HEALTH AND SAFETY POLICY

NO OUTSIDERS

EVERYONE IS WELCOME.

'Aspire to be Amazing'

Last reviewed: October 2026

Date for next review: October 2028

Ashton Hayes Primary School

Church Road, Ashton Hayes, Chester, Cheshire CH3 8AB

In Consultation With		
Date Agreed	**Name**	**Position**
October 2026	Martin Bell	Headteacher
October 2026	James Lutton	Chair of Governors
Date for Review:	October 2028	

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Statement of intent

At Ashton Hayes Primary School, we are committed to the health and safety of our staff, pupils and visitors. Ensuring the safety of our community is of paramount importance, and this policy reflects our dedication to creating a safe learning environment.

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the school's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our school.
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.

1. Legal framework

1.1. This policy has due regard to statutory legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- Workplace (Health, Safety and Welfare) Regulations 1992
- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health Regulations 2002
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

1.2. This policy has due regard to national guidance including, but not limited to, the following:

- DfE 'Health and safety: advice on legal duties and powers' 2014
- DfE 'Health and safety for school children' 2015
- DfE 'Keeping children safe in education' 2026
- HSE 'Sensible health and safety management in schools' 2014

1.3. This policy should be used in conjunction with the following school policies and procedures:

- COSHH Policy
- Uniform Policy
- Asbestos Management Policy
- First Aid Policy
- Managing Medications Policy
- Educational Trips and Visits Policy
- Manual Handling Policy
- Working at Heights Policy
- HSE Lone Working Guidance
- Security Plan
- Fire Evacuation Plan
- Accident Reporting Procedure

2. Duties of the governing body

2.1. The governing body, in consultation with the headteacher, will:

- Ensure familiarity with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure responsible for health and safety in the school.
- Ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all.
- Periodically assess the effectiveness of the policy and ensure any necessary changes are made.
- Identify risks relating to possible accidents and injuries, and make reasonable adjustments to prevent them occurring.

2.2. The governing body endeavours to provide:

- A safe place for all users of the site including staff, pupils and visitors.
- Safe means of entry and exit for all site users.
- Equipment, grounds and systems of work which are safe.

- Safe arrangements for the handling, storage and transportation of any articles and substances.
- Safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Supervision, training and instruction so that all staff can perform their duties in a healthy and safe manner.
- Where necessary, protective equipment and clothing, along with any necessary guidance and instruction.

3. Duties of the headteacher

3.1. The headteacher has the overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.

3.2. The headteacher will take all reasonably practicable steps to ensure the Health and Safety Policy is implemented by the heads of the appropriate departments and other members of staff.

3.3. The headteacher will designate a health and safety officer to be responsible for the day-to-day implementation of the Health and Safety Policy. This person will also be the designated contact with the LA and the Health and Safety Executive (HSE) where necessary.

4. Duties of all members of staff

4.1. All members of staff will:

- Take reasonable care of their own health and safety, and that of others who may be affected by what they do at work.
- Cooperate with their employers on health and safety matters.
- Carry out their work in accordance with training and instructions.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- Avoid any conduct which puts themselves or others at risk.
- Be familiar with all requirements laid down by the governing body.
- Ensure that all staff, pupils and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.
- Ensure all machinery and equipment is in good working order and safe to use, including adequate guards. They will also not allow improper use of such equipment.
- Use the correct equipment and tools for the job and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to the designated health and safety officer.
- Take an interest in health and safety matters, and suggest any changes that they feel are appropriate.
- Make suggestions as to how the school can reduce the risk of injuries, illnesses and accidents.
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.

5. Obligations of contractors

5.1. When the school is used for purposes not under the direction of the headteacher, then, subject to the agreement of the school, the principal person in charge of the activities will take responsibility for safe practice in the areas under their control.

5.2. Contractors working on the school premises are required to identify and control risks arising from their activities.

5.3. Contractors will inform the headteacher of all potential risks to staff, pupils and visitors.

6. Pupils

6.1. Pupils will:

- Exercise personal responsibility for the health and safety of themselves and others.
- Dress in a manner that is consistent with safety and hygiene standards.
- Respond to the instruction of staff given in an emergency.
- Observe the health and safety rules of the school.
- Not misuse, neglect or interfere with items supplied for their, and other pupils', health and safety.

