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Agreed by Directors and Available to Staff– May 2022

To be Reviewed – Annually

Health and Safety Policy

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Other relevant St George's Preparatory School documents:

Health & Safety – Maintenance

Health & Safety – Science

Health & Safety – Swimming and Physical Education

SECTION 1 - HEALTH AND SAFETY POLICY STATEMENT

In accordance with the Health and Safety at Work (Jersey) Law 1989 this is the Health and Safety Policy Statement of

St George's Preparatory School Limited

Our policy is to provide and maintain safe and healthy conditions, equipment and systems of work for our employees, pupils and other persons affected by the facilities and activities of the school and to provide relevant information, training and supervision.

The commitment and support of all employees is necessary to achieve these standards and we recognise our particular responsibility, as a school, for the protection of young children.

Details of individual responsibilities, general arrangements and arrangements for specific risks are shown in Sections 2, 3 and 4.

The policy will be reviewed periodically and employees advised of any changes.

Our statement of general policy is:

- ✦ To provide adequate control of the health and safety risks arising from our work activities;
- ✦ To consult with our employees on matters affecting their health and safety;
- ✦ To provide and maintain safe machinery and equipment;
- ✦ To ensure safe handling and use of substances;
- ✦ To provide information, instruction and supervision for employees;
- ✦ To ensure all employees are competent to do their tasks, & provide adequate training;
- ✦ To take reasonable steps to prevent accidents and cases of work-related ill health;
- ✦ To maintain safe and healthy working conditions; and
- ✦ To review and revise this policy as necessary at regular intervals.

SECTION 2 – RESPONSIBILITIES UNDER THE POLICY

- 1 Overall and final responsibility for health and safety is that of:

The Board of Directors

- 2 Day-to-day responsibility for ensuring this policy is put into practice is delegated to:
The Headmaster and the Bursar (the Health & Safety Officers)

During periods of absence, and where appropriate training has been given, the Headmaster’s responsibilities may be delegated to other members of the Senior Leadership Team, while the Bursar’s responsibilities may be delegated to the Assistant Bursar.

- 3 To ensure health and safety standards are maintained/improved, the following people have responsibility in the designated areas:

Property & Maintenance Manager	Premises / Playgrounds / Workshop / Maintenance Machinery & Equipment, COSHH
Catering & Household Supervisors	Kitchen, Laundry Room, Catering Storage areas
Science Teacher	Science Laboratory
Design & Technology Teacher	Design & Technology Classroom
Art Teacher	Art Classroom
Senior Physical Education (PE) Teacher	Sports Hall / PE / Games Equipment
Swimming Teacher	Swimming Pool
Information and Communications Technology (ICT) Teacher	Computer Systems
School Secretaries	First Aid

- 4 All employees are required to:
- co-operate with managers and responsible staff on health and safety matters;
 - not interfere with anything provided to safeguard their health and safety;
 - take reasonable care of their own health and safety as well as that of the pupils; and
 - report all health and safety concerns to the appropriate person as detailed in this policy document.

NAMED INDIVIDUALS

Health & Safety Officers:

Bursar	Ian Watson
Headmaster	Cormac Timothy

Assistant Bursar: Tracey Oldham

Senior Leadership Team (Teaching):

Lindsey Fidrmuc
Claire Gibson
Andy Moon
Rachael Morris
Jo Wrigley
Jennie Tieppo
Cath Jones

School Secretaries:

Alice Osmond
Linda Dodds

Property & Maintenance Manager: Tony Grice

Caretaker:	Jose Goncalves
Household Supervisor:	Ivone Goncalves
Catering Supervisor:	Gael Maratier

Responsible Teachers:

Science	Andrea Lathwell
Design Technology	Cath Jones
Art	Cath Jones
PE (Senior)	Alex Pemberton
Swimming	Natacha Morgan-Pasquali
ICT	Rachael Morris

SECTION 3 – ARRANGEMENTS FOR CARRYING OUT THE POLICY

HEALTH AND SAFETY RISKS ARISING FROM SCHOOL ACTIVITIES

- ✦ Risk assessments, safe procedures and inspections will be undertaken by Responsible Teachers/ Maintenance Manager / Housekeeper / Health & Safety Officers.
- ✦ The findings of the risk assessments will be reported to Health & Safety Officers.
- ✦ Actions required to remove/control risks will be approved by the Board of Directors / Health & Safety Officers.
- ✦ Responsible Teachers / Maintenance Manager / Housekeeper / Health & Safety Officers will be responsible for ensuring the action required is implemented.
- ✦ Responsible Teachers / Maintenance Manager / Housekeeper / Health & Safety Officers will check the implemented actions have removed/reduced the risks and that any actions required to control residual risks are communicated to all who are involved in the activities.
- ✦ Risk assessments will be reviewed when the work activity changes by Responsible Teachers / Maintenance Manager / Housekeeper / Health & Safety Officers.

