College Road
Primary School

College Road Primary School

Health & Safety Policy 2026

This Policy was adopted by the Governors of College Road Primary School in July 2026

Signed …… Dated ……
Chair of Governors

Signed …… Dated ……
Head Teacher

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1.0 HEALTH & SAFETY POLICY

1.1 **Statement of Intent**.

1.1.1 This is a Statement of Organisation and Arrangements for College Road Primary School (The School). The statement does not replace Plymouth City Council's General Statement of Policy but is supplementary to it for the benefit of all users of the premises. Copies of the above document, along with other information on health, safety and welfare matters will be found in the School Room.

1.1.3 College Road Primary School will, so far as is reasonably practicable, ensure the health, safety and welfare at work of all its employees. The School will also ensure, so far as is reasonably practicable, that non-employees such as visitors, pupils and contractors are not exposed to health and safety risks from the work activities of The School.

1.1.4 The School is committed to achieving compliance with and beyond, the minimum requirements of the Health and Safety At Work etc Act 1974 (HASWA) and associated Regulations.

1.1.5 The School will, so far as is reasonably practicable:

a) ensure that adequate resources are made available to ensure the effective implementation of this Policy and to ensure the health and safety of staff and others affected by the School's activities;

b) ensure that advice is sought from competent persons on legal requirements for health and safety and on current best practice;

c) ensure that suitable and sufficient assessments are undertaken and recorded of all significant health and safety risks to staff, visitors and other third parties, from it's work activities and that any control measures adopted are selected using the hierarchical approach to risk control required by the Management of Health and Safety at Work Regulations;

d) provide and maintain plant and systems of work that are safe and without risks to health;

e) make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;

f) maintain any place of work under its control in a condition that is safe and without risks to health;

g) provide and maintain a working environment for its employees and visitors that is safe, without risks to health, and adequate as regards facilities and arrangements for staff welfare at work;

h) provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of its employees and governors, including temporary staff and visitors, and information on risks for visitors and employees of other organisations who are working in Council premises;

i) provide for the use of its employees, such personal protective equipment as is necessary to ensure their health and safety at work;

j) give special consideration to employees or visitors with disabilities or language difficulties that may affect their awareness and/or understanding of health and safety information;

k) make arrangements for the provision of a suitable occupational health service for staff;

l) monitor health and safety performance to verify that The School's Health and Safety Policy is being implemented and health and safety standards are being maintained and progressively improved;

m) develop and maintain a positive and proactive health and safety culture.

1.1.6 The School will ensure that adequate mechanisms are in place to effectively consult with employees and their representatives on health and safety matters.

1.1.7 The School recognises Health and Safety as an integral element of its business, and it will be given equal status alongside other management functions.

1.1.8 The School will ensure that appropriate systems are developed and maintained for the effective communication of health and safety matters throughout The School.

1.1.9 The School is committed to continuous improvement in health and safety performance and to this end will develop a Health and Safety Action Plan identifying key targets and areas for improvement in health and safety management and risk control. Progress with this plan will be monitored regularly by the Head Teacher and {Sub-Committee} of the Governing Body.

1.1.10 This Policy requires the commitment, co-operation and active involvement of all School employees to ensure its success and effectiveness.

1.1.11 All contractors and consultants working for The School are required to comply with this Policy.

1.1.12 The School will ensure that procedures are established for appointing and monitoring the competency of contractors.

1.1.13 The School will review this Policy Statement at least annually;

1.1.14 The School will ensure that this Policy is effectively communicated to all staff;

Failure on the part of any School employee, irrespective of their position, to comply with this Policy, including any safe system of work, may render that employee liable to disciplinary action and could result in criminal/civil proceedings.

2.0 ORGANISATIONAL RESPONSIBILITIES FOR HEALTH & SAFETY

Local Management of Schools requires School Staff, the Governing Body and the LEA to work together to that ensure health, safety and wellbeing objectives are achieved. Below are those with special responsibilities and their responsibilities under this Policy:

2.1 The Governing Body

For Community Controlled Schools, in consultation with the Head Teacher, the Governors will:

2.1.1 Ensure that suitable resources and strategic direction are available to discharge the School's health and safety responsibilities.

2.1.2 Monitor, via reports, the overall performance of the Schools health and safety management systems.

2.1.3 Ensure that any decision made is in line with the Council's or School's own policies and procedures as they relate to health and safety.

