



Health & Safety Policy

If you can't do it safely, don't do it

INTRODUCTION:

This policy outlines the key issues for creating and maintaining a safe working environment for staff, students and visitors to the Academy. All staff are expected to co-operate in caring for their own health and safety and that of other site users.

Staff are required to familiarise themselves with the contents of this policy and to be clear about their responsibilities. In particular, it is everyone's responsibility to be alert to Health & Safety issues and to report or act upon any hazard in accordance with the set procedures.

In particular, this will involve:

- carrying out annual risk assessments of their working area
- reporting concerns promptly
- following agreed procedures in the case of accidents and emergency
- completing a risk assessment before carrying out a potentially hazardous activity (eg school journey)
- completing an Accident Report Form in the event of an accident or injury

RESPONSIBILITIES:

Subject to the personal responsibilities referred to above, overall responsibility for Health & Safety management at Skinners' Academy falls to the Principal and the Governing body.

These responsibilities are delegated on a day to day basis as shown below:

Principal:	Student activities including Educational Visits
Chief Financial Officer (CFO):	Oversight of Premises and H&S matters
Facilities Manager:	Premises Management
Academy Nurse:	First Aid Provision

In addition, all colleagues that have line management responsibility must:

- Familiarise themselves with the whole academy policy and be aware of legislation affecting their area of work.
- Inform colleagues of their responsibilities and procedures for reporting relevant matters.
- Ensure that all accidents or assaults, however minor, are reported on an Accident Report Form which can be obtained from the Academy Nurse.
- Regularly monitor their areas to ensure that no unacceptable risks exist.
- Carry out risk assessments as required.
- Ensure that special clothing is worn where appropriate and that equipment is used in accordance with correct procedures and controls.
- Identify training needs of relevant staff and draw these to the attention of the leader with whole school responsibility for Continuous Professional Development (teaching staff) or the CFO (support staff).
- Ensure that all staff are adequately trained / supervised for the tasks they perform.
- Ensure that all new staff are made aware of the health and safety issues affecting their work.

POLICY CONTENT:

This is a statement of the organisation and arrangements (Code of Practice) at the Skinners' Academy. This is for the benefit of teaching staff, support staff and pupils.

This statement deals with those aspects over which the Principal has control and covers safety associated with the building structures, plant, fixed equipment and services with respect to pupils, visitors and other employees who are present on school premises.

The aim of this statement is to ensure that all reasonable practical steps are taken to secure the health, safety and welfare of all persons using the premises:-

- to establish and maintain a safe and healthy environment throughout the academy;
- to establish and maintain safe working procedures amongst staff and pupils;
- to make arrangements for ensuring safety and management of risk to health in connection with the use, handling, storage and transport of articles and substances;
- to ensure the provision of sufficient information, instruction and supervision to enable all people working on site and pupils to avoid hazards and contribute positively to their own safety and health at work and to ensure that they have access to Health and Safety training as and when provided;
- to maintain a safe and healthy place of work and safe access and exit from it;
- to formulate effective procedures for use in case of fire and other emergencies and for evacuating the Academy premises;
- to lay down procedures to be followed in case of accidents.

FIRE SAFETY AND EMERGENCY EVACUATION PROCEDURES:

A separate Fire Safety and Emergency Evacuation Procedures document is available in the Staff area of the IT Network.

FIRST AID AND MEDICAL TREATMENT POLICY:

A separate First Aid and Medical Treatment Policy is available in the Staff area of the IT Network.

OBLIGATIONS OF THE PRINCIPAL:

As stated above, ultimate responsibility for all Academy safety matters rests with the Principal, who shall ensure:-

- (a) Co-ordinated implementation of the approved safety procedures in the Academy;
- (b) Contact with outside agencies able to offer expert advice;
- (c) Reporting of all known hazards immediately to the Governors and stop any practices or the use of any plant, tools, equipment, machinery, etc, that are considered to be unsafe until satisfied as to their safety;
- (d) Making of recommendations to the Governors for additions or improvements to plant, tools, equipment, machinery etc, which are potentially hazardous;
- (e) Arrangements are in place for regular investigation of premises, places of work and work practices;
- (f) The provision of first aid in the Academy;
- (g) That emergency regulations are in place in respect of fire evacuation;
- (h) Dissemination of safety information concerning the Academy is regularly reviewed;
- (i) Necessary changes and improvements in welfare facilities are recommended;
- (j) Governors are regularly informed of the safety procedures of the Academy;
- (k) compliance with the HSE Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

OBLIGATION OF ALL EMPLOYEES:

The Health and Safety at Work Act 1974 states:-

"It shall be the duty of every employee while at work

- to take reasonable care for the health and safety of himself/herself and of any other persons who may be affected by his/her acts or omissions at work and

- as regards any duty or requirement imposed on his/her employer or any other person by or under any of the relevant statutory provision, to co-operate with him/her so far as it is necessary to enable that duty or requirement to be performed or complied with".

