



Health & Safety

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| Adopted On: | September 2017 |
| Review Date: | September 2020 |
| Review Frequency: | Every 3 Years |
| Approved By: | Governing Body |

Statement of Intent

The governors of Moss Lane School are committed to the promotion of a safe and healthy working environment for staff, pupils and all other users of the school site.

Governors are committed to working within the framework provided by the Surrey County Council.

Governors are committed to the provision of adequate and appropriate safety training for staff.

Governors accept the right of trade union members to be represented on health and safety matters by an appointed safety representative who will be granted the appropriate time off to carry out their duties.

Governors will review this policy annually.

To comply with the Health and Safety at Work etc Act 1974, Section 3:

...it shall be the duty of every employer to prepare and as often as may be appropriate revise a written statement of his general policy with respect to the Health and Safety at work of his employees and the organisation and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of all of his employees.

This policy statement supplements the general statements of policy issued most recently by the Surrey County Council, and obtainable via SCC website.

Part 1: Statement of General Policy on Health, Safety and Welfare

Part 2: Organisation and Responsibilities for Health, Safety and Welfare

Part 3: Arrangements and Procedures for Health, Safety and Welfare

Part 1

Statement of General Policy on Health, Safety and Welfare

The Governing Body and Headteacher:

- Recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors.
- Act in accordance with the general Health and Safety policy of Surrey County Council.
- Require all managers, in the school community, to act in accordance with SCC/School Health and Safety policy and procedures, and require the same of persons that they supervise and take responsibility for.
- Will provide, as necessary, policy, procedures, arrangements and supervision, sufficient to ensure to comply with all relevant Health and Safety legislation, and will, so far as is reasonably practicable ensure:
 - A school/workplace in a safe condition.
 - A safe working environment.
 - Safe systems of work.
 - Safe plant and equipment.
 - Safe access and egress to all areas of the school.
 - The safety of articles and substances for use at work and in school.
 - Sufficient instruction and training supervision.

In support of the above, the Governing Body and Headteacher will ensure an adequate process for all necessary risk assessments for the school to be carried out and communicated to all relevant persons, and for any significant finding to be properly incorporated into the school's Health and Safety procedures.

Part 2

Organisation and Responsibilities for Health, Safety and Welfare

The following Health and Safety organisational structure, and roles and responsibilities are approved by the Governing Body and Headteacher.

1. The Governing Body

The Governing Body approves the Health and Safety Policy of the school and monitors its successful implementation. The Governing Body further ensures, as administrators of the school's delegated budget that sufficient and appropriate resources are allocated to implement the Health and Safety Policies. The Governing Body will specifically:

- 1.1 Include Health and Safety targets in the School Development Plan (SDP).
Targets may include
 - Provision of facility for Health and Safety purposes
 - Reductions in accidents/incidents
 - Training for Governors/staff, and
 - Revision of policy/procedure
- 1.2 Nominate a Governor (Adam Boshoff - Health and Safety) as a Health and Safety link between the Governing Body and the wider school community, who will stay up to date with school Health and Safety initiatives and inform the Governing Body accordingly.
- 1.3 Be informed and updated of Surrey County Council's Health and Safety Policy, and receive advice and support from relevant Officers of SCC or Advisers acting on SCC behalf.
- 1.4 Ensure that Health and Safety is an agenda item on full Governing Body termly meetings, and receive a termly Health and Safety update from the Headteacher at this time. This report should include information on
 - Progress of the Health and Safety targets in the SDP.
 - Accident/incident analysis.
 - Relevant Health and Safety information received from SCC or its Advisers.
 - Suggestion on future Health and Safety initiatives.
- 1.5 Facilitate any necessary review of the school's Health and Safety policy and procedure as may become apparent via the strategies above.

