St Gabriel's C of E Primary School

Health & Safety Policy Autumn 2026

Health & Safety Policy

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St Gabriel's C of E Primary School

Health and Safety Policy

Current Review:	Autumn 2026	**Next review date:**	Autumn 2028
Committee approval	Premises and Finance Committee	**Written by:**	Rebecca Anson
References:	Previous Policy	Policies other Schools	'The Key'

1. PURPOSE AND SCOPE

The aim of the policy is to:

- Ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises.
- Ensure that all reasonably practical steps are taken to ensure the health and safety of staff, pupils and other supervising adults participating in off-site visits.
- Establish and maintain safe working procedures amongst staff, visitors and pupils.
- Make arrangement for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Develop safety awareness amongst staff, pupils and other supervising adults.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.

This policy is in addition to Health and Safety legislation and guidance, in order to benefit staff, pupils, visitors and other users of the premises.

Key contacts

The maintenance of health and safety is the shared responsibility of the whole school community. Key contacts are listed below:

Westminster City Council

Director of Schools and Learning: Ian Heggs

Emergency Planning Manager (Now called the Humanitarian Assistance Lead): James Quayle

Resilience Team (was Westminster corporate Health and Safety Team):

London Diocesan Board for Schools

Chief Executive Penny Roberts MBE

Principal Buildings Officer: Steve White

Operations Director: Andre Garwood-Watkins

Chair of Governors Fr Owen Higgs

Headteacher Rebecca Anson

Assistant Headteacher: Mark Nunn
Assistant Headteacher: Sonia Bell

Premises Manager Eamon Fitzpatrick

School Surveyor Neville Brown

Health and Safety Governor Sowmya Ajaykumar

The Health and Safety Executive Westminster:

Statement of Intent

St Gabriel's C of E School

The Governors of St Gabriel's C of E School are committed to achieving a positive and effective health and safety culture throughout the School. They recognise and accept their duty as employers under the Health and Safety at Work Act 1974 (s2/3/4 and 37), supporting regulations. They aim for a level of health and safety excellence that is above the minimum compliance to legal standards and to comply with the Local Authority's policy statement, in so far as is reasonably practicable.

The Governors will meet their responsibility by ensuring:

- That strategic decision making takes into account the ethos of sovereignty and the Local Authority and supports the school to meet their legal obligations under the health and safety legislation.
- To formulate and develop the Health and Safety policy that sets direction for the school by communicating its values, beliefs and commitment to health and safety.
- So far as reasonably practicable, reduce to a minimum occupational sickness absence, accidents, injuries and loss, and promote good health every day.
- An organisational structure which allocates clear and accountable Health and Safety duties to those who have responsibilities to plan and implement the policy.
- To ensure that the school develops a Health and Safety plan that is both measureable and achievable.
- Provision of a safe and healthy place of work, with safe access to it.
- Provision of safe and properly maintained Plant and Equipment.
- The safe storage of articles and substances.
- Proper consultation with staff and pupils on Health and Safety matters
- That sufficient information, instruction, training and supervision of employees is given to ensure employees have an understanding of the principles of risk management, to enable them to identify the risks inherent, to competently carry out their duties and positively contribute to the Health and Safety of themselves and others and to avoid hazards in the workplace.

They are committed to driving forward a positive culture of Health and Safety management performance and continuous improvement.

The content of this document will be made available to all staff and others as deemed appropriate and will be reviewed at least annually or sooner should Health and Safety legislation change.

Specific Responsibilities

The Governing Body

The Governing Body has ultimate responsibility for the health, safety and welfare of their employees and pupils, and to provide a safe environment for visitors to the school.

The Governors have designated that members of the Finance and Premises Committee are to have a particular awareness of Health and Safety responsibilities and to review and revise the Policy as necessary at regular intervals of no less than once a year.

The Governors authorise benchmarking exercises with other schools, so that information on accident statistics and best management practice in health and safety can be exchanged.

The Governors will communicate the successes and failures of the school's health and safety performance to all employees.

The governors will authorise Health and Safety audits of the school as required.

The Governors will see that children are given sufficient information to understand the nature of and avoid hazards, and to have due regard for their own Health and Safety and that of others.

Health and Safety will be a regular Agenda item for Governors' meetings.

Responsibilities of the Headteacher (Key Health and Safety Manager)

The Headteacher is responsible for the day to day management of the school and is the designated Key Health and Safety Manager responsible for the matters relating to Health and Safety in the school.

The Headteacher is responsible for ensuring the effective development and implementation of the general policy statement and achievement of the effective planning, organisation, control, monitoring, review and auditing of preventative and protective measures of the management system on Health and Safety.

The Headteacher will keep a close working relationship with the Health and Safety Officer of Westminster local authority and in conjunction with the Governors, to oversee the implementation of the school's Health and Safety policy and the fulfilment of statutory requirements.

The Headteacher is also responsible:

- To be available to the nominated Health and Safety contacts to discuss and seek to resolve Health and Safety problems and to co-operate with them in carrying out inspections of the workplace and to ensure an up-to-date of all Safety Contacts.
- To judge whether the steps which need to be taken to remove hazards are "reasonably practical" and lie within her executive authority and take action as appropriate.

- To ensure hazards are identified and random Health & Safety tours of the school are recorded and communicated to the Headteacher.
- To receive written reports from Safety Contacts following an inspection of the workplace and to reply and discuss points made with the relevant person(s).
- To monitor standards and the achievement of the annual Health & Safety plan and to provide regular reports on Health and Safety matters to the Governing Body.
- To ensure the Governors' Health and Safety Policy is read by all employees and made available for parents and other interested parties.
- To take note of Health and Safety Bulletins and Instructions issued from time to time by the Director of Education, the Chief Executive, the Health and Safety Executive or other statutory bodies.
- All Health and Safety Bulletins and other safety advice are circulated throughout the establishment as appropriate. A body of Health and Safety information will be kept in the Snr. School Administrator's Office.
- All accidents, assaults, dangerous occurrences, occupational ill health, near misses and unplanned events are investigated, recorded and prompt action is taken to eliminate or control the immediate and underlying causes.
- All staff have access to competent advice on Health and Safety matters.
- Periodic reviews of accident investigation reports are undertaken to check that appropriate actions have been implemented.
- Set a good example with regards to Health and Safety.

Responsibilities of Admin Manager (nominated Local Contact)

The Administrative Manager will be the designated Local Contact for Health and Safety Issues and has the day to day responsibility for ensuring this policy is put into practice.