7. Training

7.1. The school will ensure that staff members are provided with the health and safety training they need for their job. This may not mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety in the school.

7.2. The headteacher will ensure that there are an appropriate number of first-aid trained staff members working within in each classroom.

7.3. Staff members will be provided with regular training opportunities and have access to support where needed.

7.4. Staff members are expected to undertake appropriate CPD in order to further contribute to the running and success of Ashton Hayes Primary School.

8. First-aid

8.1. Ashton Hayes Primary School will act in accordance with the First Aid Policy at all times.

8.2. The school will ensure ample provision is made for both trained personnel and first-aid equipment on-site.

8.3. First-aid boxes are located as follows, and the named staff members are responsible for their secure storage and use:

Location	Responsible staff member
Staff Room	Martin Bell

9. Contacting the emergency services

9.1. Following an accident/injury, the first-aider will contact the emergency services as necessary, or direct a staff member to do so while they tend to the victim.

9.2. If there is no first-aider immediately available, a common sense judgement will be made by those attending the injured party regarding whether to contact the emergency services.

10. Fire safety

10.1. All staff members fully understand and effectively implement the Fire Evacuation Plan.

10.2. The headteacher is responsible for certifying that procedures for ensuring that safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff.

10.3. The procedure for fire drills and the use of fire extinguishers will be clear and understood by all staff.

10.4. The school will test evacuation procedures on a termly basis.

10.5. The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.

10.6. Firefighting equipment will be checked on an annual basis by an approved contractor.

10.7. Fire alarms will be tested weekly from different 'break glass' fire points around the school, and records will be maintained and held in the school office.

10.8. Emergency lighting will be tested on a six monthly basis, and records will be maintained and held in the school office.

11. Accident reporting

11.1. All accidents and incidents, including near-misses or dangerous occurrences, will be reported as soon as possible to the nominated health and safety officer.

11.2. The health and safety officer will be responsible for informing the headteacher if the accident is fatal or a "major injury" as outlined by the HSE.

11.3. Please see Appendix A attached.

12. Significant accidents

12.1. Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest opportunity.

12.2. The 'specified injuries' which must be reported include the following:

- Accidents to employees causing either death or major injury
- Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven day period does not include the day of the accident)
- Fractures, other than to fingers, thumbs and toes
- Amputation of an arm, hand, finger, thumb, leg, foot or toe

- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
- Any crush injury to the head or torso, causing damage to the brain or internal organs
- Any burn injury (including scalding) which covers more than 10 percent of the whole body's surface area or causes significant damage to the eyes, respiratory system or other vital organs
- Any degree of scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or that requires resuscitation or admittance to hospital for more than 24 hours

12.3. Additional reportable occurrences include the following:

- The collapse, overturning or failure of any load-bearing part of any lifting equipment
- The explosion, collapse or bursting of any closed vessel or pipe work
- Electrical short circuit or overload resulting in a fire or explosion
- Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion
- Any accidental release of a biological agent likely to cause severe human illness
- Any collapse or partial collapse of scaffolding over five metres in height
- When a dangerous substance being conveyed by road is involved in a fire or released
- The unintended collapse of any building or structure under construction, alteration or demolition, including walls or floors
- Any explosion or fire resulting in the suspension of normal work for over 24 hours
- Any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas, or 500kg or more of these substances if the release is in the open air
- Accidental release of any substances which may damage health
- Serious gas incidents
- Poisonings
- Skin diseases including but not limited to: occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne
- Lung diseases including, but not limited to: occupational asthma, farmer's lung, asbestosis, mesothelioma
- Infections including, but not limited to: leptospirosis, hepatitis, anthrax, legionellosis, tetanus
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome

13. Reporting procedure

13.1. Should an incident require reporting to the Incident Control Centre (ICC) (part of the HSE), the health and safety officer, or a person appointed on their behalf, will file a report as soon as is reasonably possible.

13.2. The person will complete the relevant report on the HSE website: http://www.hse.gov.uk/riddor/report.htm

13.3. The HSE no longer accept written accident reports, except for in exceptional circumstances. The school will report all accidents and injuries online where possible (using the above link/web address).

