



Health and Safety Policy

Author/Contact:	Rumela Begum
Document Ref:	HSP
Status:	Live
Published Date:	September 2025
Related Policies:	Risk Assessment Policy, Fire and Safety Policy and Child Protection and Safeguarding Policy
Review Date:	September 2026

Introduction

Under the Health and Safety at Work etc. Act 1974, the Principal, Trustees, and all employees have a legal duty to take reasonable care for their own health, safety, and welfare, and that of others who may be affected by their actions or omissions.

This policy sets out the arrangements the school has put in place to ensure compliance with all relevant health and safety legislation, including:

- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Control of Substances Hazardous to Health (COSHH) Regulations 2002
- The Fire Safety Order 2005
- Relevant DfE and ISI guidance

This policy applies to all staff, pupils, visitors, contractors, and volunteers. It is made available to all staff and published on the school website. All members of staff are expected to familiarise themselves with this policy and to adopt safe working practices at all times.

Aims of the Health and Safety Policy

The aims of this policy are to:

- Provide a safe, secure, and supportive environment where pupils, staff, and visitors feel confident and protected.
- Promote a positive culture of health, safety, and wellbeing across the school community.
- Encourage all staff and pupils to recognise hazards, assess risks, and take responsibility for maintaining a safe environment.
- Ensure that risk assessments are conducted and reviewed regularly to identify and control potential hazards.
- Maintain clear and effective procedures for the reporting and recording of accidents, incidents, and near misses, in accordance with RIDDOR.
- Ensure robust procedures are in place for responding to emergencies, including fire, lockdown, and medical incidents.
- Provide appropriate information, instruction, training, and supervision to enable staff and pupils to work safely.
- Foster collaboration and consultation between management, staff representatives, and other stakeholders on matters of health and safety.
- Continuously monitor and review health and safety performance to support a culture of improvement and accountability.

Responsibilities of the Head teacher

The Head teacher has overall responsibility for ensuring that effective arrangements are in place for the management of health and safety within the school. Specifically, the Head teacher will:

- Be familiar with the requirements of relevant health and safety legislation and DfE/ISI guidance.
- Take overall responsibility for the health, safety, and welfare of staff, pupils, contractors, visitors, and others who use the school premises or participate in school activities.
- Ensure that safe working conditions and practices are established and maintained across all areas of the school.
- Oversee the implementation of the school's risk assessment programme, ensuring that hazards are identified promptly and appropriate control measures are in place.
- Conduct regular inspections and safety audits, reviewing findings and ensuring actions are completed.
- Ensure that staff and pupils receive adequate and appropriate health and safety training, including induction training for new employees and refresher training where necessary.
- Promote awareness of health and safety and encourage staff and pupils to take an active role in maintaining a safe environment.
- Ensure that defects in premises, equipment, or facilities are reported and remedied without delay.
- Ensure appropriate arrangements are in place for first aid, medical assistance, and welfare provision in line with current regulations.
- Maintain accurate records of accidents, incidents, and near misses, investigating causes and taking corrective action where necessary.
- Liaise with the Trustees/Proprietor on health and safety matters and provide regular reports on compliance and performance.
- Encourage continuous improvement by reviewing health and safety procedures annually or following any significant incident or change in legislation.

Responsibilities of All Staff

All members of staff have a legal and moral duty under the Health and Safety at Work etc. Act 1974 and related regulations to take reasonable care of their own health, safety, and welfare, and that of others who may be affected by their actions or omissions.

In particular, all staff must:

- Familiarise themselves with this Health and Safety Policy and all associated procedures approved by the Headteacher and Trustees.
- Ensure that all health and safety rules, routines, and procedures are applied consistently and effectively among staff and pupils.