They will be expected to deal with matters as they arise and to liaise with the Headteacher or Assistant Headteachers (in their absence) and with the Premises Manager and Staff

In conjunction with the Headteacher, they are:

- To be responsible for overview and management of all health and safety matters on site and to report to the Governors, Headteacher and Local Authority on matters relating to health and safety.
- To eliminate potential hazards and health risks and monitor that Health and Safety audits that take place.
- To ensure that adequate signing is in place and information on fire procedures is available to visitors.
- To ensure all Fire Action posters are up-to-date and visibly distributed around the school.
- To take note of Health and Safety Bulletins and Instructions issued from time to time by the local authority or other statutory bodies.

- To ensure that new staff receive essential Health & Safety Induction on the first day of employment.
- To ensure the Governors' Health and Safety Policy is read by all employees and made available for parents and other interested parties.
- Set a good example with regards to Health and Safety.

Responsibilities of Premises Manager

To receive comments from the staff on potential hazards and to take steps to remove or reduce the hazards, so far as is reasonably practical.

At times they are to assist in periodic inspections which ensure that safe practices and methods of work are being followed, using adequate and appropriate equipment.

Fire Controller

The Premises Manager is the designated Fire Controller and is generally responsible for the day-to-day oversight of the condition of the buildings and furnishings.

They are also to ensure:

- Regular testing of Fire Alarms and that the proper maintenance of alarms, extinguishers and Fire Doors maintained.
- To be responsible for Site services and Security.
- To monitor the safety of all work carried out by Contractors.
- To check that action has been taken to rectify any reported hazards or defects.
- To be responsible for the correct use and maintenance of mechanical, electrical and heating services on site.
- All maintenance contractors will be overseen by the Premises Manager who will ensure that a copy of the company's risk assessment of their activities is available at our request.
- The asbestos register is kept safely, and made available to contractors working on site.

All Staff Members

All employees are to understand that they have a duty to take reasonable care for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work. They will ensure that:

- They familiarise themselves with the relevant Health and Safety arrangements of the school and should be aware of the communication channels both within the school and within the LA for Health and Safety matters
- They co-operate so far as is necessary to enable that duty or requirement to be performed or complied with as required by Health and Safety key personnel and the Governors

- They do not intentionally or recklessly interfere with or misuse anything provided in the interests of Health and Safety, safety and welfare
- They are aware that failure to comply with the codes of practice for Health and Safety either by their actions or inactions may result in further investigation by the school, local council and may even result in criminal prosecution
- They report any accident, dangerous occurrence, incident or near miss to their line manager or Premises Manager so it can be reported onto the Council's reporting system
- When any member of staff notices an unsafe situation, the facts should be reported to the Admin Manager and the Premises Manager who will take necessary steps to ensure that all persons are kept away from the area/equipment until the danger is removed/resolved and will keep the Headteacher informed.

As part of their day to day duties they will:

1. Exercise effective supervision of pupils.
2. Ensure that they have addressed any potential emergencies and, where necessary, familiarise pupils of the procedures.
3. Give clear instructions and warnings as often as may be necessary.
4. Set an example by using safe working methods and abiding by any safety rules.
5. Ensure staff and pupils wear personal protection when required.
6. Ensure personal protection is kept in good condition and replaced as necessary.
7. Make recommendations for additions/improvements where problems or risks are identified.
8. Ensure all plant, machinery and equipment in the areas they work is adequately guarded and in good, safe, working order.
9. All notices relating to health, safety, welfare and fire are visibly displayed.
10. Encourage pupils and other staff to achieve the highest possible standards of health and safety and discipline and those who consistently fail to consider their own wellbeing or the Health and Safety of others.
11. Report any health and safety concerns to the Headteacher or designated person for Health and Safety.

All new staff must be fully briefed on Health and Safety arrangements as part of their Induction process. All staff receives a copy of the Staff Information Book.

Visitors (including Contractors and Premises services personnel) are expected to report to Reception and be given an appropriate Health and Safety briefing.

The Senior Leadership Team

Will play a key role in the identification of Hazards; and with the implementation of the Health and Safety Policy in the school.

Local Authority Powers

The local authority provides advice to community, voluntary aided, community special schools and maintained nursery schools, it may give a direction concerning Health and Safety of persons (including pupils) on the school's premises or taking part in any school activities elsewhere. Under Section 29(5) of the Education Act 2002, governing bodies of such schools must comply with any such direction from the local authority.

HIRERS, CONTRACTORS AND OTHERS

Contractors on Site

The safe working practices of contractors on site should be set and agreed before the start of any works. No contractor is allowed unaccompanied on school premises, unless the school has evidence of a current DBS check (except during school holidays). A pre-contract meeting must be held to cover all the points listed in the standard Agenda.

When there are 5 building workers or more in the school, a Construction Design and Mgt. co-ordinator must be designated from the firm. Unsafe practices are to be stopped by the Premises Manger/Admin Manager and confirmed by the Headteacher or by all acting together.

1. When the premises are used for purpose not under the direction of the Headteacher then the principal person in charge of the activities for which the premises are in use will have responsibility for safety practices as indicated in paragraph 3 of this Policy.

2. The Headteacher or co-ordinator will seek to ensure that hirers, contractors and those who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

3. When the school premises or facilities are being used outside normal school hours for a school sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of that section.

4. When the premises are hired to persons outside the employ of the governing body, it will be a condition of all hirers, contractors, and others using the school premises of facilities that they are familiar with this policy, that they comply with the safety directives of the Governing Body and that they will not, without prior consent of the Governing Body:
    a) introduce equipment for use on the school premises.
    b) alter fixed installations.
    c) remove fire and safety notices.
    d) take any action that may create hazards for persons using the premises or the staff or pupils of the school.

5. All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provisions of the *Health and Safety at*

Work Act 1974 and must pay due regard to the safety of all persons using the premises.

6. In instances where the contractor creates hazardous conditions and refuses to eliminate them or take action to make them safe, the Headteacher will take such actions as necessary to prevent persons in his or her care from risk of injury.

STAFF CONSULTATIVE ARRANGEMENTS

The Governing Body, through the Headteacher , will make arrangements for the establishment of a safety committee, at present the premises sub-committee, by incorporating agenda items on health and safety matters into existing consultative groups.

CODES OF PRACTICE AND SAFETY RULES

1. In consultation with the Governing Body (where appropriate) and taking into account the requirements of this statement the safety committee will approve (where necessary) codes of practice for the observation of safety requirements in school.