CONSULTATION WITH EMPLOYEES

- ✦ The Health & Safety Officers are available for consultation by any member of staff with a concern either individually or at regular staff meetings.
- ✦ All staff should report any health and safety concerns to the responsible teacher, supervisor or manager, with a copy to the Bursar, using the Notification of Health & Safety Concern Form obtainable from the School Office.

SAFE MACHINERY AND EQUIPMENT

- ✦ Responsible Teachers and the Maintenance Manager will be responsible for identifying all equipment / machinery needing maintenance.
- ✦ Responsible Teachers and the Maintenance Manager will be responsible for ensuring effective maintenance procedures are drawn up and that any actions required to control residual risks are communicated to all who are involved in the activities.
- ✦ Responsible Teachers and the Maintenance Manager will be responsible for ensuring that all identified maintenance is implemented. Any machinery or equipment requiring a periodic certified inspection, e.g. boilers, should not be used if its certificate has expired or service schedule has not been fulfilled.
- ✦ Any problems found with machinery or equipment should be reported to Responsible Teachers, Maintenance Manager and Health & Safety Officers.

- ✦ Responsible Teachers, the Maintenance Manager and Health & Safety Officers will check that new plant and equipment meets health and safety standards before it is purchased and that any specific training is provided before the equipment is brought into use.

SAFE HANDLING AND USE OF SUBSTANCES

- ✦ The Control of Substances Harmful to Health (COSHH) Officer (Property & Maintenance Manager) will be responsible for identifying all substances which need a COSHH assessment.
- ✦ The COSHH Officer will be responsible for undertaking COSHH assessments.
- ✦ The COSHH Officer will be responsible for ensuring that all actions identified in the assessments are implemented.
- ✦ The COSHH Officer will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- ✦ The COSHH Officer will check that new substances can be used safely before they are purchased.
- ✦ Assessments will be reviewed every year or when the work activity changes, whichever is soonest.

INFORMATION, INSTRUCTION AND SUPERVISION

- ✦ Health and safety advice is available from the Health & Safety Officers.
- ✦ Supervision of young workers / trainees will be arranged, undertaken and monitored by the Teachers responsible for Project Trident trainees. A Senior Leadership Team member will co-ordinate any training required.
- ✦ Further health and safety information and advice may be obtained from the Health & Safety at Work Inspectorate, PO Box 55, Philip Le Feuvre House, La Motte Street, St. Helier, JE4 8PE, Tel: 447300 Email: hsi@gov.je Website: www.gov.je/hsi

COMPETENCY FOR TASKS AND TRAINING

- ✦ Induction training will be provided for all employees by the Senior Leadership Team / Maintenance Manager / Housekeeper / Health & Safety Officers.
- ✦ Job specific training will be provided by Responsible Teachers / Maintenance Manager / Housekeeper.
- ✦ Specific staff members requiring special training are:
 - Maintenance staff
 - Catering and Cleaning staff
 - Science staff

- Physical Education / Games /
Swimming staff ○ Art and Design
& Technology staff ○ ICT staff ○
School Secretaries and other
First Aiders
- ✦ Training records are kept by the School Secretaries.
- ✦ Training will be identified, arranged and monitored by the Senior Leadership Team /
Maintenance Manager / Housekeeper

ACCIDENTS, FIRST AID AND WORK-RELATED ILL HEALTH

- ✦ Health surveillance will be arranged as appropriate by the Health & Safety Officers.
- ✦ Health surveillance records will be kept by the School Secretaries.
- ✦ The first aid boxes are kept in the School Office, Sports Hall, Science Laboratory, Nursery and Minibuses.
- ✦ The appointed persons / first aiders list is maintained by the School Secretaries and displayed in multiple locations throughout the premises.
- ✦ All accidents and cases of work-related ill health whether to pupils, staff members or third parties are to be recorded on an accident/incident form, which should be given to the Headmaster for sign-off, then forwarded to the Bursar for review and filing. Forms are obtainable from the School Office.