The Act also states:-

"No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions".

In order that the laws be observed and responsibilities to pupils and other visitors to the school are carried out, all employees are expected:-

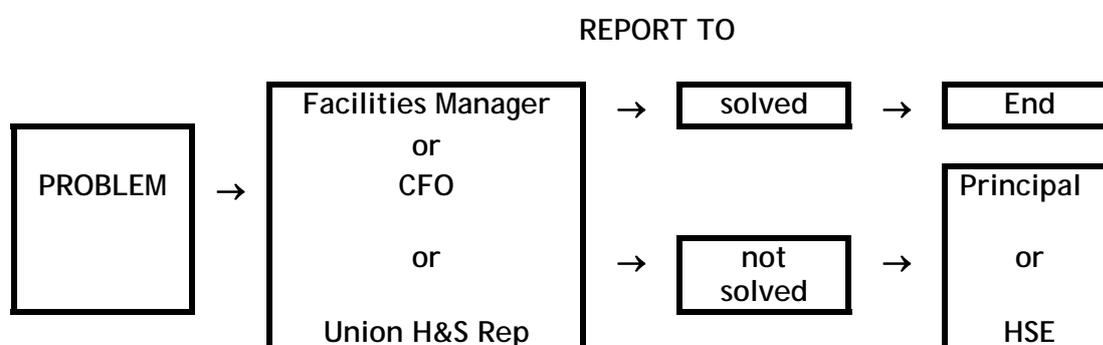
- (a) To know the special safety measures and arrangements to be adopted in their working areas and to ensure that they are applied;
- (b) To observe standards of dress consistent with safety and/or hygiene;
- (c) To exercise good standards of housekeeping and cleanliness;
- (d) To know and apply the emergency procedures in respect of fire and first aid;
- (e) To use and not wilfully misuse, neglect or interfere with things provided for their safety and/or the safety of others;
- (f) To co-operate with the other employees in promoting improved safety measures at the Academy;
- (g) To co-operate with the appointed Safety Representative and the enforcement officer of the Health and Safety Executive or Public Health Authority.

All site users should familiarise themselves with the statutory Health and Safety Executive's notice outlining rights and responsibilities which is displayed in Reception and in the staff room.

TEACHING & SUPPORT STAFF WITH LINE MANAGEMENT RESPONSIBILITY

These Staff:-

1. have general responsibility for the application of an accepted safety policy for their own department or area of work and are directly responsible to the Principal for the application of existing safety measures and procedures within that department or area of work. Advice or instructions given by the Governors and the Principal, including the relevant parts of this statement, shall be observed;
2. shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, as far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling storage and transport of articles and substances, (eg. chemicals, boiling water, duplicating fluid, guillotines);
3. shall resolve any health and safety problems any member of staff may refer to them, and refer any of these problems for which they cannot achieve a satisfactory solution within the resources available to them;
4. shall follow the system below for dealing with health and safety problems
5. shall carry out a regular safety inspection of the activities for which they are responsible and where necessary submit a report to the Principal / CFO
6. shall ensure as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own safety and health at work;
7. shall advise the Principal / CFO of requirements of safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.



SAFETY REPRESENTATIVES:

Under the Regulations on Safety Representatives which became operative on 1st October 1978, recognised Trade Unions can appoint Safety Representatives. Safety Representatives have the following major functions:-

- (a) investigate potential hazards and to examine causes of accidents.
- (b) investigate employee complaints.
- (c) to make representations to the employer on matters arising out of (a) and (b).
- (d) to make representations to the employers on general matters.
- (e) inspections of the workplace.
- (f) represent employees in consultation with inspectors of the Health and Safety Executive.

The names of the Safety Representatives in this establishment are displayed in the main Academy reception area.