13.4. Fatal and specified injuries, as outlined in 13.2, only may be reported using the telephone service on 0845 300 9923 (open Monday to Friday 8.30am to 5pm).

14. Reporting hazards

14.1. Staff, pupils, contractors and visitors are encouraged to report any condition or practice they deem to be a hazard.

14.2. In the main, reporting should be conducted verbally to the site maintenance officer as soon as possible, who will then inform the headteacher as appropriate.

14.3. Serious hazards will be reported using the appropriate form available in the school office.

15. Accident investigation

15.1. All accidents, however small, will be investigated by an appointed party, and the outcomes recorded.

15.2. The length of time dedicated to each investigation will vary on the seriousness of the accident.

15.3. After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

15.4. The health and safety officer will undertake regular evaluations of all reported incidents. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident/illness.

16. Our active monitoring system

16.1. It is good practice to actively monitor systems prior to accidents, ill health or incidents taking place; this involves regularly checking compliance procedures and the achievement of objectives. Our procedure for actively monitoring our system includes:

- Regularly examining documents to ensure compliance with standards.
- Regularly inspecting premises, plants and equipment.
- Annual audits, including fire risk assessments and health and safety audits.
- Regular reports and updates to the headteacher.
- External measures, such as surveys by contractors and service providers, along with visits from Environmental Health and Ofsted.

17. Evacuation

17.1. Ashton Hayes Primary School will follow the procedure outlined in the Emergency Evacuation Plan in the event of a crisis.

17.2. In the event of a fire, the Fire Evacuation Plan will be implemented.

17.3. If an evacuation is deemed necessary, the following procedure will take place:

- All senior staff will be informed of the situation either in person or via the internal computer system, not by the use of radios or mobile phones. The evacuation will then take place as per fire drill procedures, except staff will be instructed to:
  - Leave all doors and windows open (excluding the area in which the bomb or suspicious package is positioned; this room should be sealed with all windows and doors closed).
  - Take all personal items with them, to avoid unnecessary searching.

- Staff and pupils will be asked to make their way to the normal fire assembly area (the area should be moved if close to the area of the bomb or suspicious package).
- Staff will be positioned at all gates leading into the school and nobody will be allowed in or out except for emergency personnel.
- Once the police have arrived, staff will await further instruction from the emergency services.

18. Visitors to the school

18.1. All visitors will sign in to reception.

18.2. Once signed in, visitors will be collected from reception by the member of staff they are visiting, or escorted to the area of the school concerned.

18.3. No contractor will carry out work on the school site without the express permission of the headteacher, other than in an emergency or to make the site safe following theft or vandalism.

18.4. Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors to the school.

18.5. Anyone hiring the premises will be made aware of their health and safety obligations when making the booking.

18.6. Visitors and contractors will wear a visitor's badge at all times while on school grounds.

18.7. Cleaning contractors will wear an easily identifiable uniform or badge at all times.

18.8. Temporary teaching staff and assistants will inform reception of their presence by reporting to reception on arrival and signing the visitors' log.

18.9. Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to reception or off site.

18.10. Staff members who encounter uncooperative visitors threatening violence, refusing to leave the site, or carrying out physical or verbal abuse will seek immediate help via a 999 phone call.

19. Personal protective equipment (PPE)

19.1. Ashton Hayes Primary School provides employees and pupils who are exposed to a hazard at the school, which cannot be controlled by other means, with PPE.

19.2. PPE means all equipment worn, or held by, staff or pupils which is designed to protect them from specified hazards.

19.3. All staff and pupils will be provided with protective eyewear in all workshops and laboratories. Visitors will also be supplied with PPE when appropriate.

19.4. Staff and pupils will use the PPE provided, and care for it according to the instructions and training given. They will also report any loss or defects to their superior/class teacher.

19.5. The PPE will fit the wearer properly. Where more than one item of PPE must be worn, they should be compatible and remain effective.

19.6. PPE will not be worn if the hazard is caused by wearing it that is greater than the hazard it is intended to protect the wearer from.

19.7. PPE includes laboratory and workshop equipment such as tool box tools, protective clothing, safety footwear and face masks, PE equipment, ICT equipment, photocopiers and other office equipment, lifting equipment and respiratory protective equipment (RPE).

19.8. Clothing which is not specifically designed to preserve the health and safety of the wearer does not constitute as PPE, e.g. school uniform.