2. From time to time the Department of Education, the Health and Safety Executive and other regulatory or advisory bodies will issue codes of practice on particular topics for the guidance of Heads and others who are in control of educational premises. If the Headteacher considers the inclusion of all or any such documents into this policy to be inappropriate she will be required to demonstrate to the satisfaction of the Governing Body that she has already introduced codes of practice and methods of working which will achieve a similar or higher standard of health and safety.

RISK ASSESSMENT

The headteacher will ensure that a risk survey of the premises, methods of work and all the school sponsored activities is conducted annually (or more frequently if necessary). This survey will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The results of each survey will be reported to the Governing Body:

Risk assessment records or policies exist for:

- After school clubs
- Building and Grounds
- COSHH (Control of Substances Hazardous to Health)
- Disability Equality Scheme
- Display Screen Equipment
- Dinner Hall
- Electrical Safety/PAT testing
- Emergency Education Continuity Plan
- Fire Safety/Evacuation Procedures
- First Aid
- General staff activities
- ICT Suite

- ICT/Internet & E-mail use
- Insurance policy
- Intruders on Site
- Ladders
- Legionella
- Managing Medicine & Medical Needs
- On Site PE and Games

Arrangements

Security of pupils and staff

The Governors are committed to combat and eliminate the risks of violence to both pupils and staff. The occurrence of physical attacks is fortunately rare, but there is growing awareness of the diversity of forms of violence can take place. The school has Security Policy, which details the procedures and physical measures to safeguarding Pupils, Staff and Visitors.

Panic Alarms are located in the Reception office and Headteacher's office. When a Panic Alarm is triggered (by pressing 2 fingers into the red buttons), the Police are automatically summoned by the Alarm Monitoring Company if there is no response from the Receptionist/Premises Manager when the school is contacted.

Separate guidance has been issued specifying the action to be taken in the event of a Bomb threat or Emergency Evacuation. The School follows the guidance issued by Westminster City Council – Managing Emergencies.

Lone working is discouraged as far as possible, but where it is unavoidable (e.g. Premises Manager in the school holidays), a Risk Assessment must be carried out and the need for security, raising the alarm etc must be considered and measures put in place.

Staff seeing parents after school must inform another member of staff working on the same floor and the Front Reception Office and report afterwards. A risk assessment must be carried out for any known difficult parents/visitors.

Staff should be familiar with the guidelines for using the Internet set out in the Computing and E-Safety Policy. Any breaches of Security should be reported to the Designated I.T. Co-ordinator immediately.

The School has a Use of Force to Control and Restrain Policy which is issued to all staff. This policy sets out what is considered to be reasonable force, the circumstances it may be used and how incidents should be reported. It is imperative staff familiarise themselves with this guidance.

Home Visits by staff should not take place and are discouraged unless specifically authorised by the Headteacher e.g. Pre-School visits to Reception Pupil's homes, attendance visit.

A Risk Assessment must be completed prior to any Home Visit.

Pupil Safety

The school has a legal duty to work with other agencies in protecting children from harm.

The school's Pupil Behaviour Policy, Use of force to Control and Restrain Policy, Anti-bullying Policy and Child Protection and Safeguarding Policy outline the precautions taken to ensure the welfare of Pupils. These guidelines are issued to all staff and are regularly reviewed with staff and the children.

Collectively and individually the teaching staff are in 'loco parentis' and therefore are legally responsible for the safety and welfare of the pupils.

Classes must be supervised appropriate to the age, maturity and usual behaviour and with reference to the known behaviours of individuals within the class. Children should not be left unsupervised. **Children should not be put outside the classroom.** The Behaviour Policy is implemented across the school.

Pupils' behaviour should be sensible and restrained and to that end all school staff should be alert at all times.

The **Pupils** are expected to:

- Exercise personal responsibility for the safety of themselves and classmates.
- Observe standards of dress consistent with safety and/or hygiene.
- Follow the safety rules of the school and in particular the instructions of teaching staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their safety.

Head Injuries

- Parents are informed of a head injury by letter and phone call. The letter outlines the injury and symptoms to look out for.
- On the instruction of the Headteacher, the School Administrator contacts parents by phone if there are concerns about other injuries.

Head lice

- If head lice or eggs are noticed in a pupil's hair the parents will be informed by the School Administrator and offered advice on treatment. If the problem persists, the parents will be offered a consultation with the school nurse.
- A general letter is sent to the parents of all pupils in a class if there are multiple or repeated cases of head lice in the class.

HIV

- No person must treat a pupil who is bleeding, without protective gloves.
- Protective gloves are stored in the School Office and all first aid kits.

- Sponges and water buckets must never be used for first aid to avoid the risk of HIV contamination.

Hot Drinks

- Staff should ensure that they only transport hot drinks around school in a container and when it is quiet in the corridor areas. Hot drinks should not be transported when large numbers of pupils are moving around school. Hot drinks should not be taken into the playground when children are present.

Supervision

- The Senior Leadership Teams and Senior Admin Officer implement a supervision rota for before school, morning and afternoon breaks and for when pupils are picked up late after school.
- The Assistant Head in charge of behaviour is responsible for the supervision at lunch-time and will make the necessary arrangements through the Midday Supervisors. A Playtime Supervision Handbook is issued to all Staff. The school has a Playground Risk Assessment.
- From 8am, children can arrive for breakfast club, this is supervised by a member of staff.
- Before school (prior to 8.30am) children should wait with their parents or guardians outside the building. At 8.30am the children attending fitness club are allowed into the playground. The playground is supervised from 8.45am and there are three members of staff on duty.

Swimming

- Swimming lessons are given at the Queen Mother Centre by qualified swimming instructors. School staff accompany the children to / from the pool and are present pool-side throughout the sessions.
- Staff follow the Queen Mother Centre safety procedures, including relevant risk assessments (copies are given to the school and available to view).

Emergency telephone number for pupils/staff

A list of emergency telephone numbers for parents/guardians of pupils and next of kin for staff should be maintained by the Administrative Manager. The school has a text emergency alert system.

Parents are expected to:

- Support the school in any health and safety matters reported to them in newsletters.
- Ensure their children come to school in suitable clothing and footwear, consistent with safety and hygiene.

Prevention of Occupational Stress

Generic risk assessments, or where appropriate, individual risk assessments are completed and subsequently reviewed with staff.

When necessary the school may refer staff to OH for support and guidance. This procedure is carried out through the LDBS. They provide a range of medical services for all staff including: work health assessments, sickness absence management, medical referrals, health surveillance and health promotion which the school has procured.