Governing Bodies in Voluntary Aided or Foundations Schools are subject to additional responsibilities.

2.2 The Head teacher

The day-to-day responsibility for all school health, safety and welfare organisation and activity rests with the Headteacher, who will:

2.2.1 Ensuring the effective implementation of Council health and safety policies and performance standards to ensure that health and safety risks to staff, visitors and third parties are properly controlled within their School.

2.2.2 Implementing the requirements of this Policy and for ensuring compliance with all health and safety legislation within their own School.

2.2.3 Demonstrating personal commitment to health and safety by providing visible and active leadership and leading by example.

2.2.4 Ensuring a positive health and safety culture is evident and a proactive approach to health and safety management is adopted within their School.

2.2.5 Ensuring all School business decisions (including new projects, procurement decisions, contractor selection, office moves etc.) fully take into account health and safety considerations and that health and safety risks are considered at an early stage during project design and planning.

2.2.6 Ensuring that School employees recognise health and safety as an integral element of their business, and that health and safety is given equal status alongside other management functions.

2.2.7 Ensuring the objectives and content of the Health and Safety Policy are fully understood by all School Managers and that all staff under their control are made aware of their duties and responsibilities in line with the Policy.

2.2.8 Ensuring that this Policy is brought to the attention of all employees.

2.2.9 Ensuring that School health & safety policies or procedures are reviewed annually, or when significant changes occur to their business, and that these are brought to the attention of all employees (including revisions).

2.2.10 Ensuring that health and safety is adequately resourced with both time and finances and that managers make adequate provision in their budgets for managing health and safety, to assist them in achieving the standards laid down by health and safety legislation, Policies, Performance Standards, etc.

2.2.11 Ensuring that the job descriptions of Managers, School Departmental Heads, and Responsible Persons, contain specific areas of responsibility for health and safety management relevant to their Service Area and school function.

2.2.12 Ensuring suitable persons are nominated to undertake key health and safety functions within the School, such as risk assessors, (to carry out Display Screen Equipment, manual handling, Hazardous substances, fire or other risk assessments), fire wardens, first aiders etc. and to ensure these individuals are adequately supported and suitably trained.

2.2.13 Co-operating and working closely with the Corporate Health, Safety and Wellbeing Team to achieve a safe and healthy working environment and obtaining competent advice and guidance where necessary.

2.2.14 Ensuring that within the School, adequate provision is made for consultation with employees, including Trade Union appointed safety representatives, on health and safety matters and within good time. As a minimum, 'health and safety' should be included as a standing item at team/management meetings.

2.2.15 Ensuring his/her own attendance at IOSH Managing Safely training.

2.2.16 The Head teacher will bring to the attention of the governing body any significant health and safety issues, will involve the governors in any policy matters and bring to their attention health and safety guidance received from the Education Service or Corporate Health, Safety and Wellbeing Team.

Full details of Head Teacher's responsibilities in relation to Health and Safety can be found in the Plymouth City Council Health, Safety and Wellbeing Policy.

2.3 Headteachers Who Are Directly In Charge Of Council Premises And Establishments ('Persons In Control Of Buildings')

The Headteacher is designated as 'The person in Control' of the premises, though they may delegate specific roles and functions to others.

Full details of the responsibilities of the Person in Control of Buildings can be found in the Plymouth City Council Health, Safety and Wellbeing Policy.

2.4 Employees

All Council Employees are directly responsible for:

2.4.1 Taking reasonable care for the health and safety of themselves and of other persons who may be affected by their acts and/or omissions.

2.4.2 Co-operating fully with their Manager or Responsible Person on all matters pertaining to their health and safety at work.

2.4.3 Not recklessly or intentionally interfering with, or misusing any equipment, safety devices etc. that has been provided in the interest of their health and safety at work.

2.4.4 Reporting promptly, in the first instance to their manager or responsible person, any accidents, injury, significant near miss, incident of violence and aggression, cases of work-related ill.

2.4.5 Report to the relevant manager, any defect, hazard, damage or unsafe practices or other items that could give rise to an unsafe place of work or cause injury or ill health to others.

2.4.6 Wearing any protective clothing or equipment and using any safety devices that have been provided for their health and safety while at work.

2.4.7 Observing safety rules, complying with codes of practice, corporate and departmental health and safety policies and guidance, and adhering to safe working procedures at all times.