19.9. Thorough risk assessments are carried out by the class teacher to determine the suitable PPE to be used for each hazard, and these are reviewed on a termly basis.

19.10. Staff and pupils can expect that any equipment they use is suitable for its intended use and is properly maintained.

19.11. Staff will receive health and safety training in order to ensure they know how to properly use, maintain and store PPE, and how to detect and report faults.

19.12. Equipment manuals are readily available and warning signs are clearly displayed in areas, and on equipment, where PPE is mandatory.

20. Maintaining equipment

20.1. When not in use, PPE will be properly stored, kept clean, and in good repair. Inspectors, or a trained health and safety technician, will inspect the following equipment for health and safety issues annually:

- All electrical appliances
- All fixed gymnasium equipment
- All fume cupboards

20.2. It is the responsibility of the Site Maintenance Officer to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements.

21. Hazardous materials

21.1. All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations.

21.2. Hazardous substances will be labelled with the correct hazard sign and contents label.

21.3. Storage life will be considered by the Site Maintenance Officer. All control of substances hazardous to health (COSHH) and ionising radiations regulations will be adhered to.

21.4. Ashton Hayes Primary School will act in accordance to the school's COSHH Policy at all times.

21.5. The site maintenance officer is responsible for ensuring all products that may be hazardous to health are risk assessed before being used.

21.6. No hazardous substances will be used without the permission of the headteacher.

21.7. Low toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area.

21.8. Dust and fumes will be safely controlled by local exhaust ventilation regulations.

21.9. No staff member or pupil should ever be put at risk through exposure to any hazardous substance used in our practical curriculum.

21.10. Where a substance has a workplace exposure limit, control measures will ensure that exposure is below the limit.

21.11. Control measures will be checked and reviewed on a termly basis to ensure continued effectiveness, even when they are known to be reliable.

22. Asbestos management

22.1. The duty to manage asbestos is contained in regulation 4 of the Control of Asbestos Regulations 2012.

22.2. take reasonable steps to find out if there are materials containing asbestos and if so, its amount, where it is and what condition it is in

22.3. presume materials contain asbestos unless there is strong evidence that they do not

22.4. make, and keep up to date, a record of the location and condition of the asbestos- containing materials - or materials which are presumed to contain asbestos

22.5. assess the risk of anyone being exposed to fibres from the materials identified

22.6. prepare a plan that sets out in detail how the risks from these materials will be managed

22.7. take the necessary steps to put the plan into action

22.8. periodically review and monitor the plan after each annual inspection so that the plan remains relevant and up to date

22.9. provide information on the location and condition of the materials to anyone who is liable to work on or disturb them.

23. Legionella

23.1. Duty to manage legionella is contained in the L8 Approved Code of Practice. The control of legionella bacteria in water systems.

23.2. Avoid water temperatures between 20 °C and 45 °C and conditions that favour the growth of legionella bacteria and other microorganisms

23.3. Avoid water stagnation which may encourage the growth of biofilm

23.4. Maintain the cleanliness of the system and water in it

23.5. Taking action to ensure the correct and safe operation and maintenance of the water system if remedials are identified after completion of the annual risk assessment.

24. Medicine and drugs

24.1. The school’s Managing Medications Policy will be read, understood and adhered to by all staff.

25. Smoking

25.1. The school is a non-smoking premises and no smoking will be permitted on the grounds.

26. Housekeeping and cleanliness

26.1. Special consideration will be given to hygiene areas.

26.2. Waste collection services will be monitored by the site maintenance officer.

26.3. The headteacher is responsible for ensuring that the school is at a safe temperature for staff and pupils to work in. Rooms will be kept at a minimum of 16° with a constant supply of fresh air.