School buys in to the Education Support Partnership, a service offering free advice to employees experiencing difficulties in a range of areas.

Reporting sickness absence

On the **first working day of absence** staff are to notify the Headteacher as soon as possible **(from 7.00am)** giving reason of absence, giving him/her time to obtain adequate cover. (In absence of the Headteacher, one of the Assistant Heads or a senior member of staff)

If absence is longer than a day, staff are to contact the school office **by 3.00pm** to inform the Head/one of the Assistant Heads.

On the **fourth working day of absence** staff must contact the Head/AHs in regards to future absence and consult their doctor.

After seven calendar days of absence staff must submit a medical certificate and continue to submit medical certificate to cover continual absence.

The school has a more in-depth Sickness Absence Procedures available to staff and mentioned in their health and safety induction.

Fire Evacuation Procedures

All staff and pupils are expected to be familiar with the School's Fire Evacuation procedures, which is reviewed and updated annually.

All staff receives a copy of these procedures on appointment.

Staff are expected to familiarise themselves with where the fire extinguishers are located around the school and how to use them (instructions are given on the extinguishers).

Fire Drills are carried out on irregular unannounced basis (staff only) once every full term.

School maintains an Emergency Plan Policy and an Education Continuity Plan in the case of the school being uninhabitable.

First Aid and Reporting Accidents/Incidents/Injuries/Near Misses

The school reports accidents and/or dangerous occurrences as the requirements set in the RIDDOR 2013. Reporting is through the HSE website: https://www.hse.gov.uk/riddor/

The school has a First Aid Policy which is given to all staff and specifies the procedures for reporting accidents and give details of the school's first aid procedures.

A Risk Assessment to ensure that there is adequate First Aid provision is reviewed biannually.

There is also a separate guidance and procedures on Managing and administering medicines.

In the event of an ambulance being called for an emergency, the Chair of Governors will be notified.

Safety Audits

It is the responsibility of all staff to inspect the areas in the school for which they have general oversight and report to the Senior Admin Officer/Premises Manager any safety hazards which they observe. A full Health and Safety Audit will be completed once a year.

The Premises Manager has the general responsibility for the day-to-day oversight of the condition of the buildings and furnishings. Specialist equipment is under the general oversight of the appropriate curriculum Co-ordinator/Administrator/Support staff in whose department the equipment is located.

All staff have a collective responsibility to report to the Admin Manager or Premises Mgr any faulty apparatus, furniture, fittings etc. of any kind anywhere in the school. This shall then be taken out of use until repaired or disposed of.

Administration of Medicines

- The administration of medicines is covered in our Supporting Pupils with Medical Needs and Manging Medicines Policy.
- Medicines are kept in a secure cupboard or refrigerator in the school office. Staff record the time medication is given and sign the record of administering medicines..
- Parents give written consent to authorise staff to administer medication. No medication can be administered by staff without such authorisation.

Staff should refer to the Managing Medicine & Medical Needs Policy

1. No child may carry prescribed medicines in school.
2. Parents may come into school to administer medicine to their child.
3. Exceptions will be when a child suffers from a condition, which requires on-going medication. Such pupils are regarded as having medical needs and as such need an individual health care plan.

Forms are kept in the school office and should be completed by parents on admission or when the need arises.

Asthma

1. The school keeps a record of all known asthmatic children. A medical list is kept in the school office, in each class and in the staffroom.
2. Parents/carers should ensure that children who need to use inhalers are taught to use them correctly.
3. **If the child is unable to use the inhaler then staff are trained in the administration of asthma inhalers, in the rare event that a child is still unable to use their inhaler the parent/carer must be available to come into school to administer said medication.**
4. Asthma inhalers should be kept in the office and easily accessible for use when necessary. They should be clearly labelled with the child's full name and the expiration date should be frequently checked.
5. Inhalers must be taken out with the child when the class is on an educational visit.
6. The school nurse will ensure that necessary training is given so the designated member of staff is well informed and feels confident about managing asthmatic children in school.
7. Older children may be responsible for administering their own medication, with supervision given by office staff.

Other chronic conditions

Information about children suffering from other chronic conditions is passed to class teachers. If the information is confidential parents will disclose it on a 'need to know' basis. Disclosing confidential information about the health of any member of the school community is a disciplinary matter.

Regular medication

If children are unwell and taking medicine they ought at be at home. However, in some cases medication is taken regularly. In these cases parents must bring medicine to the school office. It must be clearly named and have written instructions for its administration.

No medicine prescribed or otherwise, will be given under any circumstances by a member of the school staff. If medicines are prescribed to be taken 4 times a day, the office staff will administer 1 dose during school hours.

Older children may be able to self-administer under the supervision of a member of staff holding a first aid certificate. This does not apply to the administration of Epi-pens which may be administered by trained staff when necessary. A list of staff trained to administer Epi-pens has been given to each classroom, and is displayed in the staffroom.

All medicine must be kept in the Office only. Throat/cough sweets and any other non-prescribed medication is not permitted.

Epilepsy

Staff should be made aware of pupils who are epileptic and the action to be taken if a seizure occurs.
An ambulance should be called immediately in the case of serious asthma, epileptic fits or any condition that is causing serious concern or is beyond the scope of day-to-day First Aid, without waiting until parents have been contacted.

Communicable diseases

For details of communicable / reportable diseases / vaccinations / hygiene etc. please refer to the medical file, or poster in the school office. Any queries should be directed to school office or school nurse.

FIRST AID

1. The number of certified First-Aiders will not, at any time, be less that the number required by law.

2. A list of current First-Aiders must be displayed around the school. Lists are located in the staffroom.

3. At the discretion of the Governing Body other staff will be given such training in first aid techniques as is required to give them a basic, minimum level of competence.

4. First aid equipment is located in the filing cabinet in the office, and a supply is kept in the basement. A kit is also located in each classroom, playground, dining hall and staff room. The contents will be checked regularly and any stock replenished after use.

5. First aid kits MUST be taken on school trips, sports events etc. Portable first aid kits are located in the visitors' kitchen, under the arch dividing both playgrounds, and in each classroom.

6. Disposable latex free gloves are available, and must be used at all times when dealing with blood and bodily fluids. Separate first aid waste bins are available for the disposal of soiled dressings and used gloves to avoid cross-contamination.