SPECIAL OBLIGATIONS OF CLASS TEACHERS:

The safety of pupils in classrooms, laboratories and workshops is the responsibility of class teachers; teachers have traditionally carried the responsibility for the safety of pupils when they are in their charge. If for any reason, for example the condition or location of equipment, physical state of the room or the splitting of a class for practical work, the teacher considers s/he cannot accept this responsibility, s/he should discuss the matter with their line manager before allowing practical work to take place. Class teachers are expected:-

- (a) To exercise effective supervision of the pupils and to know the emergency procedures in respect of fires, bomb scares and first aid, and to carry them out;
- (b) To give clear instructions and warning as often as necessary;
- (c) To observe all safety rules of the school and in particular the instructions of the teaching staff given in an emergency;
- (d) To use, not wilfully misuse, neglect or interfere with things provided for his/her safety. N.B. All pupils and parents should be made aware of the contents of this section.
- (e) To check visually all electrical equipment before it is used.

VISITORS:

Regular visitors and other users of the premises should report to Reception where they will sign in and be issued with a visitor badge. They will be required to observe the safety rules of the school. In particular, parents helping out in school should be made aware of the Health and Safety arrangements applicable to them through the teacher to whom they are assigned.

Policy Application:

SUPERVISION OF PUPILS

Here follow details of arrangements or references to rules or guide-lines that will be made available by the Principal and chief contacts for the supervision of pupils in regard to Health and Safety. At the beginning of the Academy day, break, lunchtime, at the end of the school day, and during lessons, designated staff will be available to patrol and make note of any danger or hazard which should be reported and dealt with immediately. It is the duty of the Principal or designated Vice Principal to ensure that pupils remain safe while on the academy premises.

SAFETY INFORMATION FOR SITE USER

MOVEMENT ABOUT THE ACADEMY

The principle safety rules on this are:-

1. Always take care not to put yourself or others at risk.
2. Never bring dangerous things in to school such as knives or other sharp objects, skateboards and skates.
3. Take care when moving around the building
4. Keep to the left on stairways and observe the directional nature of the stairways in the building
5. Walk, do not run
6. Never push people, especially on the stairs
7. Line up in single file outside teaching rooms
8. Take particular care moving through doors and shutting windows
9. Keep away from access roads and cars
10. Report any dangerous hazards to Advisor/teacher/responsible person such as bad lighting, blocked corridors or stairs, dangerous electrical apparatus, or problems with the lifts.
11. All site users must not misuse, neglect or interfere with things provided for their health and safety. Pupils and parents should be made aware of this requirement.
12. Where movement includes use of public areas along the site perimeter, ensure that all road safety principles apply and that you remain on the pavement

CAR PARKING

It is essential that anybody bringing a vehicle on to the school premises should drive with care.

No one should park on an area where they cause an obstruction to emergency service vehicles needing to come on site.

There is a speed limit of 5 miles per hour on the school access roads.

It is necessary to look before opening doors and reversing.

All vehicles on site must have lockable petrol caps.

ACCIDENTS AND OTHER ALLIED EMERGENCIES

The action to be taken if a pupil has had an accident or is taken ill in school will obviously vary considerably according to the circumstances and, in some circumstances, parents will be informed immediately and told what action has been taken.

FIRST AID

If anyone should become ill or suffer injury as a result of an accident, the procedures below should be followed:-

- (a) First Aid should be rendered but only as far as knowledge and skill permit.
- (b) The patient should be given all possible reassurances and removed from danger.

A separate First Aid and Medical Treatment policy is available and should be referred to.

First Aid emergency supplies are available from the Medical room. Workshops and all practical subjects' preparation rooms have their own first aid boxes and first aid trained staff. When a first aid trained member of staff is needed you should refer to the First Aid Staff poster displayed in each room and contact the nearest, trained, member of staff.

GENERAL ADVICE FOR STAFF PRESENT AT AN ACCIDENT INVOLVING A PUPIL

1. Inform the Academy Office. They may have to direct the ambulance and deal with parental enquiries, so they must be aware.
2. Remain with the hurt child and reassure them (play down the incident) until a first aider or senior member of staff arrives.
3. When the ambulance arrives always ask which hospital the patient is to be taken to. Ensure that the SLT and Office know this. A designated member of staff must accompany the child in the absence of a parent or family member.
4. After all of the above are done, write down the facts as observed with the time and date. This will help you complete the accident report form, available from the academy nurse.
5. Accidents involving staff - the same procedure will apply, but also a senior member of staff must be informed.

FIRST AID ROOM

The First Aid Room is sited on the ground floor of the building.

DESIGNATED FIRST-AIDERS

The designated First Aiders are shown on the posters displayed in each room and on the digital signage throughout the building.