2.4.8 Acquaint themselves with, and comply with, the procedure to follow in case of a fire or other emergency.

2.4.9 Attending health and safety training as directed and undertaking their work activities in accordance with any health and safety training provided to them.

2.4.10 Attending local health and safety and safety induction on their first day of employment.

2.4.11 Wearing any authorisation badge/identity card that is issued to them, so that the authorisation badge/identity card is readily visible whilst in corporate buildings.

2.5 Staff With Special Responsibility

The following staff have special responsibility: Headteacher, all subject co-ordinators, first aiders

These job-holders will be responsible for:

2.5.1 The local arrangements to ensure the effective control of risks within the specific areas under their control;

2.5.2 the local arrangements for the purchase, inspection and maintenance of equipment and its specification

2.5.3 the coordination of the school's health and safety policy in their own department or area of work, directly responsible to the Headteacher for the application of the health and safety procedures and arrangements;

2.5.4 establishing and maintaining safe working practices including arrangements for ensuring, as far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances, e.g chemicals, hot water, sharp tools, etc;

2.5.5 resolving health, safety and welfare problems referred to them by members of their staff or referring to the Headteacher or line manager any

problems they area unable to resolve within the resources available to them;

2.5.6 ensuring that risk assessments are carried out when necessary, and on a regular basis within the overall programme for the school, on the activities and equipment for which they are responsible;

2.5.7 ensuring, as far as is reasonably practicable, that sufficient information, instruction, training and supervision is provided to enable employees and pupils to avoid hazards and to contribute positively to their own health and safety;

2.5.8 obtaining relevant advice and guidance on health and safety matters.

2.6 Special Obligations Of Any Class Teacher

In addition to the general responsibilities of employees, outlined above, class teachers are expected to:

2.6.1 raise any health and safety concerns outside their control related to their class area with their immediate line manager;

2.6.2 exercise effective supervision of pupils and know the emergency procedures in respect of fire, first aid and other emergencies, and to carry them out;

2.6.3 know the particular health and safety measures to be adopted in their own teaching areas and to ensure that they are applied;

2.6.4 give clear instructions and warnings to pupils as often as necessary; (this may be something that overlaps into behaviour policy and, in the event of an accident to a pupil, may help defend a claim)

2.6.5 set a good example by following safe working procedures personally;

2.6.6 ensure the use of protective clothing and guards where necessary;

2.6.7 avoid introducing any personal items of equipment or substances that may cause unacceptable risk in their use.

2.6.8 build in safety education in curriculum planning.

2.7 School Health And Safety Representatives

Safety Representatives are appointed by recognised Trade Unions.

At present there are no such Representatives.

Under the requirements of the Safety Committee and Safety Representative Regulations 1977, where Safety Representatives are appointed they will be given adequate time and facilities to fulfil their functions.

2.8 The Pupils

Pupils will be reminded that they are expected to:

2.8.1 exercise personal responsibility for the health and safety of themselves and others;

2.8.2 observe standards of dress consistent with safety and/or hygiene, as detailed within the appropriate curriculum safety guidelines;

2.8.3 observe all the health and safety rules of the school and, in particular, the instructions of staff given in an emergency;

2.8.4 use and not wilfully misuse, neglect or interfere with things provided for their health and safety;

All pupils and parents will be made aware of the contents of this section of the policy through the school prospectus and school website.

2.9 Contractors

2.9.1 All contractors under local control will be appropriately selected and competent in terms of health and safety

2.9.2 Contractors must be made aware of and abide by the school's health and safety policy and not endanger pupils, staff or other visitors to the site.

2.9.3 The Headteacher will be responsible for the coordination of contractors' activities on site, bearing in mind the guidance given in the *aide memoire* on small building works.

2.9.4 The Head teacher must ensure that any temporary rules, such as exclusion from parts of the premises, are made known to all staff, pupils and students and visitors to the premises. This might be achieved by the posting of suitable notices by the Headteacher, or by the contractor, in consultation with the Headteacher.

2.9.5 The Headteacher will consult the Capital Project Team, Asset Management Team or the Corporate Health, Safety and Wellbeing Team for any additional guidance on these matters.

2.9.6 All contractors must report to the Headteacher before any work takes place and prior to each working session. The Headteacher should then inform the contractor of any conditions which may affect his safety and that of others.