- Use all equipment, machinery, and materials safely, correctly, and only for their intended purpose.
- Never misuse, tamper with, or make unauthorised modifications to any equipment or safety device.
- Use appropriate protective equipment, safety devices, and personal protective clothing (PPE) where provided and required.
- Ensure that all hazardous, toxic, or flammable substances are correctly handled, used, stored, and labelled in accordance with COSHH (Control of Substances Hazardous to Health) Regulations 2002.
- Report immediately any defects, damage, or hazards in the premises, equipment, or facilities to the appropriate line manager, Site Manager, or Health and Safety Officer.
- Participate in all required training, drills, and health and safety briefings, ensuring they remain competent and informed about safe practices.
- Take an active role in promoting health and safety awareness, identifying potential risks, and suggesting improvements.

Duties of the Site Supervisor

As part of their day to day responsibilities supervisor will ensure

- Safe methods of working exist and are implemented throughout the school
- Health and Safety regulations, rules, procedures and codes of practice are being applied effectively
- Staff pupils and others who are their responsibility are instructed in safe working practices
- The safe disposal of any unwanted chemicals or other hazardous materials.
- New employees working in school are given instructions in safe working practices
- Regular inspections are made of their area
- Positive, corrective action is taken where necessary to ensure the health and safety of all staff pupils and others
- All equipment in the area in which they work is in good and safe working order and adequately guarded
- All reasonable practicable steps are taken to prevent the unauthorised or improper use of all equipment in the school
- Toxic, hazardous and highly inflammable substances in the concerned areas are correctly used, stored, labelled
- They monitor the standard of health and safety throughout the school, encourage staff, pupils and others to achieve the highest possible safety standards and discipline those who fail to consider the health and safety of themselves and others
- All signs used meet statutory requirements
- All health and safety information is communicated to the relevant persons
- They report as appropriate, any health and safety concerns to the appropriate individual.

Responsibilities of Teaching and Support Staff with Pupils

Teachers and support staff in charge of pupils are responsible for maintaining a safe and controlled environment during all school activities. They must ensure that pupils under their supervision:

- Are aware of, and comply with, the school's emergency procedures, including evacuation, lockdown, and first aid arrangements.
- Understand and follow correct procedures for the use, handling, and storage of any potentially hazardous materials or equipment.
- Receive appropriate supervision and instruction to carry out activities safely, particularly during practical lessons or off-site activities.
- Use the required protective clothing, materials, and safety equipment as directed.
- Operate equipment only after proper instruction and under adequate supervision.
- Conduct themselves in a manner that protects their own health and safety and that of others at all times.
- Report any accidents, injuries, or unsafe situations immediately to a member of staff.

Safety of Staff, Pupils, and Visitors

Staff Responsibilities

Class teachers and other staff with supervisory duties are expected to:

- Exercise effective supervision over pupils and be fully familiar with the school's emergency procedures, including those for fire, lockdown, and medical emergencies.
- Be aware of and implement any specific safety measures required in specialist teaching areas (e.g. science laboratories, technology, art, PE, and ICT).
- Provide clear, age-appropriate instructions and safety warnings to pupils, repeating these as necessary.
- Follow safe working procedures and model good practice at all times.
- Ensure that protective clothing, guards, and safety equipment are used where required.
- Report any hazards, defective equipment, or safety concerns to the Headteacher or Health and Safety Officer immediately.
- Make recommendations to the Headteacher regarding improvements or replacements of unsafe plant, tools, or equipment.
- Participate in routine safety inspections, drills, and briefings as part of the school's commitment to continuous improvement.

Pupils' Responsibilities

All pupils are expected to take personal responsibility for their own safety and the safety of others. Pupils must:

- Follow all school health and safety rules, including those displayed in classrooms and specialist areas.
- Listen carefully to staff instructions and act upon them promptly.
- Behave sensibly and responsibly at all times, avoiding any action that could cause harm to themselves or others.
- Observe the school's standards of dress, including wearing appropriate clothing and footwear for activities such as PE, science, or practical work.
- Use all equipment only as instructed and never tamper with or misuse safety devices or equipment provided for protection.
- Report accidents, damage, or unsafe conditions immediately to a member of staff.