MONITORING

- ✦ To check our working conditions and ensure our safe working practices are being followed, we will:
 - discuss Health & Safety issues with all staff at the beginning of every school year;
 - inspect the site at the end of every school term
 - meet with senior staff at least once a year to review implementation of agreed remedial actions.
- ✦ Health & Safety Officers are responsible for investigating accidents.
- ✦ Health & Safety Officers are responsible for investigating work-related causes of sickness and absences.
- ✦ Health & Safety Officers are responsible for acting on investigation findings to prevent a recurrence.

EMERGENCY PROCEDURES - FIRE AND EVACUATION

- ✦ Health & Safety Officers are responsible for ensuring periodic fire risk assessment is undertaken and any issues referred to the emergency services, as appropriate, and resolved.
- ✦ Escape routes are checked by the Maintenance Manager / Housekeeper.
- ✦ Fire extinguishers are maintained and checked by Island Fire Extinguisher Co Ltd on annual contract and Regular visual checks by the Maintenance Manager.
- ✦ Alarms are tested by C I Fire & Security Limited on annual contract and the Maintenance Team every week using a rotating cycle of call point tests.
- ✦ Emergency evacuation is tested every term.

SECTION 4 - SPECIFIC RISKS

ACCIDENT REPORTING AND INVESTIGATION

All accidents and cases of work-related ill health whether to pupils, staff members or third parties are to be recorded on an accident/incident form, which should be given to the Headmaster for sign-off, then forwarded to the Bursar for review and filing. Forms are obtainable from the School Office.

ASBESTOS

The Asbestos Register is maintained in the Bursar's Office.

CHILD PROTECTION/SAFEGUARDING

Child Protection and Safeguarding Policies are maintained by the Senior Leadership Team. Copies are available in the Policies and Documents folder on the network.

CONTRACTORS ON SCHOOL PREMISES

The School's general approach is to use competent contractors and to ensure the adequacy of their public liability insurance. Contractor Management Records are to be created & held for all external contractors working on site.

DISPLAY SCREEN EQUIPMENT

The School follows the Display Screen Equipment at Work Approved Code of Practice available from www.gov.je/hsi. Note that the Westfield Health Cash Plan provided by the School to all permanent staff members includes an optical cash benefit.

ELECTRICITY

Fixed Installation Inspections are carried out every five years by an approved Contractor.

Portable Appliance Testing is carried out by the Maintenance Manager.

EMERGENCY EVACUATION

The Emergency Evacuation Procedures are shown below.

During School Hours

Be Prepared

The best approach to successfully handling fire or other emergency situations is planning. Please take time now to prepare for an emergency: it could save lives.

All staff must sign in and out at the start or end of their shifts and if they leave site during the working day. Similarly, all visitors must sign on and off site and remain the responsibility of the person they are visiting for the duration of their time on site.

Become familiar with the location of break-glass units, fire extinguishers and emergency exit routes from your floor; which are clearly marked with the green 'running man' signs.

If you have been trained in their use become familiar with the location of fire extinguishers and the operating instructions on them:-

- Water (Large Red): for wood, textiles, paper etc. Never use on oil, fat or electrical fires.
- Foam (Large Red or Cream): for wood, textile, paper and oil or fat. Never use on electrical fires.
- Wet Chemical (Large Red): for wood, textile, paper and oil or fat. Never use on electrical fires. -
- Carbon Dioxide (Thin Red); for electrical fires
- Fire Blanket: for smothering small fires

Should an extinguisher be discharged, notify the School Office or the Maintenance Manager at once.

Action on Discovering a Small Fire DO NOT PUT YOURSELF OR OTHERS AT RISK

Do not attempt to tackle the fire unless you have been trained in the use of fire extinguishers. If in any doubt: Activate the alarm by using a break-glass unit and evacuate the building by the safest exit.

Always: Immediately inform the Bursar's Office extensions 227 or 237

Action on Discovering a Large Fire

DO NOT PUT YOURSELF OR OTHERS AT RISK

Immediately: Activate the alarm by using a break-glass unit

Immediately: Evacuate the building by the safest exit.

If possible: Close doors and windows to contain the fire

Make the Headmaster or Bursar aware that you are the person who activated the alarm

Action on Hearing an Alarm Sounding

Treat any alarm as an emergency, not a drill.

Immediately, and quietly, evacuate the building by the shortest safe exit route and proceed directly to the Emergency Assembly Point.

