

**CHILMARK AND FONTHILL BISHOP
CHURCH OF ENGLAND AIDED PRIMARY SCHOOL**

**HEALTH & SAFETY POLICY 2016
Mission Statement: With God we live and learn**

1.0 STATEMENT OF INTENT

- 1.1 The aim of the Governing Body is to provide a safe and healthy working and learning environment for staff, pupils and visitors.
- 1.2 The Governing Body accepts that it has a responsibility to take all reasonably practicable steps to secure the health of pupils, staff and others using the school premises or participating in school-sponsored activities.
- 1.3 The Governing Body believes that the prevention of incidents, accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.
- 1.4 The Governing Body will take all reasonable steps to identify hazards and reduce them to a minimum. All staff and pupils must appreciate, however, that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.
- 1.5 The nominated Governor for Health and Safety is Katie Fry.

2.0 THE DUTIES OF THE GOVERNING BODY

- 2.1 In the discharge of its duty the Governing Body, in consultation with the Headteacher, will:
- (i) make itself familiar with the Local Authority's Health, Safety and Welfare Policy and the advice and guidance provided by the LA;
 - (ii) ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school,
 - (iii) periodically assess the effectiveness of this policy in accordance with current HSE legislation and ensure that any necessary revisions are made;
 - (iv) identify and evaluate all risks relating to:
 - the premises- this will be carried out by a nominated governor, currently Mrs Katie Fry.
 - school activities- these will be carried out by the Headteacher or in the case of class trips the class teacher
 - school-sponsored events- these will be carried out by the Headteacher or a nominated member of the Friends committee
 - (v) identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others; (roles as outlined above)
 - (vi) create and monitor the management structure i.e. review procedures at each FGB.
- 2.2 In particular the Governing Body undertakes to provide:
- (i) a safe place for staff and pupils to work including safe means of entry and exit;
 - (ii) equipment and systems of work which are safe;
 - (iii) safe arrangements for the handling, storage and transport of articles and substances;
 - (iv) safe and healthy working conditions which take account of all appropriate:
 - statutory requirements
 - codes of practice whether statutory or advisory
 - guidance whether statutory or advisory;
 - (v) supervision, training and instruction so that all governors, staff and pupils can perform their school-related activities in a healthy and safe manner. All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and

responsibilities. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others, then the Governing Body will ensure, within the financial resources available, that such training is provided. Pupils will receive such training as considered appropriate to the school-related activities which they are carrying out. All training will be regularly updated;

- (vi) necessary safety and protective equipment and clothing together with information on its use;
- (vii) adequate welfare facilities and to monitor the well being of staff through informal discussion between staff and governors at least annually.

2.3 So far as is reasonably practicable the Governing Body, through the Headteacher, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts, to receive comprehensive information on:

- (i) this policy;
- (ii) all other relevant health and safety matters;
- (iii) the instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

2.4 The main means of communication will be through staff meetings with both teaching and support staff. Risk assessments will be copied to the relevant people and stored in the school office.

3.0 THE DUTIES OF THE HEADTEACHER

3.1 As well as the general duties which all members of staff have (see 5.0), the Headteacher has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, ancillary staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all reasonably practicable steps to achieve this end through the senior members of staff, teachers and others as appropriate.

3.2 The Headteacher is required to take all necessary and appropriate action to ensure that the proper health and safety standard is maintained at all times.

3.3 In particular, the Headteacher will, on a day-to-day basis, be responsible to:

- (i) ensure, at all times, the health, safety and welfare of staff, pupils and others using the school premises, facilities or services, or attending or taking part in school-sponsored activities;
- (ii) ensure safe working conditions of the school premises and facilities by inspection of the school site and property for any unsafe conditions;
- (iii) ensure safe working practices and procedures throughout the school so that there are control measures for all identified risks;
- (iv) arrange systems of risk assessment to allow the prompt identification of potential hazards, and where appropriate ensure that the Governing Body and the LA are made aware of the findings;
- (v) identify the training needs of staff and pupils and ensure, within the financial resources available, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters;
- (vi) ensure that any defects in the premises, its equipment or facilities, which relate to or may affect the health and safety of staff, pupils and others are made safe in a timescale commensurate to the risk and that relevant people are informed of the risk;
- (vii) collate accident and incident information and, when necessary, carry out accident and incident investigations;

- (viii) monitor the standards of health and safety throughout the school, including all school-based activities;
- (ix) monitor the management structure, in consultation with the Governors;
- (x) make arrangements that all staff receive this policy and consult with members of staff, including Trade Union safety representatives, on health and safety issues;
- (xi) encourage staff, pupils and others to promote health and safety;
- (xii) have and practice emergency and contingency plans.