Visitors and Contractors

The school recognises its responsibility for the health, safety, and welfare of all visitors, contractors, and members of the public who enter the premises. To maintain a safe and secure environment:

- All visitors must sign in and out at the main reception and wear a visitor badge at all times while on site.
- Visitors must comply with all school health, safety, and safeguarding requirements and follow staff instructions at all times.
- Staff should supervise or accompany visitors where appropriate, particularly in areas where pupils are present.
- Unauthorised persons on the premises will be challenged by staff and reported immediately to the school office or a senior member of staff.
- The school premises are monitored by CCTV for security and safety purposes.
- Contractors must be provided with relevant site-specific health and safety information and must satisfy the school that their work will be conducted safely and in compliance with statutory regulations and safeguarding requirements.
- Contractors working during school hours must not have unsupervised contact with pupils and must adhere to the school's Safeguarding and Child Protection Policy.

Monitoring and Enforcement

- Failure by staff to comply with the requirements of this policy may result in disciplinary action in line with the school's Staff Code of Conduct and Disciplinary Policy.
- The Headteacher and Health and Safety Officer will conduct regular inspections and audits to ensure compliance with this policy and to identify areas for improvement.
- The policy will be reviewed annually and updated to reflect legislative changes, DfE guidance, and best practice in independent education.

Smoking Policy

Our school has a "No Smoking Policy" for the school.

- It is a breach of "the policy" for an employee to smoke anywhere on the school premises.
- Contractors must ensure that they and their employees do not smoke on the school premises.
- All visitors asked to co-operate with the school No Smoking Policy.

Alcohol and Drugs

Alcohol or drugs are not permitted on school site. It is the school policy that any example of such abuse will result in the pupil(s), staff or visitors being excluded from school.

Violent or threatening behaviour to Staff

Any threatening or violent behaviour to staff by other employees, pupils, parents or visitors will not be tolerated and action will be taken to remove such person and will be reported to the appropriate authority which may include the police.

Induction of new employees

Health & Safety training to new employees will be incorporated into general induction training. It is essential that all staff is aware of the safety culture at our school, operate safe systems of working and follow the schools' procedures. Information regarding Health & Safety will be provided to part-time, temporary and casual staff to enable them to work safely.

Slips and Trips

All working areas must be kept clean and tidy to minimise the risk of fire and tripping/slipping accidents.

Excess materials that are toxic or a fire hazard must be returned to a storage area as soon as possible. Under no circumstances should flammable materials be stored in unauthorised areas.

Manual Handling

More than a third of lost time injuries at work are caused by manual handling activities. Basic common sense measures can be taken to reduce the risks. These include:

- Follow the system of work, using handling aids properly and efficiently

- Never take personal risks by overreaching, twisting, stretching, stooping or exerting during a handling operation.
- Reporting any problems in the work activity when they arise and ask for assistance when necessary

In consultation with staff, competent persons will carry out an assessment of all manual-handling activities. Risks that are identified 'will be reduced to the lowest level reasonably practicable.

Machinery

We will take all reasonable steps to ensure the safety of all persons who are working on or near machinery. Should members of staff have any problems relating to machine safety they should immediately inform a responsible person so that steps can be taken to remedy the situation promptly.

All persons who use equipment will have available adequate health & safety information and, where appropriate, written instructions relating to the use of the equipment.

Equipment

All items including equipment purchased will comply with the relevant statutory and non-statutory health & safety requirements. Where particular risks are involved, a competent person will make a risk assessment before the items are obtained. Safety sheets relating to the items are to be obtained from the suppliers in order to assist in the assessment and to determine whether a special code of working practice is required.