Do not delay for collection of personal belongings or to finish any activity but do switch off any potentially hazardous equipment

If situation permits: Close windows and doors.

Walk: Do not run and never turn back for any reason, even if the danger does not seem obvious.

Teachers: Supervise pupils and, if relevant, take pupil registers for after-school activities with you.

Bursar and Maintenance Staff: Take walkie-talkies and mobile phones, if possible. Investigate the cause of the alarm and assess the situation. If safe to do so ensure everybody has left by conducting a detailed sweep of the affected building. If appropriate, Dial 999 for Fire Service from a safe telephone.

School Secretaries: Take mobile phone, walkie-talkie, class registers, Staff & Visitor evacuation Report and the emergency evacuation pack. Quickly secure School Office, if possible.

The Emergency Assembly Point is on the Front Lawn beyond the large tree opposite the Sports Hall

Emergency Assembly and Roll-Call Procedures

Teachers: Advise pupil count to the Headmaster

Assistant Bursar or School Secretary: Check all staff and visitors accounted for and liaise with Headmaster regarding any discrepancies.

Fire Marshalls – Assist School Secretaries to account for personnel.

All other Staff, Visitors and Residents - Assemble on the front lawn beyond pupils.

Headmaster: Liaise with Teachers and School Secretaries to ensure all present are accounted for.

Liaise with Bursar regarding cause of alarm and status. Liaise with Fire Officers upon arrival.

Bursar – Advise Head or School Secretaries that Maintenance staff are accounted for, cause of alarm and status. Contact Fire Service, if appropriate, and liaise with Fire Officers upon arrival. All: Do not return to the building until instructed by the Headmaster. Keep well clear of access areas for emergency vehicles

Communicate

Advise the Headmaster or School Secretaries if anyone you know who had left the premises prior to the alert (e.g. appointments, walking in the grounds) or if anyone you know is still inside the building.

In the absence of the designated staff member, the next most senior person should assume their position and advise the Headmaster or School Secretaries that he/she is doing so.

Do not leave the Emergency Assembly Point unless directed to do so by the Headmaster.

Upon completion of the roll-call and feedback from the Bursar and Maintenance Staff regarding the cause of the alarm and status, the Headmaster will decide whether it is safe to return to the buildings.

Sports Hall

The alarms located in the Sports Hall trigger the alarms in the Main School buildings but the Sports Hall alarms **will not** currently sound if an alarm in the Main School is activated, due to the generally safe separation distance of the Hall. The Headmaster should ensure that communication with occupants of the Sports Hall takes place as appropriate. A duplicate emergency evacuation pack is held in the Sports Hall cleaner's cupboard.

Outside School Hours

Follow normal emergency evacuation procedures to the extent possible and appropriate.

In the event of an alarm sounding, immediately evacuate the building and proceed to the Emergency Assembly Point on the Front Lawn.

Report immediately to the Caretaker (Cottage at the end of courtyard)

In the absence of the Caretaker the most senior person present should assume responsibility and deal with the situation as appropriate, ensuring all personnel are accounted for and the Fire Service (Dial 999) are alerted as appropriate.

FIRE SAFETY

The Fire Alarm, Fire Extinguisher and Emergency Lighting Maintenance Records are held in the : Maintenance Manager's Office.

The Kitchen Cooking Equipment and Extract System Cleaning and Maintenance Records are held by the Catering Supervisor in the Kitchen.

A Fire Safety review is carried out annually by the Maintenance Manager and the Bursar.

FIRST AID PROVISION

Trained First Aider details are held on the Engage database, updated by the Bursar's Office, and re-printed whenever there are changes. The list is displayed in the School Office and is circulated by email to all Teachers for printing and display in classrooms and the Sports Hall.

The School Secretaries are responsible for monitoring expiration details of First Aid qualifications and booking staff on relevant training courses.

There is a published First Aid Policy which relevant staff should familiarise themselves with.

HOT WORK

The relatively small scale of the School buildings and the small Maintenance team means that a formal hot work permit procedure would generally be excessive at St George's.

The Maintenance Manager will be responsible for closely supervising any instances of hot-work involving the School's own team.

In the event of a larger, or potentially higher risk, project the Maintenance Manager and the Bursar will risk assess whether a Hot Work Permit process is required. If this showed that a Hot Work Permit was advisable the contractors would be required to provide the elements of such a system for the School to check and sign off.