2.10 Visitors And Other Users Of The Premises

2.10.1 Where facilities are shared, ensure that there are suitable and sufficient arrangements for communicating and coordinating health, safety and security policy and procedures with other occupiers, e.g Youth Service, Adult and Community Learning, catering and cleaning contractors, outside staff based in school.

2.10.2 The Health & Safety at Work Act etc 1974, Management of Health and Safety at Work Regulations 1999, and Occupiers Liability Act 1984, apply to all visitors to School premises / workplaces.

2.10.3 All visitors to Council establishments, must comply with the School and Council's Health and Safety Policy and procedures.

2.10.4 Head teachers, must ensure that a suitable system is implemented whereby visitors are required to record their visit to the particular premises (e.g. visitors book).

2.10.5 Where applicable visitors will be required to wear a 'visitors' identification badge that is supplied by the Headteacher.

2.10.6 Where reasonably practicable, visitors will be accompanied at all times by a responsible employee.

2.10.7 Should a fire/emergency occur or the fire alarm activated whilst visitors are on School premises, the person who is accompanying the visitors will take him/her to the fire assembly point.

2.10.8 Should an incident/accident occur involving a visitor this must be reported using the Councils Accident/Incident Reporting Form, and an investigation undertaken as soon as possible by the relevant Responsible Person.

2.10.9 If the incident is of a serious nature or fatal the Head Teacher and the Corporate Health and Safety Team must be contacted immediately.

2.10.10 Where applicable, adequate consideration must be given to visitors, contractors and members of the public in Service Unit risk assessments, including the provision of suitable and sufficient control measures.

2.10.11 Persons 'hosting' visitors including meeting convenors must ensure:

a) Visitors are alerted to the establishment's fire procedures,

b) Visitors adhere to the School's 'No Smoking' Policy,

c) Visitors park their vehicles in such a way so as not to obstruct fire escape routes, roads, access or other vehicles,

d) Visitors record their presence on the premises in the appropriate log book,

e) Where applicable, visitors are provided with and wear an identification badge,

f) Visitors are accompanied or authorised to enter the premises,

g) Visitors remain within authorised areas and not enter any restricted area unless permission is granted and the person is accompanied,

h) Visitors do not take anything with them from the premises, or bring anything onto the premises that may create a hazard or risk unless authorised,

i) Visitors report all accidents, incidents and near misses to the host,

j) Visitors wear protective clothing that is supplied, when necessary.

2.10.12 **Lettings**

The Headteacher will ensure that the Hirer of the premises, for any event, is aware of his/her obligations under health and safety legislation and the school and Plymouth City Council's health and safety policies where appropriate.

3.0 ARRANGEMENTS (SYSTEMS AND PROCEDURES)

It is the responsibility of the Head Teacher to ensure so far as is reasonably practicable that the following arrangements are suitable and sufficient, are maintained and that all staff and pupils are aware of the arrangements.

3.1 Premises/Site/Workplace/Classroom/Office Etc.

a) Heating and lighting

b) Cleanliness of all workplaces, good housekeeping, the removal of waste, storage of materials, books and files etc.

c) Room dimensions and space.

d) Sanitary provisions (male/female, children's and disabled toilet facilities).

e) Temperature of workplaces, the provision of thermometers.

f) Condition of premises including floors etc.

g) Workstations/desks and seating, use of computers etc.

h) Facilities and arrangements for:

- Provision of a wholesome supply of drinking water
- Canteens/Rest Place
- Designated Smoking Rooms
- Pregnant and Nursing Mothers

3.2 RISK MANAGEMENT AND RISK/OTHER ASSESSMENTS

a) Health & Safety Executive Guidance on Risk Assessment.

b) Specific Guidance and Codes of Practices,

c) Health and Safety Information for activities e.g. off-site Activities.

d) Identification of all significant Hazards and Risks within workplaces and completing the appropriate risk assessment forms.

3.3 ACCIDENT/INCIDENT REPORTING

a) The provision and location of accident records.

b) Accident/incident report forms.

c) PCC Guidance on Accident/Incident Reporting.

d) Recording and reporting of all incidents of Violence and Aggression on staff.

e) Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

3.4 FIRST AID AND IT'S PROVISION IN THE WORKPLACE

a) Designated First Aiders (names displayed).

b) Identified location of First Aid Boxes.

c) The contents of First Aid Boxes are complete and up to date.

d) Training of First Aiders and/or Appointed Persons and ensuring that adequate numbers of first aiders or appointed persons are available.

e) First Aid Room facilities (Medical room).

f) Travelling First Aid Kits.