Control of Hazardous substances

The requirements of the COSHH Regulations 1988 must be compiled with as follows:

All substances which may be regarded as hazardous must be identified by the subject teacher and a COSHH assessment of the risk posed by such hazards carried out by a competent person. Where there is doubt as to whether a substance is hazardous, advice can be obtained from the following sources.

- a) Manufacturers' data sheet
- b) Product labels
- c) The classification, packaging and labelling regulations
- d) Advice from the DfE Science Adviser
- e) Advice from the DfE Health and Safety Officer

Where such hazards are identified, they should be eliminated as far as possible. Where this is not possible or impractical, an assessment of the risk posed by such hazards carried out by a

competent person.

When such a risk assessment has been undertaken, measures must be taken to eliminate, or reduce and control such risks. Procedures for controlling the substance may include:

- a) Totally enclosed process and handling systems
- b) Plant or process or systems of work which minimise generation of, or suppress and continue the hazard
- c) Partial enclosure with local exhaust ventilation
- d) Local exhaust ventilation
- e) Sufficient ventilation
- f) Reduction in the number of staff and pupils exposed
- g) Reduction in the time in which persons are exposed to the hazard;
- h) Regular cleaning of the school premises
- i) Provision of means of safe storage and disposal of hazardous substances;
- j) Personal protective equipment
- k) Prohibition of eating, drinking and smoking in containment areas

Risk Assessments

Risk assessments will be carried out to determine the risks associated with working operations. The assessment is required to identify risks both to staff, pupils and to any other persons who may be affected.

Risk Assessments are updated normally and the responsibility for administering the completion of these lies with the Health & Safety Officer.

C.O.S.H.H. regulations 1988 place a statutory duty on employees to make an assessment of the potential health risks to employees arising from work involving the use of hazardous substances.

CO.S.H.H. also requires that except in very limited circumstances a written record must be maintained.

General assessments of risk are best carried out by staff in the curriculum areas concerned.

For details, see separate policy and procedure.

Washroom and Toilet Facilities

It is our aim to ensure the health, safety and welfare of all pupils and staff, so far as reasonably practicable. We recognise the need to provide a safe working environment and that this includes the provision of sufficient washing and toilet conveniences.

Heating and Ventilation

Normally heating is provided by the central heating system but in certain circumstances it may be necessary to supplement this with portable heaters. Electrical heaters must be included in the annual electrical check of portable appliances. Under no circumstances must portable open-bar electric fires or bunsen burners be used in the school for heating.

Throughout the year, adequate ventilation should be provided for odour removal, replenishment of oxygen and humidity control. When extraction fans are used, it is essential that vents be provided.

Gas and Pressure Vessels

Where gas is used in school kitchens, laboratories and domestic science rooms there shall be fitted an emergency shut off valve which is readily accessible and easily operated. All pipes must be clearly marked either by using painted yellow ochre or marked in some other acceptable way, e.g. yellow labels with words GAS - clearly illustrated. The head teacher and the site supervisor must be aware of the location of the main gas shut off valve.

All gas appliances will be subjected to an annual inspection and soundness test carried out by a competent person.

All pressure vessels will be installed, used, tested and maintained in accordance with the Pressure Systems and Transportable Gas Containers Regulations 1989.

Electricity at Work

The Electricity at Work Regulations 1989 and HES Guidance Note GS 23 'Electrical Safety in Schools' outlines the requirements for electrical safety. The requirements of BS 4163: 1984 'Health and safety in Workshops of Schools and Similar Establishments' will also be adopted.

Before any item of electrical equipment is used the user should give each item a visual check to ensure there are no obvious defects.

All portable electrical appliances will be checked annually by an electrical contractor using portable appliance tester. Fixed electrical appliances will also be tested on an annual basis using an Earth Loop Impedance Tester, complete with earth lead and probe. The contractor who carried out such tests will also carry out minor repairs 'where necessary and also take out of service any items which do not meet with safety standards.