HAZARDOUS SUBSTANCES

The Maintenance Manager is the COSHH Officer. All concerns regarding hazardous substances should be addressed to the COSHH Officer or the Health & Safety Officers immediately.

HEALTH & SAFETY CONCERNS

Any concerns about Health & Safety should be notified to both the Bursar & Headmaster by email at the earliest opportunity.

HOUSEKEEPING & WASTE DISPOSAL

The Kitchen Cooking Equipment and Extract System Cleaning and Maintenance Records are held by the Catering Supervisor in the Kitchen.

Cooking Equipment & Extraction System Cleaning & Maintenance Records
Cleaning Checklist – Deep Frying Appliances

LETTING SCHOOL PREMISES TO OUTSIDE HIRERS

Sports Hall Conditions of Hire: Bursar's Office

MACHINERY

All staff are trained in the safe operation of machinery in their areas. See the H&S Maintenance Manual for information regarding maintenance machinery.

MANUAL HANDLING

Relevant staff have been given manual handling training, which is updated on a regular basis

PUPILS' MEDICAL CONDITIONS

During the admission process parents are required to inform the School of any medical conditions affecting the pupil. In addition, prior to the start of each academic year, parents will be requested to provide in writing updated medical conditions information.

Medical conditions information is maintained on the pupil Engage record by the School Secretaries, who produce lists of pupils and their conditions on a regular basis to relevant staff.

PHYSICAL EDUCATION

See separate H&S Swimming and Physical Education manual.

PLAYGROUND EQUIPMENT SAFETY

Inspection

Playground Equipment is inspected on a regular basis, both internally by the Maintenance Team and externally by a third party – see H&S Maintenance Manual for details.

Impact-absorbing Surfaces & Pupil Supervision

In order to ensure the appropriate use of the School's playground equipment the following guideline should be followed by all teaching staff when on playground duty:

- Children should not be allowed to use playground equipment in such a way that exceeds the maximum fall height of 1 metre.

Please ensure children are supervised in compliance with this guideline. That may mean restricting the height achieved on swings, the rope swing, slides or other equipment and, in general, ensuring that equipment is used appropriately.

POND

The pond is surrounded by a wooden safety fence, which has been constructed so that it is possible to see if a child was on the pond side of it. The gate to this fence should be padlocked at all times, except when a competent staff member is present and using the facility.

PRESSURE SYSTEMS

The Maintenance Manager is responsible for pressure systems – see separate H&S Maintenance Manual.

HEALTH & SAFETY COMMITTEE

The Bursar and Maintenance Manager lead a Health & Safety Committee which meets regularly to review outstanding issues & remedial actions.

SCHOOL TRANSPORT POLICY (MINIBUS)

The Maintenance Manager is responsible for the maintenance of the minibus. However, all staff using the minibus are responsible for reporting any damage/faults. Any staff driving the minibus must have passed their minibus test with the Jersey Education Department and must have passed evidence of this to the Bursar. The driver is responsible for ensuring that all seatbelts are working and are properly used by the children. Any faulty seatbelts must be reported to the Maintenance Manager immediately. The rear door must be kept clear at all times, and all doors must be kept unlocked when the bus is in use. The first aid kit must remain in the minibus and will be updated regularly by the School Secretaries. Physical Education staff must ensure that a mobile phone is taken on every 'away' trip, in case of emergency.

SCHOOL TRIPS AND VISITS POLICY

The School Trips and Visits Policy is the subject of a separate document. Risk assessments are an integral part of the preliminary work when arranging an off-site visit and full details of the School's control procedures are included in the policy document.

SCIENCE

The Science Department Health & Safety Procedures are the subject of a separate H&S document which is issued to relevant staff members.

SLIPS, TRIPS AND FALLS

The following Royal & Sun Alliance Risk Control Note should be read and understood by ALL staff members:

Preventing Slips, Trips and Falls in Schools

Introduction

Slips, trips and falls are by far the most commonly occurring accidents in all educational establishments. Injuries range from minor (sprains, twisted ankles etc.) to occasionally serious (fractures, concussion etc.).

All who use school premises can contribute to reducing the risk of slipping and tripping accidents but of most effect will be implementation of a safe system of work by the school/college management. Effective solutions are often simple, cheap and lead to other benefits.

