan is to be produced detailing how any asbestos containing material on the premises is to be protected and monitored.

4.18.2 All staff must be made aware of the dangers of disturbing asbestos, for example they must be instructed not to use drawing pins in asbestos board.

4.18.3 The Premises Manager should be familiar with the location of asbestos within the premises and must ensure that contractors access the Asbestos Register prior to commencing work in school.

4.19 Legionella

4.19.1 The Premises Manager will arrange for a water hygiene risk assessment to be carried out every two years in line with statutory requirements. Assessments identify if there are areas where conditions are such that legionella bacteria could grow; list any required works; and include details of future monitoring requirements that the school is responsible for.

4.19.2 The responsible and nominated responsible person must complete Legionella training to ensure they are conversant with monitoring systems and procedures.

4.19.3 Monitoring of the water system to be undertaken by the Premises Manager and will include (but not be limited to) periodically monitoring all relevant temperature readings for sentinel taps; TMV's and representative taps, flushing of infrequently used outlets, de-scaling spray outlets and recording findings in the water logbook.

4.20 Hirers, contractors and others

4.20.1 All contractors working on site are required to ensure safe working practices by their employees and must pay due regard to the safety of all persons using the premises. In instances where, in the opinion of the Headteacher or Premises Manager, a dangerous situation or hazardous condition arises that a contractor fails to eliminate or make safe, the Headteacher must take such actions as are necessary to prevent persons in their care from risk of injury. In extreme circumstances, this may be by instructing the contractor to cease work until the condition is remedied.

4.21 Emergency Planning

4.21.1 The Headteacher will ensure that a suitable and satisfactory Emergency Plan is prepared to cover all foreseeable situations which may place staff or pupils at risk. The Plan will be agreed by the PRU Management Committee and regularly reviewed.

4.21.2 Procedures to deal with fire, bomb threats, gas leaks, electricity supply failure and natural disasters, for example, flooding should be included in the plan.

4.21.3 Evacuation points need to be established as far from the building as possible and consideration must be given to an off-site assembly point in the event of the school not being immediately re-accessible following an emergency evacuation, for example in the case of major fire damage. This will provide shelter whilst parents are contacted to collect children.

4.22 Monitoring

4.22.1 The Policy is put into practice and monitored on a daily basis and the results of any monitoring carried out will be reported to the PRU Management Committee. Termly Health & Safety monitoring inspections will be carried out, by means of a walk around by the Headteacher, Premises Manager, and School Business Manager.

4.22.2 A report will be drafted and actions allocated with deadlines. Any items not rectified by the next inspection will be carried forward, items rectified will remain on the report for everyone to note.

4.23 Codes of safe working practice

4.23.1 This Policy will be supplemented by codes of safe working practice. These codes will be followed by all staff and will assist in the application of this Policy.

4.24 Review

4.24.1 This policy will be reviewed annually, or when a significant change has occurred.

Signature..... Management Committee Date .....

Signature..... Headteacher Date .....

5. Codes of safe working practice

5.1 Aims

The aim of these Codes of Practice is to establish and maintain a safe and healthy environment throughout the school.

5.2 Classroom safety

5.2.1 Class teachers have a duty to assist in maintaining order and cleanliness within their teaching area and should ensure the avoidance of injury to users of that area. Periodic checks should be made of the contents and fabric of the area and any defective equipment, fittings and furniture reported immediately to the Headteacher.

5.2.2 Examples of items to be checked include:

- doors unlocked and free from obstruction
- floors kept clear of obstructions
- sinks will be kept clear to enable effective cleaning
- electrical equipment unplugged when not in use (report frayed or damaged flex)
- edged or pointed tools (scissors, compasses) should be regularly checked for damage and safely stored when not in use
- orderly sensible movement within the teaching area should be maintained
- always ensure children are not left unsupervised

5.3 Playground safety (including lunch and breaks)

5.3.3 Duty staff and lunchtime controllers should check that playground equipment and climbing apparatus is safe for use and that in general the play areas are free from any obstruction likely to cause injury.

5.3.4 Examples of items to check include:

- climbing equipment should not become overcrowded and children should be wearing suitable clothing, in particular footwear
- no child should leave the play areas without the permission of the staff on duty
- the Astroturf should only be used if the conditions are suitable
- at the end of the lunch break controllers should ensure an orderly return into the school and teaching staff should be ready to receive their pupils

5.4 Large playground equipment

5.4.1 Duty staff should check that playground equipment and climbing apparatus is safe for use and that in general the play areas are free from any obstruction likely to cause injury.