2. Headteacher

As Senior Leader for the premises, and of all on and off site school related activities, the Headteacher is responsible for the day to day management of Health and Safety. The Headteacher will advise SCC/Governors of any Health and Safety issue where their support or intervention, either via system or finance, is necessary and appropriate in order to effect the requirements of this policy. In

particular the Headteacher will ensure that:

- 2.1 The contents of this policy are brought to the attention of all relevant persons.
- 2.2 A process for risk assessments is applied within the school, and that:
 - All appropriate areas/activities are covered, (as per “core” Risk Assessment schedule attached, together with any risks identified as specific to the school).
 - Appropriate control measures are implemented, and that
 - Assessments are monitored and reviewed as necessary.
- 2.3 There is a management system for monitoring the effectiveness of Health and Safety arrangements, which form part of this policy.
- 2.4 Appropriate staffing levels for safe supervision are in place.
- 2.5 An adequate schedule of inspection and maintenance is in place to ensure a place of work in a safe condition and a safe working environment. Inspection and maintenance will include:
 - The fabric of the building.
 - Play equipment.
 - Fire appliances.
 - Boiler/heating systems.
 - Portable electrical appliances.
 - Water systems.
 - First Aid/medical equipment.
 - Premises staff equipment.
 - Curriculum specific e.g. gymnasium
- 2.6 An adequate needs analysis of Health and Safety training is undertaken for schools staff, and sufficient resources are put in place to ensure appropriate training is carried out. Appropriate training may include:
 - Headteacher Health and Safety awareness
 - Health and Safety Induction training (all new and temporary staff)
 - Emergency/Fire Training for the whole school community
 - First Aid
 - Risk Assessment
 - Health and Safety Coordinator
 - Lifting and Handling
 - Working at heights, and any further specific Health and Safety training identified by the training needs analysis as being necessary and appropriate.
- 2.7 Adequate and easily retrievable Health and Safety training records are available and up to date.
- 2.8 The school secures and maintains an arrangement for obtaining competent Health and Safety advice as required by the management of Health and Safety regulations.
- 2.9 A termly Health and Safety report is provided to Governors.

- 2.10 The school cooperates and participates in the County's Health and Safety monitoring arrangements.
- 2.11 A school's Educational Visits Co-ordinator is appointed and trained accordingly.
- 2.12 Contractors (including catering, cleaning and grounds staff) and other authorised visitors to the school are appropriately managed and monitored.
- 2.13 Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents.
- 2.14 Emergency/Fire arrangements are formulated and reviewed as necessary and tested at least termly.
- 2.15 The fire risk assessment is updated annually and/or whenever significant changes or building works might affect the means of escape.
- 2.16 An appropriate Deputy is suitably instructed to take day to day responsibility for Health and Safety in the absence of the Headteacher.

The Headteacher may delegate functions to other or single members of staff (e.g. the Health and Safety Coordinator) who may be tasked with the Health and Safety administrative arrangements for ensuring the above responsibilities are complied with. The Headteacher will in any event retain the overall responsibility for ensuring that these responsibilities are carried out.

3. Deputy Headteacher

The Deputy Headteacher will take on the above responsibilities in the absence of the Headteacher.

4. Line Managers

Managers in charge of Curriculum Areas/Departments/Staff are responsible to the Headteacher for ensuring the application of this policy within the individual areas that they control. In particular line managers will ensure that:

- 4.1 The school's risk assessment process is applied within their area and that control measures are implemented in accordance with the assessment and monitored and reviewed accordingly.
- 4.2 All accidents and incidents occurring within their areas are reported, recorded and investigated in accordance with the school's procedure.
- 4.3 All persons they manage, or are responsible for, are aware of their specific roles in case of fire emergency.

- 4.4 Any equipment/appliance which has been identified as being unsafe is removed from service.
- 4.5 Health and Safety inspections are carried out within their areas of responsibility within a timescale agreed with the Headteacher, and a report to the Headteacher is provided where necessary.
- 4.6 The Health and Safety training needs of staff are identified and the Headteacher informed accordingly.
- 4.7 Staff are properly consulted on any matters that may affect their health or safety whilst at work.
- 4.8 New transferred and temporary staff receive appropriate Health and Safety induction training.
- 4.9 First aid provision is adequate.
- 4.10 Pupils are given relevant Health and Safety information and instruction.