Legal obligations

Health and Safety at Work (Jersey) Law 1989 requires employers to ensure, so far as is reasonably practicable, the health and safety of all employees and anyone who may be affected by their activities. More specifically, employers must also provide, so far as is reasonably practicable, a safe place of work and safe systems of work, this includes taking steps to control slip and trip risks.

The Management of Health and Safety at Work Regulations 1999 expand on the HSW Act and include a duty on employers to assess risks (including slip and trip risks) and where necessary take action to safeguard health and safety. Carrying out a risk assessment will determine what is 'reasonably practicable'.

The Workplace (Health, Safety and Welfare) Regulations 1992 require floors to be suitable, in good condition and free from obstructions. People must be able to move around safely.

Assessing slip and trip risks

A risk assessment helps to identify what the problems are, what needs to be done and prioritisation of action points. The Health and Safety Executive (HSE) recommend a five step approach to risk assessment, and slip and trip risks should be among the risks examined:

Step 1: Look for slipping and tripping hazards around the workplace. *Uneven floors?*
Obstructions?
Areas that are sometimes slippery due to spillages?
Include outdoor areas.

Step 2: Decide who might be harmed and how.
Who comes into the school/area/workplace?
Are they at risk?
Are there any particularly vulnerable persons at risk?
Young pupils rushing around obviously present an increased risk

Step 3: Evaluate the risks.
What is the likelihood of someone slipping/tripping in a particular area?
Are there any areas where slips/trips could have particularly serious consequences?
Are the precautions already taken enough to deal with the risks?

Step 4: Record your findings if you have five or more employees.

Step 5: Regularly review the assessment.
If any significant changes take place, make sure that precautions are still adequate to deal with the risks.

Safe system of work

The risk assessment should provide a framework to establish a safe system of work to prevent slips, trips and falls. An effective system should include:

- physical measures
- housekeeping, cleaning and maintenance
- monitoring
- information, instruction and training to appropriate staff and pupils
- first aid

Physical measures

Floors - choose only suitable surfaces, getting conditions right from the start will make dealing with slip and trip risks easier.

Routes - plan pedestrian and traffic routes and where possible adjust timings to avoid overcrowding.

Lighting - ensure levels are sufficient and placement of light fittings provide even lighting to all floor areas enabling people to see obstructions, potentially slippery areas etc. Replace, repair or clean lights before levels become too low for safe access.

Obstructions - tidy up properly and avoid leaving objects or allowing them to protrude into walkways, corridors etc. Provide sufficient and suitable storage areas for boxes and equipment.

Slopes - improve visibility, provide hand rails, use floor markings.

Changes of level - where there is a change of level that is not obvious improve lighting. Add apparent tread nosings.

Change from wet to dry floor surface - warn of risks by using signs. Locate suitable doormats where these changes are likely.

Rugs/mats - ensure mats are securely fixed and do not have curling edges.

Trailing cables - position equipment to avoid cables crossing pedestrian routes. Use cable covers to securely fix to surfaces. Restrict access to prevent contact.

Housekeeping, cleaning and maintenance

Good housekeeping is important in preventing slipping and tripping hazards. Clean and tidy premises provide a better working environment and fewer accidents.

Cleaning methods and equipment must be suitable for the type of surface being treated (you may need to get advice on the appropriate method of treatment, e.g. from the manufacturer or supplier).

Carry out cleaning and maintenance work in accordance with recommended schedules (again, you may need to get outside help or guidance).

- Clean up spillages (of wet and dry substances) immediately. If a liquid is greasy ensure a suitable cleaning agent is used.
- Keep traffic routes/areas clear and free from rubbish (plastic bags for example). Empty bins frequently, do not allow rubbish to accumulate.
- Take care not to create additional slip or trip hazards while cleaning and maintenance work is being done (trailing leads from cleaning equipment etc.).
- A floor may remain wet for some time after it has been cleaned. Fence off wet areas, use appropriate signs to tell people the floor is still wet, arrange alternative bypass routes etc.

Monitoring

Carry out regular inspections to check for loose finishes, holes and cracks, worn rugs and mats, etc. Any hazards identified should be remedied as soon as possible.

Inspections and routine checks should also ensure that good housekeeping is being maintained and cleaning schedules are being observed.

To help demonstrate that appropriate measures are in place to comply with legal duties it is also necessary to keep records of safety inspections, cleaning schedules, details of repairs and maintenance etc.

Information, instruction and training

Make staff/pupils aware of potential problems and warn/remind people of risks using prominent signs/notices.