Where technical knowledge is needed for the repair of electrical equipment, help and advice must be sought from a professional source. The wiring of plug tops carried out by a competent person and the item included on an inventory of portable electrical equipment to be checked annually by the electrical contractor. (A competent person according to Guidance Note 23 'Electrical Safety in School', is a person who possess sufficiently technical knowledge, experience and skill to be able to carry out a specific task and prevent danger of injury arising

during the course of the work or as a result of the work).

Only electrical items, which have been approved by the contractors, may be used within the school premises. Portable open-bar electrical fires must not be used or stored in school. If any person is in doubt as to the suitability of any equipment, advice should be sought.

Electrical and portable testing and electrical supply testing

This will be carried out in accordance with recommendations made under Section 4 of the Electricity at Work Regulations 1989, which states:

“Tests should be carried out to prevent danger, all systems shall be maintained so as to prevent, so far as it is reasonable possible, such danger”.

Checks will be carried out on all portable equipment as follows:

An annual visible audit will be carried out. All staff have a responsibility to view equipment within their own work area and report any problems in respect to worn wiring, loose connections and operational problems to the head teacher who will be responsible for reporting it to the site manager and follow up that repairs have been done.

Visual Display Unit work stations

All new VDU workstations will comply with the requirements of the Health and Safety (Display Screen Equipment) Regulations, 1992.

Furniture and Equipment

All equipment purchased for use in the school must be suitable for use at work. If there are enquiries about suitability, these should be made to the head teacher in the first instance.

All items of furniture have a limited life. It is therefore essential that regular visual checks are carried out as part of the annual safety audit. The head teacher and the site supervisor have the responsibility for carrying out these visual checks.

Glazing

The head teacher will ensure that all replacement glazing complies with the requirements of BS 6262:1982 (British Standard for Glazing in Buildings) especially with reference to the provision of toughened glass in doors and side panels below 800 mm and windows below 150 mm from the ground. Staff should report any breakage to the head teacher immediately.

Car Parking

There are limited car parking facilities available on school site.

Supervision of pupils

1. Pupils should not arrive at school before 8am. They cannot be adequately supervised before this time and should therefore not be on the premises. The school is not responsible for those pupils who arrive before 8am
2. Pupils are supervised at break times in accordance with the duty rota, which covers all areas of the school.
3. Pupils should move around the building in an orderly fashion, keeping to the left in corridors.
4. In specialist rooms, (e.g. Science, Art and ICT), pupils are expected to follow any instructions necessary for their safety whilst in that particular area.

Staff Training

The school will arrange to have an Inset at the beginning of every academic year where up to date information will be provided to all staff. Throughout the year, appropriate information will be provided during staff meetings and via staff emails.

The school will provide where specialist health and safety training is required for teachers to conduct their work safely. Such training will be on-going.

School Visits

The school has a code of practice relating to out of school visits and activities, which must be complied with by all staff. The code of practice relates to the following areas:

1. Insurance arrangements
2. Financial arrangements
3. Potentially hazardous activities
4. Checklist for head teacher
5. Outdoor pursuits

Activity guidelines are produced for a wide range of activities such as

1. Environmental and field studies
2. Non-risk activities

Where further information regarding out of school activities is required, advice and clarification must be obtained from the head teacher.

It is recognised that pupils benefit greatly from the experience of visits and activities taking place away from school premises. Many curriculum areas require pupils to experience investigative work; other visits are organised to encourage the development of interests, skills and personal qualities of pupils. A balance must be struck which enables pupils to take part

in as wide a range of activities as possible and at the same time following safe practices so that any risk involved is reduced to the absolute minimum.

The aim of the visits must be clear. Usually they will be curriculum related, sometimes they will be interest or leisure based. The pupils must clearly understand why the trip is being held and what the implications of participating will be.

The exact details of organisation will vary from trip to trip but will generally follow the pattern outline below.