5. Teaching Staff [Including supply]

Teaching staff are responsible for the Health and Safety of all pupils under their control and in particular must ensure:

- 5.1 Effective and appropriate supervision of the pupils that they are supervising.
- 5.2 That appropriate safety instructions are given to all pupils prior to commencing practical sessions.
- 5.3 That they are conversant with the school's Health and Safety policy and any arrangements specific to their own department.
- 5.4 They know the emergency procedures.
- 5.5 Where relevant, that all personal protective equipment is suitable and in good condition prior to issue.
- 5.6 That, where relevant, safety devices such as machinery guards are in good condition and are used in accordance with good practice.
- 5.7 That they report any defective equipment to the relevant person.
- 5.8 All accidents and incidents are reported and reviewed or investigated.

6. Caretaker

The Caretaker is responsible to the Headteacher/School Business Manager, and in particular will ensure:

- 6.1 The removal from service of any item of furniture, apparatus or equipment

which has been identified as unsafe.

- 6.2 That any identified hazard is appropriately removed, isolated or contained as necessary to prevent danger.
- 6.3 That periodic Health and Safety inspections are carried out at a timescale agreed by the Headteacher, paying particular attention to the building structure, services, access to/egress from the school, and the main circulation areas.
- 6.4 That persons they supervise only undertake work for which they are competent.
- 6.5 That any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment.
- 6.6 That all staff work in accordance with safe working practices issued by the school, the County Council etc.

7. Health and Safety Co-ordinator

The Headteacher may appoint or nominate a Health and Safety Coordinator to carry out Health and Safety functions and maintain an overview of the Health and Safety organisation and management of the school, and report to the Headteacher accordingly. Specific functions of the Health and Safety Coordinator may include:

- 7.1 Having an overview of the school's Health and Safety Policy and Arrangements, bringing amendments to the attention of the Headteacher where necessary.
- 7.2 Overseeing and supporting the school's Risk Assessment/Risk Management process and advising the Headteacher of any deficiencies.
- 7.3 Carrying out, with the Headteacher and others as appropriate, the school's accident/incident recording, reporting, and investigation arrangements.
- 7.4 Arrange for termly evacuation drills and weekly fire alarm tests etc.
- 7.5 Advising the Headteacher and/or County Council of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, and take whatever local action is necessary to minimise the risk until repairs can be arranged.
- 7.6 Arranging for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.
- 7.7 Co-ordinating regular Health and Safety inspections, ensuring all areas of the establishment and all activities are covered.
- 7.8 Reporting to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from readily available resources.

- 7.9 Liaising with and monitoring, as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the Health and Safety of staff and others are kept to a minimum.
- 7.10 Ensuring that all Senior Leaders are kept informed of the names and details of those persons appointed to provide competent Health and Safety assistance.

8. All Employees [including temporary and volunteers]

All employees are required to take care of their own safety and health whilst at work and that of others who may be affected by their actions.

Employees must also co-operate with the management of the school to ensure that all parties comply with their Health and Safety responsibilities. In particular all employees must:

- 8.1 Participate in the school's risk assessment process and comply with findings.
- 8.2 Report any defects in the condition of the premises or equipment of which they become aware.
- 8.3 Report all accidents/Incidents in accordance with the school's procedure.
- 8.4 Be familiar with the procedure to be followed in the event of a fire/emergency.
- 8.5 Make use, where relevant, of personal protective equipment provided for safety or health reasons.
- 8.6 Follow all relevant codes of safe working practice and local rules.
- 8.7 Report any unsafe working practices to their Line Manager.

Part 3

Arrangements and Procedures for Health, Safety and Welfare

The following procedures and arrangements have been established within our school to eliminate or reduce Health and Safety risks to an acceptable level and to comply with minimum legal requirements:

1. Accident Reporting, Recording and Investigation

All accidents and incidents are reported in the appropriate log book, located in the school office.