4.0 THE DUTIES OF SUPERVISORY STAFF

4.1 In addition to the general duties which all members of staff have (see 5.0), supervisory staff will be directly responsible to the Headteacher or the member of staff nominated by the Headteacher, to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility.

4.2 As part of their day-to-day responsibilities they will ensure that:

- (i) safe methods of working exist and are implemented throughout their area of responsibility;
- (ii) health and safety regulations, rules, procedures and codes of practice are being applied effectively;
- (iii) staff, pupils and others under their jurisdiction are instructed in safe working practices;
- (iv) new employees working within their area are given instruction in safe working practices;
- (v) risk assessments are conducted in their area of responsibility as required by the Headteacher or as necessary;
- (vi) regular safety inspections are made of their area of responsibility as required by the Headteacher or as necessary;
- (vii) positive corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others;
- (viii) all machinery and equipment in the department in which they work is adequately guarded, in safe working order and restricted to authorised persons only;
- (ix) appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available;
- (x) hazardous and highly flammable substances in the department in which they work are correctly stored and labelled, and exposure is minimised;
- (xi) they monitor the standard of health and safety throughout the department in which they work and encourage staff, pupils and others to achieve the highest possible standards of health and safety;
- (xii) all health and safety information is communicated to the relevant persons;
- (xiii) they report any health and safety concerns to the Headteacher.

5.0 THE DUTIES OF ALL MEMBERS OF STAFF

5.1 All staff are expected to familiarise themselves with the health and safety aspects of their work.

5.2 All staff have a responsibility to:

- (i) take reasonable care of their own health and safety and that of any other persons who may be affected by their acts or omissions at work;
- (ii) follow agreed working practices and safety procedures;
- (iii) report any accident, near miss, incidents of violence including abuse, or any hazard;
- (iv) ensure health and safety equipment is not misused or interfered with.

6.0 HIRERS, CONTRACTORS AND OTHERS

6.1 The Headteacher will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory requirements are met at all times.

- 6.2 When the premises are used for purposes not under the direction of the Headteacher, then the principal persons in charge of the activities for which the premises are in use will be expected to maintain the safe practices as indicated in paragraph 3.0 of this document.
- 6.3 When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.
- 6.4 When the premises are hired to persons outside the employ of the Governing Body, it will be a condition of all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Governing Body and that they will not, without the prior consent of the Governing Body:
- (i) introduce equipment for use on the school premises;
 - (ii) alter fixed installations;
 - (iii) remove fire and safety notices or equipment;
 - (iv) take any action that may create hazards for persons using the premises or the staff or pupils of the school.
- 6.5 All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provision of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises.
- 6.6 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headteacher will take such actions as are necessary to prevent persons in his or her care from risk or injury. This may include requiring the contractor to stop work or leave the site.
- 6.7 The Governing Body will draw the attention of all users of the school premises (including hirers and contractors) to Section 8 of the Health and Safety at Work Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare.

7.0 STAFF CONSULTATIVE ARRANGEMENTS

- 7.1. The Governing Body, through the Headteacher, will make arrangements for full and proper consultation with employees on health and safety matters. The nominated safety representatives of each accredited trade union or staff association will be offered a role in these consultations.

8.0 EMERGENCY PLANS

- 8.1 The Headteacher will ensure that an emergency plan and evacuation procedure is prepared to cover all foreseeable major incidents which could put the occupants or users of the school at risk. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:
- (i) save life;
 - (ii) prevent injury;
 - (iii) minimise loss.
- 8.2 The plan will be agreed by the Governing Body and be regularly rehearsed by staff and pupils. The result of all such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the Governing Body. The Headteacher will also produce a Critical Incident Policy to outline procedures for dealing with a Critical Incident.