1. Agree with the head teacher the aim of the visit and discuss appropriate dates
2. Inform parents of the visit in writing, giving any cost implications
3. Agree methods and timescale of payments with office staff. The leader of the trip is responsible for liaising with the office and ensuring payments are made.
4. Ensure proposed staffing arrangements are adequate
5. Hold a meeting with parents if necessary but especially if overnight accommodation is involved. This enables any queries to be answered.
6. Ensure all travel arrangements are confirmed in writing to parents, including hotel contact numbers and methods of passing on information amongst parents.
7. First Aid boxes must always be taken.
8. Pupils should be informed of any emergency evacuation procedures
9. Pupils should be very clear about the ground-rules appropriate to the visit. For example, they should not wander off alone. The highest standards of behaviour will be expected at all times.
10. Pupils should be given advice concerning appropriate clothing, footwear and equipment.
11. The work expected of the pupils before, during and after the visit should be clearly explained and closely monitored.
12. Pupils should be advised about appropriate amounts of money and arrangements made for safe-keeping, when required.
13. Emergency procedures, names and contact numbers will always be available at the office.

For further detail see the Educational Trips Procedure.

Fire Procedures

See Fire Safety Policy and Procedure

Extinguishers Location and Maintenance

Extinguishers are located around the building and have been recorded on a log sheet; all extinguishers are serviced once every 12 months. Monthly visual inspection of all fire fighting equipment is carried out, which is recorded on a log sheet.

What type of extinguishers needs to be used?

Type	Class	
Water Extinguishers	Class A	Carbonated material i.e. wood, paper, textiles, many other plastics and other combustible materials
Foam Extinguishers	Class A/B	Fires contained or static burning liquids such as petrol, oil paints, fats, solvents and tars
Carbon Extinguishers	Class B	Fires contained or static burning liquids such as petrol, oil paints, fats, solvents and tars
Dry Powder	Class B/C	Fires burning gases and vapours such as town gas, gaseous hydrocarbons (methane, ethane, propane, butane) acetylene hydrogen etc.

Fire Risk Assessment

See Fire Risk Assessment Policy and Procedure.

Suggested Assessment Areas

These are areas within the school in which similar work tasks are carried out in which there is an identifiable potential risk.

Areas can be individual rooms, a number of rooms (not necessarily adjacent) or a whole block or unit. The areas can be sub-divided or combined to accommodate different organisational aspects or geographical layouts within the school.

- | | |
|-----------------------------------|---|
| 1. Kitchen | Food preparation/cleaning |
| 2. Caretakers (cleaners) cupboard | General duties and cleaning |
| 3. Science laboratory | Scientific experiments using chemical |
| 4. Classrooms | Teaching involving use of dry marker pens |
| 5. Storage areas/stores | Storage of chemicals and solvents |
| 6. Creative arts | Paints etc. |

	Assessment Area	Process	Harmful substances
1	Kitchen	Food Preparation	Cleaning chemicals

2	Caretakers (Cleaner's cupboard)	Cleaning and general	Cleaning chemicals
3	Science laboratory	Experiments	Numerous chemicals, fumes, solvent
4	Storage areas/stores	Storage of chemicals	Numerous chemicals
5	Printing	Screen/machine printing	Solvents
6	Building maintenance and construction	Carpentry and joinery Heating and ventilation Painting and decorating Plastering Plumbing Welding Furniture craft	Wood dust Solder fumes (tin and lead) Paint dust (lead), solvents Dust Solder fumes (tin and lead) Welding fumes (lead, iron, etc.) Adhesives, solvents
7	Creative arts	Work with paints etc.	Adhesives, solvents

Bomb Threat

If you receive a bomb threat, call you should follow the procedures set out below

1. Remain calm
2. Complete Bomb Threat Checklist (see attached sheet)
3. Contact the police and the head teacher, tell them you have received a bomb threat, if the head teacher is unavailable contact the duty officer
4. They will decide the next course of action
5. If the decision made is to **ignore** the threat, **this instruction must be received in writing** (faxed to the appropriate reception). The written instruction must then be attached to the Bomb Threat checklist.