Moss Lane adheres to the SCC on-line accident/incident reporting system. By using this reporting system, statutory reports for HSE are automatically raised. The Headteacher is responsible for ensuring appropriate on-line reports have been completed. Moss Lane has previously received own log-in information, and any queries are directed to SCC <https://surreycc-safety.net/scc>

Although there is no longer requirement to use FIN241 form, all previous incident reports are filed as previous in school office.

Further information and an explanation of the legal requirements for accident / injury reporting under the "Reporting of Injuries Diseases and Dangerous Occurrences Regulations" can be found on VT4S website. Please also refer to policy on Child Protection

2. Asbestos

The Headteacher is responsible for Asbestos Survey Record, which was last completed summer 2009 and is located in the Admin Office.

To ensure any contractor or other worker are aware of asbestos risk, there are appropriate warning stickers in the relevant places detailing type 4 asbestos and directing personnel to contact Headteacher prior to start of work. Any damage to areas containing asbestos are reported via the maintenance log and routine assessment by the Headteacher.

3. Contractors

Contractors are responsible for complying with the school's health and safety requirements and have sight of Appendix A prior to starting work and as such:

- Contractors must make appropriate arrangements prior to visiting the school;
- All contractors must report to the school office immediately they arrive on the premises;
- Contractors must be informed of the parking arrangements in the school and must ensure that when moving their vehicles within the school curtilage they exercise due care and attention particularly when they enter

and leave the premises as children arrive and leave school at the start and end of the school day.

- Contractors will work under the close supervision of the Headteacher or Admin Officer so as not to endanger the health and safety of children or adults in the school;
- Any equipment that contractors bring into school must be stored in a safe place away from the corridors, classrooms, or areas used by adults or children;
- No repairs or maintenance can be carried out in areas which children or adults are occupying, including toilet areas;
- If contractors are working near children's play areas, then all equipment and machinery must be removed during playtimes, and contractors must leave the play area.

All work will be monitored by the Admin Officer and Caretaker and any concerns reported to the Headteacher, the contractor and the appropriate department at the LEA.

Guidance sheet *Appendix A* will be given to contractors

In all cases, a pre-contract meeting is held with Health and Safety as a routine agenda item. For large contracts, the vendor will provide the Headteacher with Health and Safety plan. For small contracts, Health and Safety briefing only will take place if any staff are concerned about Health and Safety pertaining to any contractor, this should be reported via the Line Manager and issue escalation route.

4. Curriculum Safety [including out of school learning activity/study support]

All teaching staff will be conversant with the school's Health and Safety policy and complete risk assessment specific to their own curriculum area prior to commencing hazardous activities. Subject Leaders will take into account Health and Safety procedures when reviewing and updating relevant curriculum policy.

The Headteacher will review and update all staff on Health and Safety concerns at the staff meeting at the start of the school year. In addition, updates will be provided during the year at staff meetings, at least on a termly basis.

Details of these activities are specified in the individual policies, which include, but not limited to:

| Policy | Health and Safety Concern |
|-----------------------|---|
| Art | Use of equipment (knives, scissors, glue, clay etc). Appropriate protect clothes to be worn |
| Design and Technology | Use of equipment (saw, chisel, knives, scissors, glue, clay etc). Appropriate protect clothes to be |

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| | worn. Storage of tools and materials. Food hygiene. |
| Early Years | Risks associated with in/outdoor play (sand, water, climbing equipment) |
| Equal Opportunities | Disabled access to ensure inclusivity to all curriculum activities |
| Food in School | Food hygiene in home economics |
| Geography | Offsite day trips, off site residential trips (Yr R Witley trip, Yr 1 Wisley Yr 2 Sayers Croft etc.) |
| History | Offsite trips Internet awareness, food allergies during any trip |
| Homework | Internet use |
| ICT | Use of VDU and display screens, general electrical safety, moving equipment |
| Internet Use | Use of Internet, intranet and anti- bullying |
| Mathematics | Working outside classroom (e.g. playground/allotment) |
| Music | Off site visits to Guildford, London and local events. Outdoor Education Use of new play ground equipment etc |
| Physical Education | Use of equipment and apparatus, storage of equipment and apparatus, safe practice by children, off site location (Confederation events) .Use of swimming pools at Surrey Sports park |
| Religious Education | Off site visits to local and provincial churches/temples etc. |
| Restraint and Handling | Ensure correct procedures adhered to |
| Science | Use of protective clothing, pupil recognition of potential hazard SEND Access considerations to ensure inclusivity to all curriculum activities |
| Using Photographic images of children | Data protection, parental permission, internet use and safeguarding |