27. Infection control

27.1. Ashton Hayes Primary School actively prevents the spread of infection through the following measures:

- Routine immunisation
- Maintaining high standards of personal hygiene and practice
- Maintaining a clean environment

27.2. Ashton Hayes Primary School employs good hygiene practice in the following ways:

- Displaying posters throughout the school, encouraging all pupils, staff members and visitors to wash their hands after using the toilet, before eating or handling food, after touching animals, and following any other actions that increase the risk of the spread of infection, such as coughing or sneezing
- Ensuring there is sufficient liquid soap, warm water and paper towels available for everyone to wash their hands throughout the school
- Employing cleaners to carry out thorough and frequent cleaning that follows national guidance
- Providing PPE where necessary
- Immediately cleaning any spillages of bodily fluids with a combination of detergent and disinfectant, and always wearing PPE. Mops should not be used to clean up body fluid spillages; instead paper towels should be used and discarded properly, following the procedures for clinical waste
- Washing all laundry in a separate dedicated facility and washing any soiled linens separately
- Hygienically bagging any pupil's soiled clothing to go home, and never rinsing it by hand
- Storing all clinical waste in clinical waste bags and in a secure, dedicated area, before it is removed by a registered waste contractor
- Providing a secure sharps bin, out of reach of pupils, for the disposal of sharps
- Discouraging pupils, staff members and visitors from touching any stray animals that may come onto the school premises

27.3. Staff and pupils displaying signs of infection, such as rashes, vomiting, diarrhoea, etc., will be sent home and recommended to see a doctor.

27.4. All staff are subject to a full occupational health check before starting employment at Ashton Hayes Primary School.

27.5. Ashton Hayes Primary School keeps up-to-date with national and local immunisation scheduling and advice. All pupils' immunisation status is checked at school entry and at the time of any vaccination.

27.6. Ashton Hayes Primary School encourages parents/carers to have their children immunised.

27.7. All cuts and abrasions should be covered with waterproof dressings.

27.8. Hand sanitiser is available in all toilets and around the school.

28. Risk assessment

28.1. The headteacher has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas of risk in the school.

28.2. Regular assessments of high risks areas, will be undertaken.

28.3. Annual risk assessments will be conducted for all other areas of the school.

28.4. Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.

28.5. The governing body will be informed of risk assessments allowing issues to be prioritised and actions to be authorised, along with funds and resources.

28.6. A designated staff member will ensure risk assessments are completed by staff leading day trips or residential stays.

29. Slips and trips

29.1. In line with HSE guidance, control measures are in place to effectively control slip and trip risks. The school utilises the following procedure:

- Identify the hazards – risk factors considered include:
  - Environmental (floor, steps, slopes, etc.)
  - Contamination (water, food, litter, etc.)
  - Organisational (task, safety, culture, etc.)
  - Footwear (footwear worn for evening events may not be in line with the school's Uniform Policy)
  - Individual factors (rain, supervision, pedestrian behaviour, etc.)
- Decide who might be harmed and how
- Consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced
- Record the findings
- Review the assessment regularly and revise if necessary

30. Security and theft

30.1. Policy and procedures to reduce security risks are addressed in the Security Risk Assessment.

30.2. No money is held on site. All payments are online.

30.3. Staff and pupils are responsible for their personal belongings and the school accepts no responsibility for loss or damage.

30.4. Thefts may be reported to the police and staff members are expected to assist police with their investigation.

30.5. All members of staff are expected to take reasonable measures to ensure the security of school equipment being used.

30.6. Missing or believed stolen equipment will be reported immediately to a senior staff member.

31. Severe weather

31.1. The headteacher, in liaison with the governing body, makes a decision on school closure on the grounds of health and safety.

31.2. If a closure takes place, the governing body will be promptly informed.

31.3. Ashton Hayes Primary School will act in accordance with the adverse weather guidance from the LA.

32. School trips and visits

32.1. Health and safety policy and procedures concerning school trips and visits, including trips abroad, are contained in the school's Educational Trips and Visits Policy.

33. Manual handling

33.1. Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of the action, the force and/or posture involved in the completion of a handling task, and/or a person's ability to hold/grasp the particular item in a safe and balanced manner.

33.2. In order to manage these risks, we have adopted policies and procedures. Further information concerning the safe management of manual handling can be found in the Manual Handling Policy.

34. Working at heights

34.1. Policy and procedures concerning employees working at heights are addressed in the Working at Heights Policy.

34.2. Staff members are required to sign statements confirming that they have received, read and understood the policy, prior to being allowed to work at heights.

35. Lone working

35.1. Policy and procedures concerning employees' lone working are addressed in the Lone Working Policy.

36. Workplace health and safety: stress management

36.1. Staff will be aware of the symptoms of stress, including sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating. Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible.