7. If in doubt regarding the severity of an injury a second opinion should be sought from the designated first-aiders.

8. Pupils' medical wallets containing inhalers and medication are easily accessible from the office cabinet.

The person responsible for First Aid will

1. To take charge of the situation where personal injury or illness has occurred and where further medical help is needed. This measure should be undertaken by the nearest and/or other members of staff, including onlookers directed away from the location of the incident.

2. To record all accidents requiring medical attention in the accident book. This is to be kept in the office. St Gabriel's School reports accidents via Bi-Borough Accident Reporting system - the Electronic Accident Reporting system is used when work-related incidents or major injuries to pupils, staff, parents and visitors arise. The Electronic Reports are completed and submitted to the local authority on-line by the Administrative Manager and copied to the office file.

3. Ensure that adequate first aid supplies are provided at key points in the school and portable kits are available for off site visits.

4. Maintain the supply of first aid equipment.

5. Ensure that all staff, pupils and visitors know who and where the First-Aiders are. A list is prominently displayed in the staffroom, main playground, and Reception lobby.

6. Make sure no attempt to move an injured person should be made until appropriate examination and assessment have been completed.

7. Realise only the Headteacher, Assistant Headteacher, or Admin Manager will authorise for an ambulance and nominate a member of staff to accompany the child or the relatives or adult concerned. Best practice suggests the person who witnessed the accident should call for an ambulance.

8. Make sure all serious injuries should be transported to hospital by ambulance as the patient's condition could worsen. In the case of a child, a responsible adult should accompany the child if the parent cannot be contacted in time.

9. Know that in cases of serious injury, responsibility of the First-Aider or Appointed person ends when the patient is handed over to medical care or parent/guardian.

10. Realise that fatalities or major injuries must be reported immediately by telephone to either The Education Department Health & Safety Representative or the Corporate Health & Safety Unit and to the Chair of Governors.

11. Ensure that in the event of a fatal or serious injury, nothing at the site of the accident must be moved, except for helping the injured and moving bystanders, until an examination has been carried out.

12. Remember that witnesses will be required to make a full written account of the incident. Therefore dates, times, witnesses, circumstances must be written down as soon as possible so that vital information is not lost. It may also be beneficial to attach relevant photographs to the written report.

The Headteacher or Assistant Headteachers will assume responsibilities of the Appointed Person in the absence of a nominated First-Aider.

Guidelines for the safe use of Plant Equipment

The Premises Manger is responsible for identifying all equipment/plant needing maintenance. The Premises Manager will ensure that both planned and reactive maintenance procedures are drawn up and implemented. Any problems found with plant/equipment should be reported to the Premises Manager. The Premises Manager, Headteacher and SAO. will check that new plant and equipment meets appropriate health & safety standards before it is purchased.

As part of their Health and Safety induction, staff will be informed about any guidelines for the safe use of equipment (e.g. Staple Guns, DSEs, A.V.A. equipment etc.)
If new staff are not familiar with any items of equipment, they should ask an appropriate member of staff for instruction/assistance. There needs to be sensible use of electrical equipment within the classroom environment at all times.

Electrical Equipment

- Only unmodified electrical equipment carrying BS, BEAB, IEE, and/or ECC (UK) electrical safety approved may be used on the premises. A visual inspection must be carried out by the member of staff before using a portable appliance.

- Portable electrical equipment will be tested annually by qualified electrician, in February half term. Non portable equipment testing (PAT Testing) is arranged by the Premises Manager through an approved company. An inventory of portable electrical equipment is maintained by the Admin Manager. A third of the electrics are checked every year.

- The Premises Manager needs to ensure that the electrical equipment staff are intending to use is suitable for the electrical supply to which it is connecting. Check the voltage is correct and that the supply can deliver the current required by the equipment (the power requirements of the equipment will be shown on its rating plate).

- Staff **are not** permitted to use their own personal appliances in the school.

- Staff **must not** attempt to carry out any repairs. This work must be carried out by a 'competent' person. Any faulty equipment must be taken out of service and passed to the Premises Manager who will label it – "Do not use until repaired".

- **All staff need to be aware that should a person be suffering from an electric shock they should not be touched, but pushed away from the electrical source with e.g. a wooden pole/stick.**

- The use of Drawing Pins is not permitted in any areas frequented by pupils. Hot Glue Guns are to be used by adults only and as well as Staple Guns; they must be stored securely away from pupils.

Correction fluids

- Only staff may use correcting fluids because they are toxic.
- Children are not allowed to bring their own correcting fluids to school.
- Staff are asked to confiscate any such toxic materials which are brought into school, but these should be returned to the parent at the earliest time.

Marker pens

- Pens which are mainly water based should be used
- When other pens are used i.e. spirit based pens, they should only be used by staff and only then in a well ventilated area and when children are not present

Pen tops

- Pen tops without breathe holes are a potential choking hazard. Staff should be vigilant about this, as there have been accidents & deaths due to children putting pen tops in their mouths.
- Only pens with breathe holes will be purchased
- If children bring in their own pens they should have breathe holes
- Emphasise to children that pen tops should not be put in the mouth

Hand staplers

- Only to be used under supervision

Photocopiers

- The school administrators are the designated photocopier operators to be contacted if there is a jam etc. and to report faults.

- Care must be exercised by staff moving large or heavy equipment to take proper care of themselves and have due regard for the safety of others and with special regard for children. A manual lifting/handling risk assessment must be undertaken with such staff.

Display Screen Equipment (DSE)

All office based staff who regularly use display screen equipment (i.e. computers, laptops) as a significant part of their normal work (daily and for continuous periods of an hour or more) are considered DSE users and will complete a workstation assessment under the Health & Safety (Display Screen Equipment) Regulations 1992 within four weeks of starting their position at the school.

A workstation self-assessment checklist which includes information on workstation set-up and use, and will be reviewed by the Headteacher or the Health & Safety officer, or the online DSE self-assessment tool will be completed by all staff DSE users, the Health & Safety officer will advise which assessment will be carried out. Any issues arising from the assessment will be reviewed with a certified DSE Assessor.
Staff should be re-assessed if there are significant changes in their workplace (i.e. location, furniture, DSE, software, signs of discomfort/pain or personal circumstances: - pregnancy, illness or disability).

Staff who requires a more comprehensive assessment (i.e. due to a health condition or disability) will have their workstation assessed by the Council's Health & Safety team or equivalent.