The following health and safety publications are adopted by the school:

- BAALPE document "Safe Practice in Physical Education and School Sport"
- MAPA Restraint and handling

5. Drugs and Medications

Please refer to policies on:

- Medicines and First Aid
- Child protection

6. Electrical Equipment [fixed and portable]

A contractor is employed to complete PAT testing on annual basis. Fixed wiring is inspected every 5 years. All faults are reported to the Headteacher via written report.

7. Fire Precautions and Procedures (and other emergencies)

Please refer to policy:

- Fire Management

8. First Aid

First Aid boxes/packs are located in the following places:

- Office
- ICT suite
- Library and outside library
- Mobile kits for school trips and lunchtime supervision
- EYFS

All staff are responsible for checking these and informing office staff if they need replenishing.

Please refer to policies on:

- First aid
- Early Years
- Special Educational Needs

If an ambulance is required:

- It should be called by office staff
- A Member of Senior Leadership will accompany child to hospital and stay with them until parent/guardian arrives
- Office staff to contact parent/guardian to notify of incident
- Other member of Senior leadership will cover for whoever has attended hospital and complete appropriate reports

9. Glass and Glazing

All glass in doors, side panels and windows is safety glass, and all replacement glass is of safety standard. Routine part of termly Health and Safety assessment of the premises includes review of glass status (ie chipping, cracking etc). ML follows the guidance policy from SCC on the use of safety glass.

10. Hazardous Substances

All cleaning solutions are provided by contractors from the Rochelle's cleaning company and stored in secure cupboard (key pad lock.) please also refer to policy on Design and Technology

11. Health and Safety Advice

Moss Lane obtain competent health and safety advice from SCC and subscribe to the Health and Safety Adviser, Babcock.

12. Housekeeping, cleaning and waste disposal

Moss Lane has a contract with Rochelle's for the provision of housekeeping and cleaning. Waste and recycling and removed by Veolia and PHS remove the sanitary and medical waste bins.

13. Handling and Lifting

Teachers are appropriately training in handling of children as per positive touch or when necessary MAPA techniques. Details of this training in manual handling and use of lifting aids are detailed in the staff records. Arrangements for identification of all activities involving lifting/handling, risk assessments to identify precautions to minimise manual handling tasks are detailed in the relevant policy, e.g. Physical Education and discussed during new staff induction.

14. Jewellery

No jewellery is allowed in school except sleepers for children with pierced ears. They must be removed for PE.

15. Lettings/shared use of premises

Please refer to Letting policy.

16. Lone Working

Please refer to Lone Working policy.

17. Long Term Evacuation Plan

Please refer to Emergency Plan. Evacuation point at St Peters and Paul's Church Godalming .

18. Maintenance / Inspection of Equipment

Maintenance and Inspection of Equipment is contracted to Surrey Commercial Services

19. Monitoring the Policy

The Headteacher and Governors are responsible for monitoring workplace inspections, implementation by staff, accident reports/trends and complaints.

Review takes place on at least a termly basis. Please also refer to policy on monitoring, review and evaluation.

20. Personal Protective Equipment (PPE)

The Caretaker is responsible for ensuring PPE is used as appropriate by all contractors. Issue escalation is via Line Management.