3.5 FIRE AND EMERGENCY PROCEDURES

Please see separate School Fire Policy, Fire Risk Assessment, Fire and Emergency Plan and Premises Log Book..

3.6 SUBSTANCES HAZARDOUS TO HEALTH (COSHH) AND THEIR USE/STORAGE AT WORK

a) Provide a list of the hazardous substances including cleaning materials used.

b) List of activities where COSHH might apply e.g. Science Lab, Technology Rooms, use of pesticides, cleaning products.

c) Completing of COSHH Assessments.

d) The School Science Service HAZCARDS.

e) Personal Protective Equipment (PPE) and Clothing.

f) Storage of hazardous substances and signage.

3.7 SECURITY OF PERSONS AND PREMISES

a) Security of Premises:

b) Perimeter Fencing/Exterior lighting

c) Burglar Alarm (externally monitored).

d) Use of toughened glass and safety glazing.

e) Identification of visitors.

f) Signing In/Out procedures.

g) Control of Access.

h) Security Personnel on duty.

i) Reception/waiting areas.

j) Security Assessments of premises

k) Installation and use of CCTV, neighbourhood watch schemes etc.

3.8 SAFETY IN KITCHENS

a) Safety of pupils/employees/kitchen staff.

b) Food Hygiene.

c) Responsibility for maintenance of premises and equipment.

d) Restricted access.

e) First aid arrangements, including accident/incident reporting.

f) Safe systems of work.

g) Lifting and handling of heavy and hot loads, liquids etc.

h) Safe use of machinery, equipment and appliances within the areas.

i) Removal of waste.

j) Pest control.

k) Use of knives.

l) Condition of workplace, including floors etc.

3.9 CONTRACTORS AND THE CONSTRUCTION DESIGN AND MANAGEMENT REGULATIONS (CDM)

a) School guidelines for the Management of Contractors.

b) Contractor is required to provide completed risk and other assessments including method statements before works are allowed to commence {Construction (Design and Management) Regulations}.

c) Works are planned well in advance (where applicable) and health and safety issues have been addressed.

d) Contractors are controlled and managed on site.

e) Contractor is required to address the following:

f) Protection of children

g) Segregation of building works where possible.

h) Safe use and storage of any machinery brought onto site.

i) Guarding of site and machinery.

j) Restricted Access to unauthorised persons including children.

k) Requirement to use tools etc. of a voltage no greater than 110v

3.10 THE SAFE USE OF PESTICIDES

a) Limiting the use of pesticides and where appropriate using environmentally friendly and safer products.

b) Ensuring that all pesticides used have been approved and have a recognised product number that has been awarded by DEFRA.

c) Only competent, trained persons, employees etc. are allowed to use and apply pesticides and should hold certificates of competence to that effect and be authorised.

d) Safe systems of work in place for;

- Handling and Storage of pesticides.
- Application of Pesticides.
- The use of Personal Protective Clothing and equipment.
- Disposal of surplus and unused Pesticides and containers.
- COSHH Assessments.
- Protection of employees, users, children, public and others.

3.11 ASBESTOS

a) Plymouth City Council's Asbestos policy must be followed.

b) The management of asbestos in the workplace and premises including the identification and marking of known asbestos and its location (asbestos register).

c) Monitoring of the condition of known asbestos in the workplace/premises including the removal or encapsulation of damaged unsealed asbestos etc.

d) When asbestos removals are to take place ensuring that:

- All work is undertaken and carried out by competent persons.
- Using only HSE approved Asbestos Removal Contractors.
- Records of Asbestos to be maintained at the workplace/site.

3.12 ELECTRICITY AT WORK

a) Ensure all portable electrical appliances are maintained in a safe condition and have been tested by a competent person e.g. electrician.

b) Logging of all tests on portable electrical appliances in Electrical Appliances Log Book.

c) Testing of fixed installations by competent persons.

d) Undertaking daily visual inspections of electrical appliance before use.

e) Implementing good cable management so as to prevent slips trips and falls and damage to equipment etc.

f) Providing and using a Residual Current Device (RCD) where applicable.