SERIOUS ACCIDENT OR ILLNESSES

If a life / death accident occurs an ambulance should be summoned by dialling 999. This will normally be done via the Academy Office / Receptionist following the instructions of an SLT member. A clear indication must be given of where the ambulance is required and it is often helpful if a member of the school staff waits at that point to direct the ambulance crew to the patient and keep back onlookers. The child / adult will then be taken to the nearest casualty receiving hospital.

The ambulance service does not insist on a responsible adult accompanying a child who is taken from school by ambulance but it is Academy policy in cases of either serious illness or accident that a member of the Academy staff should accompany a child if a parent or other responsible adult is not available. If, exceptionally, it is not possible to arrange for the child to be accompanied to the hospital, a brief note giving details of the accident/illness should be sent with the child; precise details of the hospital concerned should be noted and reported to the parents. It may be appropriate to transport a pupil to the casualty department without using the ambulance service but it should be noted that this should always be on a voluntary basis. Such journeys are covered by the academy's Occasional Business Use insurance policy. These will be cases of less severe nature than those requiring transport by ambulance.

EYE INJURIES

A pupil sustaining any form of injury to the eye (whether or not it has been possible to give First Aid treatment) should be immediately referred to a doctor either locally or at the nearest hospital casualty department for immediate advice regarding appropriate treatment.

PARENTAL CONSENT TO TREATMENT

When it has been necessary for a pupil to be seen by a doctor and/or a hospital because of a serious accident or serious illness, the medical service may require parental consent before surgical or medical treatment is given to a pupil who is under 16 years of age. It is therefore, advisable to ask the parents for their consent to immediate treatment at the same time as they are informed of the accident or illness but the ambulance should be called before any attempt is made to contact the parents. If parents are not available and the situation is urgent, the responsible adult, as the person in loco parentis, may give consent to an operation for a child under 16.

PARENTAL ADDRESS

Parents will be asked to complete a form as soon as possible after the admission to the academy, giving information on where they can be contacted in an emergency. Any information given by the parent will only be used if there is an emergency. All addresses and information of this nature must be kept up to date.

REPORTING OF ACCIDENTS AND ILLNESSES

All accidents and illness, including those which happen on the way to or from the Academy must, if the information is reliable, be reported on the relevant form to the academy nurse. If the accident occurred during a Physical Education lesson and apparatus is involved, a diagram must be attached to the report showing:-

- (a) the arrangement of the apparatus and mats;
- (b) the position of the teacher at the time of the accident;
- (c) the task being performed.

Where it has been necessary to summon an ambulance to take the child to a doctor or hospital, the accident or illness should in addition be reported to the Office Manager immediately by telephone and to the parents.

If death occurs on the premises or results from accidents, the Principal, the Chair of Governors and the CFO must be informed immediately by telephone in order that the Health and Safety Executive can be notified in accordance with statutory requirements.

It is also essential that the CFO is notified at once of the principal facts, time and place at which the inquest is to be held.

ACCIDENT FORMS

As soon as possible after the incident, every case of injury or accident must be fully and accurately reported on the Accident Forms which are available from the academy nurse. Attached to these, where possible, should go detailed statements obtained from witnesses. The completed form must be returned to the academy nurse. Accident forms must be completed for all accidents (to employees, pupils, members of the public), however minor. Completed forms are retained in the Academy Office.

ACCIDENTS TO PUPILS AND OUTSIDE ENQUIRIES

When an ambulance has been called the police normally make a routine visit to the premises in order to discover the name of the injured person and to satisfy themselves that next of kin have been informed. The Principal will co-operate with the police in their duty to this extent but any other enquiry by persons acting on behalf of solicitors engaged by parents of children who have met with accidents at the Academy, will be referred to the Academy's solicitors.

HSE RIDDOR REPORTING

The accident forms detail the reporting requirements of HSE in respect injuries, diseases and dangerous occurrences. The "responsible person" at the Academy is the CFO.

NON-ACCIDENTAL INJURY TO CHILDREN

It is essential if any member of staff suspects that there has been a non-accidental injury to a pupil that they report this immediately to the designated Child Protection Officer. Signs of child abuse include:-

- Unexplained cuts or bruises
- Repeated minor injuries
- Scalds and burns, particularly cigarette burns
- Fractures, lacerations and swellings without adequate explanation
- Human bites
- Facial bruising, such as loosening of the teeth; injuries around the mouth
- Failure to thrive, loss of weight, tiredness, lethargy, withdrawn
- Unexplained absences
- Excessive crying
- Attitude of the parents, if observed.