Bomb/threat Checklist

Name: _____ Time: _____ Date: _____

On receiving bomb/hoax threats let the caller **FINISH** the message **WITHOUT INTERRUPTION**, listen for clues to:

Message	Response
1. Sex, Age	
2. Speech: Drunkenness, Laughter, Veiled excitement	
3. Foreign Accent, Speech Impediment, Tone, Pitch of Voice	
4. Background noises, Music, Traffic, Machinery	
5. WAS ANY CODE GIVEN?	

ASK THE FOLLOWING KEY QUESTIONS: AFTER the caller has given his message if possible

QUESTIONS	Response
1. Where The Bomb is?	
2. What time will it explode?	
3. When was it placed?	
4. Why was it placed?	
5. Organisation who placed it, if possible?	

On completion of message, inform the police and then the head teacher.

Tell Police, if known, where the bomb is.

Inform police of location

Health & Safety for “SHORT TERM” supply staff

1. Welcome to Abu Bakr Al Ihsaan Academy. we hope that your time with us will be rewarding and enjoyable! Your safety and well-being is of concern to us and you are reminded of your legal obligation to care for your own Health & Safety and that of others, where appropriate.
2. All persons are asked to respect the School’s “No Smoking Policy”
3. The fire alarm is a loud repeating horn sound. If you hear this and you are not teaching, please leave the building by the nearest exit and go to the carpark.
4. If the fire alarm sounds when you are responsible for a class, you must escort them to the playground.
5. If you discover a fire, please operate the nearest alarm then exit as described above
6. Basic first aid treatment is available for pupils who sustain injury. Please ask any permanent member of staff to explain the arrangements.
7. Copies of the Health & Safety Policy is available from the office.

Contractors

It is the objective of the management at the school to provide a safe place of work for work force working at school site.

These rules are designed to ensure that our work force is not put at risk and that their operations do not endanger contractor's employees.

Whilst these rules cover a number of areas of danger they are not exhaustive.

Prior to commencing work

Prior to commencing work in any location of school site, the site supervisor must be informed. It will be site supervisor's duty to ensure that all contractors fully understand these rules.

1. All contractors are required to supply a latest copy of Enhanced DBS
2. Contractors must wear identification badge issued by the office in the main front entrance.
3. Each individual must understand that they may be subject to random searches of bags or other items carried around the school or when they are leaving school
4. If any contractor is asked to supply his or her name whilst on site either by security staff or other school person, he or she must give their name without argument.
5. All no smoking notices must be strictly obeyed therefore smoking will only be allowed outside. There should be no consumption of alcohol or use of drugs by any contractors whilst they are on the site. This includes consumption during lunch or other breaks. Any person who is found to smell of alcohol may be asked to leave the site and not to return.
6. If any internal doors to offices need to be opened by contractors during the course of their work, then the responsibility for the safety of the contents of the office once it has been opened remains with the person who opened the door. Office must not be abandoned with the door left open whilst individuals go off to lunch or for any other break. The person opening the office door must ensure that it is closed and secured at the earliest opportunity. Particular care must be taken to ensure that all such internal doors are closed and secured at the end of each day when the work stops and contractors leave the site.
7. Contractors are solely responsible for the security of their own equipment, work materials etc. We accept no responsibility for contractor's kit even if a lockable room and key has been provided.
8. No action by any contractor working on our premises must be such as to bring discredit upon our school.

9. If you are doing HOT WORK or making a lot of DUST this will set the smoke alarm off CAUSING THE FIRE BRIGADE TO BE CALLED- Please speak to the site supervisor BEFORE doing this type of work.
10. All contractors must adhere to our minimum dressing code. For men which is a short sleeve t-shirt and knee length shorts, for women full sleeve t-shirt and trousers.

Health & Safety

Officer is

Sheereen Bhana