21. Playground Safety

Please refer to policies on:

- Outdoor Education
- Physical Education
- Early Years
- Equal Opportunities
- Behaviour
- Special Educational Needs

22. Reporting Defects

All staff are responsible for Health and Safety within the school. To this end, they are expected to report defects in the Maintenance Log, located in the Office. The Caretaker is responsible for either addressing the defect directly, or escalating to the Headteacher if the defect requires outside maintenance.

A maintenance log is reviewed on at least termly basis by Health and Safety Governor.

23. Risk Assessments

The Headteacher is responsible for ensuring Risk Assessments are undertaken.

24. School Trips/ Off-Site Activities

Please refer to policies on:

- School Trips
- Geography
- History
- Music
- Collective Worship
- PE
- DT
- Behaviour
- Outdoor Education
- Swimming
- Special Educational Needs
- Early Years

25. School Transport

Moss Lane does not own its own mini bus. If parents are transporting other people's children to off-site activities (e.g. sports matches), parental approval is

granted prior to trip. All drivers are asked to confirm validation of insurance.

26. Smoking, drugs and alcohol

Moss Lane is a non-smoking area throughout the whole premises. Please refer to policy on drugs and alcohol.

27. Staff Consultation

Staff consultation takes place at the start of each school year. At this meeting staff are informed about Health and Safety issues, how to raise concerns and encouraged to make suggestions for Health and Safety improvements. Termly reminders are made to the staff to ensure Health and Safety remains a focus. Health and safety is an item on the staff meeting weekly agenda.

28. Staff Health and Safety Training and Development

Staff training takes place at the start of each school year. At this meeting staff are informed about Health and Safety issues, how to raise concerns and encouraged to make suggestions for Health and Safety improvements. Termly reminders are made to the staff to ensure Health and Safety remains a focus.

29. Staff Wellbeing / Stress

All staff at Moss Lane belong to a staff support scheme. Governors are aware of the difficulty for staff of maintaining a reasonable work-life balance and this remains an area of focus for the Governing Body in looking at improving the health, safety and wellbeing of all staff members. Please also refer to policy on Teaching and Learning

30. Supervision [including out of school learning activity/study support]

Please refer to:

- School Trips Policy
- Outside Education Policy
- Special Educational
- Early Years
- Swimming
- Safeguarding Policy
- Child Protection

31. Use of VDUs / Display Screens

Please refer to policies on:

- ICT
- Internet Use
- Literacy
- Home Learning

32. Vehicles on Site

- Parking is confined to area between the main entrance gate and the

- playground gate.
- Visitors are encouraged to park in the town centre car parks.
- All staff/visitors need to take care when entering / leaving the school site as children use the car park. Parents are reminded to check the car park entrance of the school before they enter as there is a blind spot near the wall.
- Staff need to try to avoid key times of the day i.e. start of school day/end of school day. When possible staff need to ask another adult to monitor the gate when they are leaving the site at key times to ensure that any pedestrians using the car park are safe.
- Speed in the car park needs to be minimal 5mph.
- During the school day, vehicles will only be allowed onto school premises upon permission from the main office.
- Deliveries are arranged for non-peak traffic times, such as start and end of the school day.

33. Violence to Staff / School

All staff are required to report all incidents of verbal and physical violence to the Senior Management Team. Please also refer to Behaviour Policy.

34. Security

The outer parameter of the school premises is walled and access is restricted via front gate which is locked during the school day. The pedestrian entrance to the school is restricted via number coded door and buzzer system, controlled from the Main Office.

All persons entering the school must complete the sign in book, and will be presented with visitor's badge which is to be worn at all times. Upon leaving the school, visitors must sign out and return the badge. Visitors from outside agencies are requested to show their identity badges and are required to wear them at all times whilst on school premises.

All school staff and Governors will wear an ID badge when in school and temporary/supply staff are required to wear either a temporary ID pass or visitors badge.