Cookery

1. Staff and pupils must wash their hands with warm, soapy water before handling food.
2. All foodstuffs should be stored in suitable containers in clean cupboards out of the reach of vermin, flies, etc. Contaminated foodstuffs should be destroyed.
3. Food waste disposal bins must be emptied immediately after cookery sessions.
4. Waste food from the school kitchen should be disposed of in the provided bins.
5. Children must not be left unsupervised when cookery or preparation for cookery is taking place.
6. There must be no combustible materials / liquids kept near the cooker.
7. The working area should be uncluttered and all passageways free for safe movement.
8. The floor should be kept clean and any liquids mopped up as soon as possible.
9. Windows and ventilation should be properly controlled, especially in the summer when the classrooms can become very hot.
10. A fire blanket should be available in the immediate vicinity of the cooking area.
11. Safe and adequate working space is required around cookers.
12. Pupils must take particular care in the vicinity of the cooker & when handling sharp implements.
13. No pupils should carry hot water.
14. No child should be left unattended in the vicinity of the cooker.
15. Staff should use common sense when using cookery equipment.

Safe working at Heights

Roof Access
No members of staff have access to roof areas, with the exception of the Premises Manager who, following a risk assessment is only permitted on roof areas that are secure. The Premises Manager must inform another member of staff and have another person(s) present when going up on the roof.

Ladders used in the school are inspected formally by the Premises Manager every six months and the inspection recorded. Ladders must be visually inspected by staff each time before use. Staff putting up high displays must use either a step stool (one provided on each floor) or a Step Ladder. Another member of staff should always be present when a ladder is being used. **Lone working when using a ladder is banned.** Display boards should be

positioned at an appropriate level, with high level boards kept to minimum. There is a Risk Assessment for Ladder usage.

High level storage should be kept to minimum in all rooms and store cupboards. Heavy materials should be stored between waist and shoulder level where possible.

FIRE PROCEDURES

1. All members of staff must ensure that they know the fire procedures. These are displayed in each room.
2. Class teachers must ensure that the children in the class know the fire procedures.
3. When pupils arrive in the middle of a term teachers must ensure they are informed of fire procedures.
4. Supply staff and cover teachers must be informed of fire procedures in the school before entering a class to teach.
5. Evacuation must be in silence and no child may handle any other child. It should not be necessary to give any instructions to children on hearing the alarm, unless a variation to the taught procedure is necessary.
6. The class teacher MUST bring the class register, if in class, and take the children to their assembly point by the nearest exit.
7. Where possible, windows and doors should be closed by the last person leaving the room. In the event of a real fire the alarm should be activated from the nearest alarm point by breaking the glass and pressing if necessary.
8. The Headteacher and Senior Administrative Officer are responsible for ensuring that everybody has left the building.
9. Teachers are responsible for accounting for all children who are present for that session. Members of staff with children taught separately are responsible for ensuring their return to their class group as soon as possible (at the meeting place and not the classroom).
10. Children evacuating the first floor classrooms must be trained to use the staircase simultaneously. This requires above average self-discipline and control, and should be practised independently of the rest of the school, as well as whole school evacuations.
11. Staff should be aware of alternative routed out of the classrooms where possible in the case of a route being blocked by fire.
12. **The assembly point is in the playground.**
13. Once at the assembly point children should line up in their classes in silence. The class teacher should take a headcount and if necessary call the register.
14. Absent children must be reported to the Headteacher instantly.
15. The fire evacuation is timed and a record is kept of the time.

In order to minimise risk of fire the Headteacher will ensure that all staff know and practice fire safety.

1. **Staff must not fight fires unless they have been trained in the use of fire fighting equipment.**

2. The fire drills will incorporate different settings of fires to enable practice, where possible, of alternative ways to leave the building
3. Staff are aware of the location of fire alarm trigger points. There is a fire drill procedure document sited in a prominent place in each room & communal area e.g. halls. These documents should be updated as necessary.
4. Staff know that the nearest emergency exit should be used in the case of an emergency.

5. A head count is taken after each evacuation of the building. Registers must be issued to all staff by the Admin Officer and collected upon completion of the evacuation exercise. (If registers are in classrooms, the class teacher must bring it with him/her)
6. All fire escape routes must be kept free of all obstructions and flammable materials.
7. Fire exit doors must be unobstructed at all times.
8. External classroom doors are fire exits & should always be unlocked whilst rooms are occupied.
9. All regular visitors are made aware of arrangements in the case of a fire.
10. Staff must ensure visitors sign in and out of premises using the 'Visitors Book', in the office.
11. All classrooms have telephones and instructions for calling the emergency services should be easily accessible.
12. The Health & Safety officer should ensure that the newly appointed staff receive induction training in emergency procedures, identifying and arranging any additional training requirements.

Physical Education

Staff are to ensure that the School's guidelines are safe PE Practice are followed. An annual PE Equipment Inspection is arranged by the Premises Manager.

P.E. SAFETY

1. PE kit as specified below, should be worn at all times.
2. Clothing: shorts, t-shirt, plimsolls or trainers outside and bare feet inside, tracksuits, trainers (only when directed). Swimming trunks, costumes, towels.
3. Children without suitable PE clothing may not participate.
4. If a child has no suitable PE shoes they can take part in their bare feet, but they must wear their outside shoes to and from the hall where the lesson is taking place.
5. Jewellery and watches should be removed and handed to the class teacher.
6. The whole class must be supervised at all times.
7. Noise levels should be preferably silent / very low to enable teacher to hear if an accident occurs.
8. All PE lessons must take place in a calm, safe, well disciplined atmosphere.
9. Any child who is acting in a dangerous manner must be removed from the lesson at once.
10. When moving the large apparatus help should be enlisted from another adult whenever possible.
11. Apparatus must not be carried above shoulder height.

12. When children are helping to carry apparatus there should be at least 2 children, preferably 4 depending on the size of the equipment and/or the children, the large mats require 4 children to move them at all times.
13. Apparatus should be carefully and securely positioned.
14. Only one child should be on planks or poles.
15. Support handstands and if necessary, work on large apparatus.
16. Mat should be placed appropriately e.g. if jumping, landing is planned.
17. PE mats must be put back as soon as the lesson is finished.
18. If a doctor has put a restriction on a child's activity on medical grounds, it is the doctor alone who can remove it.
19. If a child has an ongoing medical condition or disability, which prevents them from taking part in an unaccustomed physical activity, rigorous supervision should be maintained.
20. Where the last two points are not followed, a serious situation could develop. It may result in claims for damages should an accident occur.