9.0 RISK ASSESSMENTS

- 9.1 Risk assessments for the premises will be carried out using the RA1 - 7 forms with RA 0.
- 9.2 Risk assessments for the school activities will be carried out using RA 1 forms or the online forms from www.wcc.emanate.co.uk
- 9.3 Risk assessments for the school trips or school sponsored events will be carried out using the school's own format for risk assessments.

10.0 FIRST AID/ MEDICINES

- 10.1 The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents.
- 10.2 Supplies of first aid materials will be held at various locations throughout the school. These locations will be determined by the Headteacher. They will be prominently marked and all staff will be advised of their position. The materials will be regularly checked and replenished if necessary. We store first aid materials for children with asthma, nut allergies and diabetes in the Medical Incident Room or in the classroom if they are needed on a daily basis. If materials are stored in the classroom, in order to make them immediately accessible to adults, they will be out of the reach of pupils.
- 10.3 Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities
- 10.4 A record will be made of each occasion any member of staff, pupil or other person receives first aid treatment either on the school premises or as part of a school-related activity.
- 10.5 It is school policy that NO medication is given to pupils except for circumstances when the Health Care Plan has identified any such requirements and staff have received the relevant training. Records are kept of any medication given by staff e.g. asthma. If medication is needed to be given during the school day then parents/ carers are permitted onto the school site to dispense it themselves.

11.0 MONITORING/ INSPECTIONS

- 11.1 All members of staff have a responsibility to monitor and report on any Health and Safety issues.
- 11.2 The premises committee will undertake termly monitoring visits and minute any issues. They will also complete an annual inspection using the checklists in the Health and Safety file.
- 11.3 A nominated governor for Health and Safety will undertake annual risk assessments and an inspection of the school site.
- 11.4 The Headteacher will bring Health and Safety issues to the attention of the Premises Committee and ensure that they are dealt with promptly.

12.0 REVIEW

- 12.1 The Governing Body will review this policy statement annually and update, modify or amend it as it considers necessary to ensure the health, safety and welfare of staff and pupils.

13.0 SPECIFIC ADVICE AND GUIDANCE

- 13.1 The advice and guidance which makes up the remainder of the school policy is contained in the Wiltshire County Council School Health and Safety Manual. Whenever required, the Governing Body, Headteacher and other staff are to seek advice from the LA, the Council's corporate occupational health and safety service or other competent persons to ensure that the most current and relevant information is used in carrying out this policy.
- 13.2 Please see Appendix 1 for written procedures for a variety of Health and Safety arrangements in place to deal with particular risks and situations particular to this school. These procedures give instructions as to how staff should carry out duties or activities and clearly state who is responsible for doing what in normal circumstances.
- 13.3 Please see Appendix 2 for a written list of safety checks, particular to this school, stating who carries out what and how often.

Reviewed: Summer 2016
Ratified by FGB: Summer 2016
Date of next Review: Spring 2017

CHILMARK & FONTHILL BISHOP
CHURCH OF ENGLAND AIDED PRIMARY SCHOOL

HEALTH & SAFETY POLICY APPENDIX 1

Fire and other emergency evacuations

When staff hear the fire alarm teachers lead the children out to the playground using the nearest fire exit. Ensure that the exit is calm and quiet. Teaching assistants in Oak class check girls' toilets. Teaching assistants in Beech class check boys' toilets. Teaching assistants in Willow class check the disabled toilet. All teaching assistants will close doors. The Admin Officer will normally bring the registers and visitors book but the Headteacher will bring them in her absence. The Headteacher will bring the telephone. Teachers will check that all pupils are present. If there is not a teaching assistant for each class and the toilets have not been checked and a pupil is not accounted for the Headteacher will check the toilets providing it is considered safe to do so. In the event of a real fire the Headteacher would ring the emergency services.

In the event of a total evacuation the staff will lead the children off the site using one of the side exits and take the children to the church.

Organising outdoor activities

Staff organising outdoor activities must always consider toilet facilities, first aid and medical requirements, the presence of a trained first aider, appropriate clothing for rain, cold or sun. Where possible shade and water should be available in summer. The activities should be risk assessed and an appropriate adult to child ratio ensured. FS – 1:5, KS1-Y3 – 1:6, Y4 – Y6 – 1:10.