Access to the school has the following restrictions:

- Access to the school is controlled between 9.15am and 3.10pm
- All outside doors, cloakroom, EYFS class and corridors, are closed until 8.50am, the start of the school day
- In the event of inclement weather, access to the hall will be available from 8.45am
- Children arriving late to school should be accompanied to the main reception office by their parent/carer and signed in. Children should then, and only then, go to their classroom
- Parents wishing to take children out of school during the school day are required to come to the main reception office to sign their child out, and proof of ID may be sought. The office staff will then collect the child
- Parents are not permitted to enter classrooms, unless by prior arrangements, and they must sign in at the main reception office and obtain

a visitors badge

35. Working at Height

The Caretaker is specifically trained for working at height. All other staff have working at height instruction during induction training.

Please also refer to

- Display Policy
- Lone Working policy

36. Work Experience

All work experience candidates will receive Health and Safety induction training from the Work Experience co-ordinator prior to beginning their attachment. The induction will cover all aspects of Health and safety in the workplace, and is based on guidance from the DES, and from the Trident Trust, which organises work experience in schools. Please see information from Trident Trust for further details (induction checklist, child protection guidance for placement providers, insurance and Health and Safety)

Please also refer to policy on:

- Design and Technology
- Drama

This policy of Moss Lane School upholds the school's ethos and Mission Statement. It must be read in conjunction with and implemented in accordance to the school's policies for Health and Safety Equal Opportunities, Inclusion and Safeguarding. Copies of these policies are available from the school website.

Appendix A

A two sided document that is available from the school office and given to contractors upon their arrival.

Minimise risks and reduce hazards. You must ensure that tools, ladders, electrical equipment etc are used correctly and must not be left unattended. Take care not to create tripping hazards e.g. trailing cables.

Please follow the agreed safe system of work for the task you are carrying out – should you run into any unexpected difficulties liaise with the school's site contact.

School equipment – please check with a member of staff before using any equipment belonging to the school.

Pupils may chat to you and that's fine, but please don't initiate conversations with pupils. This is to protect you as well as the children.

If your vehicle needs to be parked anywhere other than the car park please contact reception. Parking in the school car park may not always be available. Please take extra care when driving near the school gates and in the car park.

Please report any accidents or incidents that occur whilst working at the school.

Moss Lane School



Contractors Working on Site Information and Safety Advice

Welcome to Moss Lane School

This leaflet has been designed to protect you, our staff and children whilst work is taking place at this school. If anything has not been covered please ask. We thank you for your co-operation while at the school.

| | |
|--------------------|-------------------|
| Headteacher | Victoria Abbott |
| SBM | Carolynne Ballard |
| Caretaker | |
| Telephone | 01483 417214 |

Please sign-in at reception on arrival and book-out when leaving, ensuring that you return your visitor's lanyard.

Asbestos Risk Management Plan

Please ask at reception for a copy of the school's asbestos register which you are required to sign. You must check the location before commencing any intrusive work. If, during your work, asbestos is found or suspected work must stop immediately and the incident reported to the persons named above.

Fire and Emergency Evacuation

If the **Fire Alarm** sounds (a long, continuous bell) please leave the building immediately by the nearest exit. Make your way round to the assembly point on the school playground and make your presence known to the school office staff and/or the Fire Warden.

Intruder Alert

In the event of an **intruder alert** an intermittent alarm bell will sound. Pupils are required to stay inside the building and hide in accordance with guidelines from their teacher. In the event of an alert please find a suitable location to remain concealed until the alarm stops sounding.

Additional information

The school day is from 9:00am to 3:15pm. The hall is used for lunch every day and work will not be able to take place in the hall between the hours of 11:30am and 1:00pm.

First Aid is available in the school office and in other areas of the school.

There are **Staff toilets** opposite the main front door, at the top of the stairs outside the staffroom and in the Reception annex. Pupil toilets must not be used.

If work entails being in pupil toilets do not enter until a member of staff has cleared them.

Pupils' safety, security and well being are priorities. Please abide by these rules.

Schools are **non-smoking or Vaping** areas. You are not permitted to smoke or vape anywhere on the school grounds.

Any locked doors/gates should be left as found.

No inappropriate language please. Children are very perceptive.