37. Workplace health and safety: display equipment

37.1. Display screen assessments will be carried out by the health and safety officer for teaching staff and administrative staff who regularly use laptops or desktops computers.

Appendix - Classroom Checklist

	Questions you should ask concerning your classroom environment:	Yes/No:	Further action required:
Movement around the classroom (slips and trips)	Is the internal flooring in good condition?		
	Are there any changes in floor level or type of flooring that need to be highlighted?		
	Are gangways between desks kept clear?		
	Are trailing electrical leads/cables prevented wherever possible?		
	Is lighting bright enough to allow safe access and exit?		
	Are procedures in place to deal with spillages, e.g. water and blood from cuts?		
	For stand-alone classrooms:		
	Are access steps or ramps properly maintained?		
	Are access stairs or ramps provided with handrails?		
Work at height (falls)	Do you have an 'elephant-foot' step-stool or stepladder available for use where necessary?		
	Is a window-opener provided for opening high-level windows?		
Furniture and fixtures	Are permanent fixtures in good condition and securely fastened, e.g. cupboards, display boards, shelving?		
	Is furniture in good repair and suitable for the size of the user, whether adult or child?		
	Is portable equipment stable, e.g. a TV placed on a suitable trolley?		
	Where window restrictors are fitted to upper-floor windows, are they in good working order?		
	Are hot surfaces, such as radiators, protected where necessary to prevent the risk of burns to vulnerable young people?		
Manual handling	Have trolleys been provided for moving heavy objects, e.g. computers?		

Computers and similar equipment	If you use computers as part of your job, has a workstation assessment been completed?		
	Have pupils been advised about good practice when using computers?		
Electrical equipment and services	Are fixed electrical switches and plug sockets in good repair?		
	Are all plugs and cables in good repair?		
	Has portable electrical equipment, e.g. laminators, been visually checked and tested at suitable intervals to ensure that they are safe to use? (There may be a sticker to show it has been tested.)		
	Has any damaged electrical equipment been taken out of service or replaced?		
Asbestos	If the school contains asbestos, have details of the location and its condition in the classroom been provided and explained to you?		
	Have you been provided with guidance on securing pieces of work to walls/ceilings that may contain asbestos?		
Fire	If there are fire exit doors in the classroom, are they unobstructed, unlocked and easy to open from the inside?		
	Is fire-fighting equipment in place in the classroom?		
	Are fire evacuation procedures clearly displayed?		
	Are you aware of the evacuation drill, including arrangements for any vulnerable adults or children?		
Workplace (ventilation and heating)	Does the room have natural ventilation?		
	Can a reasonable room temperature be maintained during use of the classroom?		
	Are measures in place, e.g. blinds, to protect from glare and heat from the sun?		

Please note, this is not an exhaustive list and you should identify any other hazards associated with the daily use of the classroom in additional tables, including any further actions needed. If necessary, discuss your concerns with a senior leader in your school.

APPENDIX A
Accident/Incident Reporting Procedures

Employee

Minor Accidents

Use the PRIME system to report minor accidents to employees (including Apprentices, Trainees and Work Experience Students).

Other Accidents

All accidents and incidents involving employees at work or as a result of a work related activity are to be entered onto PRIME. This includes incidents of aggression, assault and injuries resulting in time off work, hospital treatment and near misses.

Non-Employee

Minor Accidents

Use the PRIME system to report minor accidents to members of the public, volunteers, visitors and contractors.

Schools

Please continue to use the minor accident/incident forms for minor pupil incidents and keep confidentially on site, **these DO NOT need to be entered onto PRIME.**

Service Users

Please continue to record minor accidents and keep confidentially on site, **these DO NOT need to be entered onto PRIME.**

Other Accidents

Where a person is taken to hospital for treatment, enter via the PRIME system as soon as possible.

Schools

All serious pupil accidents which result in a visit to hospital must also be reported via PRIME.

Service Users

All serious Service User accidents which result in a visit to hospital must be reported via PRIME.

Serious Accidents

Such accidents should be notified to the Health & Safety Team on 01244 976950 or e-mail helen.thompson@cheshirewestandchester.gov.uk . Where accidents need to be notified to the Health and Safety Executive under the Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR) Regulations, they will be reported to the HSE by the Health and Safety Manager.