COSHH REGULATIONS – Safe Handling and Use of Substances

COSHH Regulations apply to all inks, paints, solvents, fixatives, cleaning materials etc. In the absence of specific guidance from the LA and HSE, the manufacturer's directions should be followed.

The Premises Manager will be responsible for identifying all substances which need a Control of Substance Hazardous to Health (COSHH) assessment. The Premises Manager will hold and maintain the COSHH records in the Premises Manager office and will be responsible for ensuring that all relevant employees are informed about COSHH assessments. The Premises Manager and Admin Manager will check that new substances can be used safely before they are purchased. Materials should only be purchased from approved suppliers and should be supplied with sufficient information either on the container or by a data sheet from the manufacturer to ensure proper instruction to staff to safe-guard their health and Safety and to protect others. Materials should not be used unless this condition is met.
All staff using COSHH products must ensure that they have read the instructions and have received any training necessary. **Pupils are not permitted to use COSHH labelled products.**

The School Keeper working with the health and safety governor will be responsible for carrying out COSHH assessments.

At ST. Gabriel's we employ the services of contract cleaners and they are supplied with their own COSHH assessment. The responsibility for the school regarding cleaner's equipment is to ensure that no member of staff or children, has unauthorised access to cleaner's cupboards. Any cases of cleaning substances being left out, or misused, must be reported to the Headteacher.

The School Keeper, in the course of his duties, has access to various substances, e.g. drain cleaner, graffiti remover, etc. These and any other potentially hazardous substances will

come under the responsibility of the school and will be secured as necessary away from pupils and staff.

The assessment procedures are as follows:

1. Identify any substances that may be harmful. (Look for hazard symbols)
2. Decide what harm the substance might cause. (See labels or obtain date sheets from the supplier)
3. Decide what precautions are necessary to protect users and others who may be harmed.
4. Make sure it is known what to do in the event of spillage.
5. Ensure that all substances are stored correctly and safely.
6. Dispose of anything that is not used & record the rest. (Care must be taken with disposal.)
7. Ensure that all users understand the risks and what to do to avoid harm to themselves and others.
8. Review the assessment at regular intervals, at least once a year, especially when new substances are introduced or there is a change.

Science lessons / Food preparation in Curriculum

Teaching staff are to ensure that the Schools guidelines on food preparation are followed and should refer to CLEAPSS Guide L241 – Teaching Health & Safety in Primary Schools – Science lessons.

Additionally, there is guidance on the Food Standards Agency (FSA) website which has links on Food Safety and codes of practices, with good food hygiene rules of food handling which should be followed.

Disposal of Rubbish

Classrooms, corridor, office and toilet bins are to be used for small and safe items only. Larger items should be placed into bin bags provided and put out for collections.
All items with sharp or jagged edges must be wrapped or otherwise made safe before disposal and be clearly marked. Cleaning / other appropriate staff should be informed.
The Premises Manager will ensure that the Paladin is emptied regularly, to avoid build-up of rubbish, and that the bins are secured at the end of the school day.

The premises Manager is responsible for safe disposal of items as paint, chemicals; fluorescent light strips etc… by contacting the Westminster Council or an approved Refuse team. The School has contracts for the disposal of medical waste and sanitary bin collection. The School uses a contractor for the safe disposal of IT Equipment.

<u>Kitchen door</u>

This door is for the use of the kitchen staff only. For reasons of hygiene as well as security, other people are not allowed to walk through the kitchen.

Premises' Manager Door

This door is for the school keeper's use only. It is kept locked.

Staffroom doors (exits to outside)

These will be bolted with a chain and padlock every evening. The padlock and chain will be removed when school is in session.

Strangers seeking access

Bona fide visitors will ring front door bell, state their business, and, if they are admitted beyond the office area, will be given a visitor sticker/badge by the Admin staff. Other people may try to gain access when the door is opened for someone else or to find an unsecured entrance.

All members of staff should be ready to offer help to a stranger in the building courteously, but if there is any sign of antipathy, should immediately seek help, and if necessary activate the office panic alarm.

Animals

No animals are to be kept in school. The Headteacher's authorisation must be obtained, prior to bringing any animals on to the premises.

Pupils, parents and staff should not bring pets into school without authorisation.

School Outings

Staff are expected to be familiar with the DFE, LA, HSE and School's guidelines on school outings. The school has trained designated school visits co-ordinator, the Headteacher (in her absence the AHs). Risk assessments must be completed with the school visits co-ordinator around **2 weeks prior** to any school outing. On the day of the trip, Teachers are to complete a visit checklist which list any changes made to the trip in the original risk assessment.

Risk Assessments

Health & Safety risks arising from work/school activities will be assessed by using the approved Risk Assessment format. See separate list of Risk Assessment routinely carried out by the school.

Training

Health & Safety Training Records are maintained by the Administrative Manager. Training needs are identified with job specific training provided by the appropriate member of the management team or by attending external courses as necessary.

School Polices

All School Policies are available to all staff; in the shared area. The school administrator checks periodically these are up to date.
If staff notice any of those policies are missing they are to inform the school administrator. Originals are kept in the lobby and in the Governors' file.

SAFETY AUDIT

The Safety Audit is carried out twice a year by the School Keeper.

External

Playground: Surface
Equipment
Gates and doors/hooks/handles
Fencing
Windows and grids
Roofs
Guttering/waste pipes
Drains/manholes
Litter bins
Stairs and railings
Paladins/storage

Internal

Buildings: Doors, catches, handles, bolts, hooks, locks, lights
Floor coverings
Cloakrooms; cistern lids; paper holders; towel holder; sinks; water heaters; Mixers; pedal bins; toilet brushes
Gas/electric heaters
Fire alarms; notices; extinguishers; obstruction
Electric sockets; switches; plugs
Windows; catches; blinds; glass; sills
Dangerous substances
Apparatus
Equipment
Furniture
Displays

STAFF WELL-BEING

AT St Gabriel's School we support the health and safety and well-being of all staff.

Education Support Partnership – This has been designated to support individuals. It provides unlimited access, both online and via a free telephone number (displayed in the staffroom) to a range of information, support, and guidance from a team of specialists on issues such as – Financial advice, Debt counselling, legal advice, CAB style information, Childcare and dependent care advice, Work & personal matters.

TRAINING

The Headteacher is responsible for measuring the safety performance of staff and for identifying any training needs. The Headteacher will ensure that training is extended where necessary to volunteer workers, that new staff undergo Health and Safety induction and that up to date records of training are maintained.

This Policy has been approved by the Premises Committee on behalf of the Governing Body November 2026:

Date: _____

The Policy will be formally reviewed in Autumn 2028.