Unexpected loss of utilities

In the case of loss of electric power the admin officer or Headteacher will first check the trip switch located in the locked cleaning cupboard and the trip switch located in the hallway of the cottage. If resetting the trip does not restore power then the next step will be to contact Southern Electric to report the fault and ascertain the expected time of reconnection. If reconnection does not seem likely and there is more than half a day left at school the Headteacher will consider closing the school if necessary, and contacting all parents to collect their children.

In the case of loss of heating due to a problem with oil, the admin officer or Headteacher will first check the oil tank and then the boiler controls. If oil fired heating can not be re-instated then electric panel heaters will be used to heat the 3 oil heated classrooms and doors will be kept closed.

In the case of loss of water the admin officer or the Headteacher will contact Wessex Water to ascertain what the problem is and ascertain the expected time of reconnection. If reconnection does not seem likely and there is more than half a day left at school the Headteacher will consider closing the school if necessary, and contacting all parents to collect their children.

In the case of loss of sanitation through blocked drains the admin officer or Headteacher will contact Wessex Water to ascertain what the problem is and ascertain the expected time of resumed service. If a resolution to the problem does not seem likely, Wessex Water will be asked to provide temporary toilets. In the meantime children and staff will be instructed to only flush the toilet if absolutely necessary.

Site Security

All teaching staff are issued with keys and access codes by the admin officer and they may access the site at any time. The first person to enter the school will need to disable the burglar alarm. All support staff are issued with the access code but are asked not to use this within sight of pupils. Once the pupils are in school the main door will be locked. The two rear gates should be bolted at all times and only unbolted by a member of staff using the rear access. Pupils are under strict instructions not to answer the door to anyone, even people they know, but to fetch an adult to

answer the door. All visitors must sign the visitors' book in the entrance. At the end of the day the two front doors must be closed to maintain the security of the school site and the staff.

Lone working

Staff should not ideally be left working alone. However this is sometimes unavoidable so staff should let someone else know where they are and what time they should be expected home. The last but not one person to leave the building should let the last person know that they will be alone.

Close Down Procedures

Each teacher is responsible for ensuring that computers and lights are switched off and windows and doors are closed in their own classrooms. The last person to leave the building must first check that all lights are off then check that all doors are closed as this affects the burglar alarm.

The cleaner in charge is responsible for checking the security of all windows and doors in all communal areas and classrooms. The cleaner in charge will check that all blinds are pulled down as this is also a security measure. All cleaning materials and equipment must be locked away. The last person to leave and set the burglar alarm will normally be the cleaner in charge but could also be a teacher or the admin officer.

Reporting on accidents, incidents, hazards and near misses

Any accidents are recorded in the statutory incident book BI 510 and reports sent to the HSE if appropriate. A record is kept of any incidents, hazards or near misses and actions are taken as a result of any such incident in order to minimise the risk.

Use of dangerous tools, equipment and machinery

Any tool can be dangerous if it is used inappropriately. Staff and pupils must use tools, equipment and machinery safely at all times. Power tools are only used by tradesmen or competent handymen. All tools must be kept under close supervision and out of the reach of pupils at all times.

Use of or exposure to any hazardous substance or materials

The cleaning materials which are used by our cleaning staff are not hazardous substances and none are labelled as irritants except for dishwasher tablets. If a teacher uses an aerosol fixative for art work this should be done in a well ventilated room away from pupils. The cleaning materials we use are kept in a locked cupboard and staff are aware of how to use them safely. If another member of staff needs to use cleaning materials they must wear gloves and use the red mop and bucket for the clearing up of any bodily fluids. Bodily fluids must then be disposed of using the bodily fluids kit and flushed away or placed in the sanitary containers in the girls' toilets.

Taking the children to Church or walking through the village or using the field

When the pupils are taken to church there should be an adult at the front and the back of each class. All pupils must be in pairs and be reminded to walk not run. Pupils should be given the opportunity to go to the toilet before we leave school. Teachers and teaching assistants must take all equipment for children with medical needs with them e.g., inhalers, epi-pens. The adult leading the children should stop several times to allow the line to catch up and stay together. Particular care should be taken at junctions because of traffic and at the church gate because the ground is steep and the gravel makes it slippery. The field should be checked to ensure it is safe and not too muddy and therefore slippery.

P.E.