Train staff in the importance of good housekeeping and the correct use of any safety and cleaning equipment provided.

First aid

Provide sufficient personnel and facilities adequate to administer prompt help in the event of injury.

Further Information

Further advice is available in the following HSE publications.

Slips and Trips: Guidance for employers on identifying hazards and controlling risks

Ref: HS(G)155

ISBN 0 7176 1145 0

SWIMMING POOL

See separate H&S Swimming and Physical Education manual.

TRAFFIC MANAGEMENT AND CAR PARKING

The number of vehicles arriving at St George's in the morning and the afternoon puts great pressure on the available space and we therefore have a traffic management system which helps to ease congestion and ensure the safest possible environment for your children.

1. A one-way system operates within the grounds of St George's from first thing in the morning until 9.15am and from 3.15pm until 5.15pm. Within these times please come in through the front entrance and exit via the back drive. There are designated drop off and collection points for each year group. Parents using the sports hall car park may, however, exit via the front entrance as the top drive is two-way.

2. At other times the courtyard is chained off and all vehicles are expected to arrive and leave via the main driveway (Cars are not permitted onto the courtyards between 9.15am and 3.15pm).
3. Limited parking is available in the court-yard and all vehicles will be directed by designated members of staff, It is important in order to avoid congestion that children are dropped off at the designated location and drivers spend the minimum time away from their vehicles.
4. There are white lines painted on the ground in the two courtyards to delineate areas where children can walk in safety. Please respect these lines, especially those that cross the courtyard. **Cars must always stop at these lines.** As pedestrians, please walk within the marked areas. Pedestrians must also stay on the building side of the low chain outside the main house and use the pathway at the side of the main lawn. They should cross the drive to the sports hall using the zebra crossing and they should walk at all times.
5. The limited spaces immediately opposite the front door are for short stay visitor parking other than during the peak drop off and collection periods.
6. All staff have been directed to park in the car park to the West of the Sports field. The only exceptions should be any members of staff with a registered disability.
7. All other visitor or parent parking is on the right of the front drive as you face the school behind the white line. Cars must not obstruct the zebra crossing. Subject to the weather, cars may also be directed to park on the bottom of the front lawn. Care & vigilance should be exercised at all times when driving on the school ground.
8. Vehicles entering the front entrance have right of way.
9. Parents should park carefully within marked bays and ensure that they do not obstruct access for emergency vehicles at any time.
10. Speed restrictions within the grounds are **10mph and Dead Slow** operates between the buildings. In the interest of safety, speed ramps have been installed to ensure the compliance of all visitors.
11. Traffic notices are posted from time to time and we ask they be followed.
12. Mobile phones and other similar technology must not be used when driving. Driver must be aware, at all times, that young children can be unpredictable and are at risk around cars.
13. Pedestrians must exercise extreme care, remaining within designated pathways and crossing via the zebra crossing.

PLEASE NOTE

The one-way system only operates between the times outlined above. At all other times, for safety reasons, vehicular access to the courtyards is forbidden.

The area by the swimming pool is for the drop off and collection of pupils and swimming pool users. It is not a staff car park.

TRAINING

Training is provided for new staff as part of the induction programme. Training records are retained on staff files, and key course details (eg First Aid and Safeguarding) are also retained on the Engage database.

VISITORS TO SCHOOL PREMISES

The St George's procedures in respect of visitors to the school have been developed to safeguard our pupils and staff and to ensure we are able to account for everybody in the event of an emergency.

- If the fire alarm sounds all persons present should assemble on the front lawn beyond the large tree at the side of the drive.

Parents are reminded that on hearing the fire alarm they must assemble away from the children at the far end of the lawn. Cars must be left such that they do not restrict emergency access and young infants should accompany parents and not be left in vehicles.

- All visitors to site must report to the School office where they can sign in and will be issued with a visitor's badge.
- They will also be required to return to the school office before they leave the premises in order to sign out and to return the visitor's badge to the School Secretaries.
- It will be the responsibility of all staff members to ensure these procedures are followed and to challenge anybody on school premises who they do not recognise or who does not have a visitor's badge and, if appropriate, to accompany them to the school office.

Exceptions

This process will not normally apply to parents picking-up or dropping-off children at the start and end of the school day or to pre-planned major school events attended by large numbers of people, such as sports days, open days, football matches, assemblies etc. However, persons attending such events must be advised at the start of the event of the evacuation process and assembly point by the responsible staff member.