5.4.2 The following rules relate to all play equipment:

- Equipment must only be used under the direct supervision of a member of staff
- Children must only be allowed to use equipment suitable for their age
- Numbers of pupils at any time must be limited such that overcrowding is avoided

5.5 Staff and pupil safety

5.5.1 Teaching and support staff should exercise effective supervision of the pupils and should integrate all relevant health and safety aspects into the teaching process and, if necessary, give special lessons in safety. Staff should always follow safe working procedures personally, giving clear instruction and warnings as often as necessary.

5.5.2 Aspects to be considered include:

- children should observe standards of dress consistent with safety and/or hygiene and the reasons should be made clear to the pupils, examples include:
- suitable footwear for PE.
- wearing of earrings not permitted for PE.
- knives and other dangerous items should be removed from pupils if found and held by the Headteacher; these will be reported and handed to the police.
- staff must take note of the knife usage policy and ensure sharp implements used for cooking or construction lessons are counted out and in and kept out of accessibility of the pupils when not in use. Scissors must be monitored and collected in after use in lessons.
- children should be taught to exercise personal responsibility for safety of self and classmates
- children should be taught to observe all school safety rules and in particular those relating to evacuation and procedures to be observed in the case of fire or other major emergency

5.5.3 Specific guidance, which is to be followed by all staff, is given in DfE and CLEAPPS documents on safe working in:

- art and craft activities
- physical education
- electrical equipment
- science activities
- animals in schools
- work at height

5.6 Manual Handling

5.6.1 Movement of heavy materials and equipment should only be undertaken by trained staff and, wherever possible, should be undertaken using some mechanical assistance e.g. a trolley. Procedures should be developed and recorded for the movement of items that frequently require such movement:

- PE equipment - erection and dismantling of such apparatus must only be undertaken by children under the close supervision of staff. Each piece of equipment should be reduced to its basic parts for ease of carriage, using at least two children to transport each part. Staff should check that apparatus has been correctly assembled before use.

5.7 Work at height

5.7.1 The Work at Height Regulations 2005 extend to work at any height where there is a risk of a fall liable to cause personal injury. The mounting of displays and reaching for items from a high shelf are thus covered. Staff must ensure that:

- Only the correct equipment is used to work at height, e.g. stepladders. The use of chairs, desks etc. to gain height is expressly forbidden. Staff must not stand or kneel on desks to open or close windows.

- Step ladders must be placed at right angles to the task to be carried out and must themselves be in a place of safety. If on a circulation route work must not be carried out if pupils are passing by.

- Step ladders must be fully open and locked into position and the top step is not to be used unless the supports extend higher. They should only be used on a firm, level surface.

- Step ladders must be examined prior to use to ensure that they are safe to use. If there is any doubt, the stepladders are not to be used. Step ladders must be inspected by the Site Manager on a 6 monthly basis. Step ladders are to be marked with a unique identifier and a record kept of inspections.

5.8 Staff training and information

5.8.1 It is expected that the Headteacher will act in a focal point role and as such obtain information as is required to successfully discharge the requirements of this policy. Information and training should be available to all staff, in particular those with specific duties which involve a higher than normal risk e.g. the Premises Manager.

5.8.2 Where information and/or advice is not locally available - the Headteacher should seek such information from the Council Health and Safety Team.

5.9 Staff and workplace safety

5.9.1 In order that the school can be maintained in a safe condition it is essential that all staff are fully aware of their responsibilities under health and safety legislation. In particular, the following should be borne in mind:

- staff should know and apply any special safety measures and arrangements that exist in their working environment e.g. in the kiln area, use of ICT equipment, etc.
- staff should observe standards of dress consistent with their duties e.g. maintaining hygiene when teaching cooking by wearing apron and tying back hair
- staff must adhere to the 'Control of knives' Policy during cooking sessions
- staff should exercise good standards of hygiene and housekeeping
- staff should know and be able to apply the emergency procedures which relate to evacuation, e.g. in a fire, and to first aid
- staff must use and not interfere with any measures provided to ensure their continued health and safety e.g. staff should not remove protective covers on powered plant or electrical equipment
- staff must co-operate with each other, teaching, non-teaching and support as well as contractors (cleaners, school meals service, etc.) in promoting improved safety measures
- staff must report any perceived health and safety failings and any defective equipment to the Headteacher immediately after such defect is discovered