Children who wear glasses should remove them for P.E. and playtimes unless parents have requested that glasses are worn at all times.

Earrings must be removed or covered in tape if they can not be removed. Watches must be removed. All children must wear clothes P.E. kit which are fit for purpose in order to participate in P.E. lessons. P.E. activities will be covered by a general risk assessment and all members of staff who teach P.E. will be made aware of this and the need to be aware of health and safety at all times. As a control measure there are specific instructions relating to the use of the climbing apparatus in the hall.

Hot drinks

Staff must not carry hot drinks in the corridors whilst children are in the corridors. Hot drinks must be kept in the staffroom unless they are being taken out to the members of staff on duty in the playground. In this instance a tray must be used as a control measure. When it is wet play all members of staff need to be aware of the need to relieve one another from their classrooms in order that teachers can have a hot drink and the opportunity to use the toilet.

Access to any height liable to cause injury

Safety steps, kick stools or stepladders must always be used if staff are working at height. If scaffold is required e.g. to change the electric light tubes in the hall, then this must only be erected and used by trained people.

Use of contractors

Contractors for major contract/ construction work are selected on the basis of their inclusion in the Diocesan/LA approved list or through the schools own prior experience and knowledge of the contractor. Pre-tender quotes are taken along with health and safety method statements. The work of the contractor is regularly monitored for compliance with health and safety standards while the work is in progress and after completion.

The school checks to ensure that contractors hold the necessary levels of insurance (£5 million public liability) and provides contractors with relevant health and safety information e.g. asbestos register, incident reporting procedures, first aid provision, fire and other emergency procedures, lesson break times, access needs, security provision, vehicle movement, deliveries, parking arrangements, welfare and toilet facilities, eating and drinking facilities, storage, removal and transport of waste.

Out of hours use of school building and facilities

The governors have a lettings policy which outlines the procedures. The Headteacher will ensure that offices are locked if the building is open to the public.

High risk activities associated with the curriculum

Any high risk activity associated with the curriculum must be subject to a written risk assessment which outlines the risks and the control measures. This will be completed by the member of staff leading the activity and must be authorised by the Headteacher.

High risk activities associated with school sponsored events

Any high risk activity associated with school sponsored events must be subject to a written risk assessment which outlines the risks and the control measures. This will be completed by the Headteacher.

Use of personal electrical equipment

Staff are permitted to bring in personal electrical equipment but it must be used through an RCD as it will not have had a PAT test. The RCD unit is kept in the school office.

Personal use of school equipment

School equipment is not permitted for personal use without the prior agreement of the Headteacher. Most teachers have laptops which they are permitted to use at home for work activities.

Personal food preparation facilities

Members of staff are permitted to use the kettle, toaster, sandwich toaster and microwave but should not use the oven for personal food preparation without the prior agreement of the Headteacher.

Vehicles outside the school and designated parking spaces

The school has only two designated parking places. Staff are asked to park at the church car park if possible or to park next to the wall outside of the school. Parking is extremely limited so staff are

asked to park as close together as possible. Parents are reminded at the beginning of each term to drive responsibly and park considerately.

Use of private vehicles for work purposes

When members of staff use their vehicles to travel to and from work this does not constitute a work activity. But using the car to travel to another place, that the employer requires them to be, would fall into this definition. For example, collecting supplies, attending training or transporting pupils. In this case the employee should have business car insurance. The Headteacher will make sure that this is communicated to all members of staff.

Snow and Ice

1.0 SNOW AND ICE CLEARANCE

- 1.1 Each year, many staff and members of the public suffer personal injuries as a consequence of slipping and falling on ice and snow.
- 1.2 The Health and Safety at Work Act 1974 and the Occupiers liability Act place a responsibility upon the employer, so far as is reasonably practicable, that the means of access and egress from its premises are maintained in a condition that is safe and without risk to either its employees or other persons.
- 1.3 The approved code of practice which supports the Workplace (Health, Safety and Welfare) Regulations states that "arrangements should be made to minimise risks from snow and ice. This may involve gritting, snow clearing and closure of some routes....."
- 1.4 It is a popular misconception that an occupier cannot be held liable for failing to clear snow / ice, but can be held liable once an attempt at clearance has been made and then someone is injured.
The true position is that an occupier can be held liable for 'failing to act reasonably' in order to prevent accidents.
- 1.5.1 Head teachers are responsible for ensuring that the means of access to their establishment is safe for both employees and visitors and that adequate arrangements are made to ensure that the risks from snow and ice are minimised. It is recognised that it is not possible to remove immediately every piece of snow or ice. It does however, require those responsible for premises to exercise careful judgement and prioritise de-icing and salting of key access routes.
- 1.6 All reasonable efforts should be made to ensure that the establishment remains open as normal.
- 1.7 Schools should follow the LA guidance for severe weather events that culminate in closure.