MINOR ILLNESS AND INJURY

Pupils found to be ill in school or ailing in such a way as to interfere with their work should be sent home, provided that it is known there is a responsible person there to look after them. Otherwise, they should be rested in the school until they can be safely sent home. Pupils with slight cuts, scratches, and bruises who need more than the first aid that can be given at school, should be referred to their family doctor unless the need for treatment is sufficiently urgent to justify a direct referral to a hospital casualty department. Similarly, pupils with conditions such as skin diseases and discharging ears should be referred as above.

GIVING MEDICINES AT SCHOOL

There are occasional circumstances in which children may be prescribed or recommended medicine to be taken at midday even though a doctor regards them as fit to attend school. If this is the case it is important to discuss the taking of medicine with the parent in the light of medicine to be given, the need for it (doctor's prescription or recommendation) and other factors (storage, safety risk etc). Parents must provide, when sending medicine into the Academy, suitable non-breakable containers which are labelled with the name of the pupil and the name of the drug and the required dosage. Asthmatic children may need to have medication (eg. inhalers) readily to hand in case they suffer an attack. In these cases they will retain their medicines. The academy nurse should alert teachers of any pupils with medical problems which may require special treatment in emergencies.

PAIN-RELIEVING DRUGS

No pain-relieving drugs may be administered, with the exception of paracetamol, where parental consent has been given in writing.

EPILEPSY, FITS OR CONVULSIONS

Parents must be notified of any occasion on which a pupil has a fit in school. It is essential also that any pupil who is known to be subject to Epilepsy in any form should receive his or her medication as prescribed regularly and without fail. It is

important to make sure that the pupils with Epilepsy take a full part in school life. However, a few precautions are necessary:-

- (a) Pupils with Epilepsy must produce a parental consent form given written permission for swimming. A fully competent helper must be present at the pool side.
- (b) Climbing high PE apparatus, trees etc is not permitted.

DIABETICS

It is important that pupils suffering from Diabetes or Epilepsy are identified. In the event of a pupil becoming comatose it is essential to get help immediately. Any notified cases may need a staff briefing.

HEART CONDITION

If a pupil is known to be suffering from a heart defect, they must have on them at all times a note to say what hospital and consultant they are under. These should be contacted immediately if there is any problem.

INFECTIOUS DISEASES

If cases of German Measles are known in school it is essential that these are reported so that a note to this effect can be put up on the staff notice boards to alert women members of staff who may be pregnant.

If a child or member of staff indicates that they, or a member of their family, have contracted a communicable disease this matter should be referred immediately to the school nurse for advice. The nurse has details of all notifiable diseases and, where necessary, will consult further with the local authority environmental health department.

LICE AND NITS

Pupils who are found to be infected by these parasites would be reported to the School Nurse at once, to be dealt with under the cleansing scheme. If there is any doubt about action to be taken contact should be made with the Local Health Authority. The Education Welfare Officer for the school must be informed immediately. It is essential that pupils with these conditions are given treatment immediately and sent home from school as soon as possible to be cleansed.

DRUG AND SOLVENT ABUSE

Signs of drug and solvent abuse are various and can include the following:- restlessness, confusion, lack of co-ordination, dizziness, slurred speech, lapse of memory, altered personality, unusual and different patterns of behaviour, lack of attention in class, nausea, lack of appetite, listlessness, sores around the mouth and nose, poor achievement and truancy. A pupil is likely to display a combination of these signs if taking drugs.

If substance abuse is suspected, the matter should be raised immediately with the designated Child Protection Officer.

Staff should inform colleagues, and be informed, about any pupils affected by any of the above.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

There are stringent regulations regarding the safe use of hazardous substances and details of these are held on COSHH Cards, which are held by the Science department and the premises team.

Whilst most of the substances, which are considered hazardous, are likely to be used in the teaching of Science and Technology there are other substances (e.g. cleaning solutions, graffiti spray, tippex, photographic chemicals, etc), which also present a risk. Any colleague who is unsure about whether or not a substance is hazardous should refer to the relevant COSHH card before using it.

ASBESTOS

The new academy building is entirely free from materials with asbestos content.

ELECTRICAL SAFETY

All portable electrical appliances must be tested regularly by law. This is carried out on a whole school basis. Only equipment, which has been tested and passed as safe can be used. As such this equipment will bear a sticker indicating that it has passed the test. This regulation affects all appliances including, for example, kettles and other items of equipment, which are not for use by students. The only items, which can be used, which do not have a sticker are those items purchased as new since the last inspection.