APPENDIX A - SCHOOL HEALTH & SAFETY MANAGEMENT CHECKLIST

School Health and Safety Management Checklist
(H&S Organisational non-conformities for Action)

School	
Person(s) completing checklist	
Date:	

H&S Policy	**Yes**	**No**	**N/A**	**Comments**
Does the school have a written H&S Policy that is, • Reviewed in the last 12 months.				
• Signed by current Chair of Governors & Headteacher.				
• Provided to or brought to the attention of all school's staff.				
H&S Coordinator				
Has the school appointed an H&S Coordinator?				
H&S Training				

Risk Assessment	Yes	No	N/A	Comments
Does the school prepare written risk assessments for each of the following core H&S items, • Access Control				
• Administering medication				
• Contractors				
• D&T				
• Electrical Safety				
• Hazardous Substances				
• Lone Working				
• Manual Handling				
• Off-Site Activities				
• Physical Education				
• Playground Safety				
• Premises/Site Safety				
• Science				
• Working at Heights				
Has a **Fire Risk Assessment** been provided either by an appointed Consultant or by trained school staff?				
Asbestos	**Yes**	**No**	**N/A**	**Comments**
Does the school have an asbestos register?				
Is the Asbestos register consulted prior to any work that will damage or penetrate the fabric of the building?				

Are there emergency plans in place to respond to any Asbestos exposure?				
Water treatment	**Yes**	**No**	**N/A**	**Comments**
Is there an arrangement for the annual Inspection and Servicing of the school's water provision?				
It there expertise and provision within the school for periodic testing of water temperatures?				
Heating	**Yes**	**No**	**N/A**	**Comments**
Is there an arrangement for the prescribed servicing of the school's heating system?				
Are temperatures adequate in all areas?				
Fire Precautions	**Yes**	**No**	**N/A**	**Comments**
Are fire appliances serviced and recorded as such every 12 months?				
Is the fire alarm system serviced at the prescribed intervals in accordance with relevant British Standard?				
Is emergency lighting serviced in accordance with the relevant British Standards?				

	Yes	**No**	**N/A**	**Comments**
Are individual Fire Alarm call points tested on weekly cycle and recorded as such?				
Is a Fire Practice carried out each term and recorded?				
Electricity	**Yes**	**No**	**N/A**	**Comments**
Has the school's fixed wiring system been inspected & certified by an electrical engineer within the last five years?				
Is there a register/inventory of all the school's Portable Electrical Appliances Inspected				

& Tested in accordance with HSE guidance (PAT)				
Are staff instructed not to bring personal electrical items in to school for use in school?				
Ladders & Steps	**Yes**	**No**	**N/A**	**Comments**
Are similar ladders & steps uniquely identified?				
Access/Security	**Yes**	**No**	**N/A**	**Comments**
Is there a system for identifying and managing visitors to the school, including contractors?				

No.	Actions Required?	By whom?	By when?	Date completed:

APPENDIX G - SCHOOL HEALTH & SAFETY MANAGEMENT CHECKLIST

School Health and Safety Management Checklist
(H&S Organisational non-conformities for Action)

School/Specific Area of School Site	
Person undertaking inspection:	
Date:	

Flooring	**Yes**	**No**	**N/A**	**Comments**
Is the flooring free from damage?				
Is the flooring free from slip, trip or fall hazards?				
Are trailing wires eliminated or well managed?				
Glazing	**Yes**	**No**	**N/A**	**Comments**
Are critical areas fitted with safety glass or otherwise made safe?				
Is the glazing free from damage?				
Windows	**Yes**	**No**	**N/A**	**Comments**
Are all windows designed to be opened, safely openable?				
Are window poles available if needed?				
Doors	**Yes**	**No**	**N/A**	**Comments**
Are vision panels free from obstruction?				
Are all doors closing properly?				
Do all self-closers function correctly?				
Are all final exit doors openable from the inside (whilst the school is in use) without the use of a key?				

Storage	**Yes**	**No**	**N/A**	**Comments**
Is shelving secure?				
Are storage areas kept tidy?				
Are items stored safely? E.g. heavy items should not be at high level.				
Are step ladders/kick stools available for use where necessary?				
Furniture	**Yes**	**No**	**N/A**	**Comments**
Is furniture damage free and stable?				
Is the furniture sited safely?				
Housekeeping	**Yes**	**No**	**N/A**	**Comments**
Are all areas kept clean & tidy?				
Is all rubbish put in suitable receptacles?				
Are receptacles emptied regularly?				
Hazardous Substances	**Yes**	**No**	**N/A**	**Comments**
Are all hazardous substances stored safely & securely?				
Are safety data sheets available for all hazardous substances?				
Lighting	**Yes**	**No**	**N/A**	**Comments**
Is the lighting provision sufficient in all area?				
Do any bulbs/florescent tubes need replacing?				
Is emergency lighting provided in critical areas?				

Heating	**Yes**	**No**	**N/A**	**Comments**
Are temperatures adequate in all areas?				
Fire Precautions	**Yes**	**No**	**N/A**	**Comments**
Are escape routes clearly signed?				
Are escape routes free from obstruction?				
Are the fire exits free from obstruction?				
Are fire exits clearly signed?				
Are fire extinguishers free from obstruction?				
Have they been serviced in the last year?				
Are fire call points free from obstruction?				
Electricity	**Yes**	**No**	**N/A**	**Comments**
Are all sockets and switches free from damage?				
Are all leads, wires and plugs free from damage?				
Stairs	**Yes**	**No**	**N/A**	**Comments**
Are all stairs including coverings & treads in good condition?				
Are all handrails secure?				
Are all stairwells properly lit?				

External	Yes	No	N/A	Comments
Are roof tiles in good order?				
Are chimneys secure?				
Are aerials secure?				
Are fences in good order?				
Are gates in good order?				
Are paths and walkways well maintained?				
Is snow and ice effectively cleared?				
Are out buildings and sheds secure?				
External Play Equipment	**Yes**	**No**	**N/A**	**Comments**
Has all external play equipment been professionally inspected within the last year?				
Does a nominated person inspect the play equipment on a daily basis?				
Ladders & Steps	**Yes**	**No**	**N/A**	**Comments**
Are similar ladders & steps uniquely identified?				
Are all ladders & steps free from visible defect?				
Security	**Yes**	**No**	**N/A**	**Comments**
Do visitors sign in and out?				
Are visitors provided with ID badges?				