2.0 RISK ASSESSMENT

- 2.1 Head teachers must ensure that a risk assessment is in place, which covers the hazards associated with snow and ice on their premises.
- 2.2 The following recommendations are provided as a guide to typical arrangements which should be in place.
 - Staff to be aware of their duties and responsibilities, it may be necessary for staff to start work earlier on a particular day to commence gritting.
 - Adequate equipment available (including salt /grit, Rock salt for de-icing)

Clear a path 1 metre wide from the site entrance to the main building entrance. Pathways leading from car parking areas to buildings and steps on route should be regarded as a priority.

- Treat cleared paths with salt/grit to maintain a clear pathway especially where temperatures remain below freezing.
- Appropriate checks to be made to ensure continued safety.
- Consider the needs of any visitors with particular needs (elderly, disabled etc.)

2.3 Where the Head teacher has concerns over the safety of certain external pathways, circulation routes, playgrounds etc, it may be appropriate for affected areas to be taken out of use. If this is the case this must be marked clearly using signs/cones/tape to ensure everyone is made aware.

2.4 If playgrounds remain in use, supervision levels may need to be increased.

2.5 All staff should be aware of the risk assessment in place for snow and ice and take responsibility for following the designated paths and access routes when such conditions exist.

3.0 ROUTES TO SCHOOL DURING SEVERE WEATHER

3.1.1 The Head teacher will also consider how such weather may affect the operation of the school e.g. transport difficulties in getting to school and the availability of staff and other services. The headteacher will consult then ring staff to notify closure by 7:00 am. Teachers will ring TAs attached to their class. A nominated member of staff will put a message on the school website.

4.0 COLD WEATHER

4.1 The Education (School Premises) Regulations 1996 set a standard of 18°C in teaching areas and 15°C in the hall/gymnasium, corridors, cloakrooms and toilets where the external air temperature is - 1 °c or above.

Workplace Regulations recommends a minimum temperature of 16°c for office areas.

4.2 Failure to reach these temperatures is usually a maintenance issue, but where there is a mechanical breakdown which puts the heating system out of action for any length of time, consideration needs to be given to whether it is appropriate for the building to be occupied.

4.3 Any plans to provide emergency heating must be the subject of a risk assessment.

4.4 The head teacher will also consider how such weather may affect the operation of the school e.g. transport difficulties in getting to school and the availability of staff and other services.

**CHILMARK & FONTHILL BISHOP
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HEALTH & SAFETY POLICY APPENDIX 2

Safety Checks

Type of check	Frequency of check	Who arranges check	Who carries out check
Fire alarms call points	Weekly	Admin Officer	Admin Officer
Emergency lighting	Monthly	Admin Officer	Admin Officer
Trees	6 monthly	Admin Officer	Contractor
Maintenance check on emergency lighting	6 monthly	Admin Officer	Contractor
Drinking Water Testing	6 monthly	Wessex Water	Wessex Water
General Risk Assessments	Annual	Headteacher	Governor for Health and Safety
Fire Alarm Panel	Annual	Admin Officer/ diocese	Contractor
Fire fighting equipment	Annual	Admin Officer	T.H.White
P.E. mats	Annual	Admin Officer	Contractor
PAT testing	Annual	Admin Officer	Patinspect
Asbestos	Annual	Admin Officer	AC and MS Ltd
Legionella/Water Temperature	2 yearly April 2016 (weekly checks)	Admin Officer	Water Pure Systems (Admin Assistant)
Fire Risk Assessment	3 yearly	Admin Officer	Contractor
Fixed electrical wiring	5 yearly June 2020	Admin Officer	Southern Electric
Outdoor Play fixed equipment	monthly	Admin Officer	(Admin Assistant make visual checks)