MAINTENANCE AND USE OF SPECIALIST EQUIPMENT

Maintenance of specialist equipment (e.g. lathes, trampolines, ovens, etc.) is the responsibility of the department to which it belongs. All specialist equipment should only be used by suitably qualified personnel and should never be used unless a risk assessment has been carried out.

CONTRACTORS

All contractors are subject to the same "signing in" and "signing out" procedures as are applied to other visitors. It is required that all contractors supply and wear at all times their own identification badges. Where this is not possible (e.g. emergency repairs where there has been no pre-contract meeting) they should be issued with an Academy visitor's badge.

SMOKING

The Academy is a non-smoking environment. Under no circumstances should any member of staff or visitor to the Academy smoke in corridors, classrooms or any other place (including outdoors).

MANUAL HANDLING OF LOADS

Staff are cautioned to take great care in all matters requiring the lifting and/or carrying of loads. No individual should lift or carry any load without first making an assessment of the risk and being satisfied that the load can be safely handled without injury to the handler or others. Care should be taken to ensure that students are not asked to handle unsafe loads. It must always be possible to see where they are going and to negotiate safely any obstacles such as stairs, kerbs, doors, etc.

Many injuries result from the incorrect lifting of loads and care should be taken to avoid this by using correct body position. If the moving of a load is thought to pose a risk, the premises officer should be asked to arrange its removal. Clearly, the task may not be able to be done instantly.

WORK EXPERIENCE ARRANGEMENTS

There are now stringent health and safety regulations, which apply to work experience covering:

- procedures for pre-placement visits
- health and safety preparation of students
- emergency contacts
- de-briefing arrangements
- vetting of organisations receiving placements

Ensuring that these regulations are complied with is the responsibility of the staff member with whole-academy responsibility for placements.

SCHOOL TRIPS AND JOURNEYS

The Academy is keen to promote educational visits, which enhance learning, and procedures for the management of such visits are given in the related policy.

SCHOOL MINIBUS

- Minibus drivers must hold a full, clean licence and must have passed a test confirming that they may transport students. It is the driver's responsibility to make routine pre-journey checks (e.g. oil, water, tyres, lights, indicators, seat belts) and to ensure that all passengers wear seat belts.
- Any driver noticing a defect in the vehicle must report it in writing to the Facilities Manager at the first possible opportunity.
- Where a trip involves more than two hours continuous driving time a second driver should take over.
- On some trips of less than two hours continuous driving, it may be necessary to take a second (non-driving) adult to supervise the passengers.

HIRED COACHES

Staff responsible for organising trips using hired coaches should do the following:

- only hire from companies on the Academy's approved list of contractors
- ask for coaches with seat belts fitted wherever possible
- ensure that all students remain seated whilst the coach is in motion
- ensure that the driver is not distracted
- ensure that no litter is discarded
- ensure that students enter and leave the coach only when it is safe to do so and under teacher supervision.

DEALING WITH VIOLENCE TO STAFF

Thankfully violence to staff is a rare occurrence. All incidents must be reported. In cases of verbal abuse and threatening behaviour normal disciplinary measures should be followed.

Where actual violence takes place, it **MUST** be reported on an Assault/Incident Report Form, available from the academy nurse. In addition to procedures, which the Academy has at its disposal, there should be a consideration in each case about whether the Police should be informed.

LETTINGS

It is the responsibility of the CFO (in liaison with the Facilities Manager) to ensure that all areas booked for lettings are suitable for the purpose of hire and meet with appropriate Health and Safety requirements (e.g. access to: telephone, fire equipment, fire alarm call points, unblocked emergency exits, first-aid boxes, etc.).

All hirers should receive an information sheet from the Facilities Manager or relevant lettings company giving details of the location of these facilities. Hirers are also required to sign a contract indicating their understanding of, and agreement to, all of the rules and regulations relating to the hire. In particular this sets out the maximum number of guests/participants allowed to use each space according to Fire Brigade regulations. It is the hirers' responsibility to ensure that all guests/participants are made aware of relevant safety information.

INSPECTIONS

The HSE carries out regular inspections and audits of all schools. It is the responsibility of the Facilities Manager, through line managers, to ensure that all recommended actions takes place.

The Health and Safety Executive can be consulted for advice on any matter either during or between inspections.