3.13 WORK EQUIPMENT

a) Safe guarding of machines.

b) Undertaking a Machinery/equipment inventory.

c) Provide work equipment that is safe and properly maintained.

d) Safe use of machinery.

e) Carrying out risk assessments where appropriate.

f) Providing adequate training for employees on work equipment, machinery etc.

3.14 STORAGE OF FLAMMABLE LIQUIDS

a) Containing and controlling the amount held in storage.

b) Safety and Security of storage of flammable liquids.

c) Providing a list of what is in storage.

d) Where and how is it stored.

e) Who has access and is access restricted to others e.g. children etc.

f) Providing appropriate signage

3.15 **SAFETY SIGNS**

a) Displayed on each level of the premises, workplace.

b) Signs comply with current legislation.

c) Are recognisable and easy to understand.

3.16 **IONISING RADIATION**

a) Where applicable is a Radiation Protection Supervisor appointed?

b) Safe storage, handling and use off including the removal of radioactive waste (School Science Service {CLEAPSS} Laboratory Handbook).

3.17 **SWIMMING/THERAPY POOLS (if applicable)**

a) Safe systems of work for both INDOOR/OUTDOOR pools.

b) Cleanliness of water and facility and ensuring temperature is correct.

c) Hygiene - Legionella water quality, life saving equipment/supervision.

d) First Aid equipment available.

e) Restriction of animals (out door pools).

f) Safe procedures and pool rules displayed where appropriate.

g) Security of pool, including restricted access.

h) Responsibility for cleaning the pool.

i) Use of chemicals etc. within the pool environment, safe handling, storage, security etc.

3.18 **SPORTS FACILITIES AND ACTIVITIES**

a) Equipment and premises - safety of use, clear written guidance and procedures.

b) Supervision of activities.

c) Rules for staff and other users of sports equipment and facilities.

d) Training of employees.

3.19 **MANUAL HANDLING AND LIFTING**

a) Recognising what needs to be lifted, handled, carried etc. i.e. persons, static loads such as furniture etc.

b) Who will carry this out?

c) Undertaking Manual Handling Assessments.

d) Training in correct lifting techniques.

e) Safe systems of work

3.20 **USE OF DISPLAY SCREEN EQUIPMENT (DSE)**

a) Undertaking DSE Assessments (information available from Corporate Health & Safety Team).

b) Eye tests provision including the cost of basic corrective appliances i.e. spectacles

c) Safe place of work, ergonomics including posture considerations etc.

3.21 **SAFE USE OF VEHICLES**

a) Speed restriction signs displayed.

b) One way traffic system.

c) Segregation of vehicles and pedestrians.

d) Clearly marked parking bays and areas.

e) School minibuses and coaches to be fitted with audible reversing alarms.

f) Care whilst driving especially where children, elderly are present.

g) Vehicles are road worthy, are taxed, insured and have a valid MOT etc.

h) Ensure that drivers on school business have a valid driving licence for the categories of vehicle concerned.

3.22 **ACCESS EQUIPMENT AND WORKING AT HEIGHTS**

a) Visual inspection of steps, ladders and scaffold before use to ensure safety and integrity.

b) Access to and work on some areas e.g. roofs and windows will be subject to a separate risk assessment and method of work statement.

c) Access to equipment, high levels to be restricted to unauthorised and untrained persons.

3.23 **GOOD HOUSE KEEPING**

a) Clean and tidy premises.

b) Maintenance programmes and procedures in place to deal with repairs, etc.

c) Immediate clean-up of spills.

d) Litter-free zone.

e) External areas, grounds, play areas and equipment are safe for use.

f) Promoting and maintaining a safe and healthy working environment.

3.24 **COMMUNICATION**

a) Providing employees with information about the general duties under the Health and Safety At Work Act and specific legal requirements relating to their work (see Health and Safety Law Poster).

b) Employees will be given information about substances, plant, materials, machinery etc. which they come into contact with.

c) Discussing with contractors before they start work on site, how they plan to do their job, whether they need the organisation's equipment to help them, whether they can operate in segregated areas or when the school is closed down and if not what hazards do they create for employees and vice versa.

3.25 **TRAINING**

a) Training employees, supervisors and mangers to enable them to work safely and carry out their health and safety responsibilities.

b) Supervising employees as far as necessary for their safety - especially young workers, new employees and employees carrying out unfamiliar tasks.

3.26 **SAFETY AUDITS AND INSPECTIONS**

a) Regular checks and inspections of the workplace, machinery, appliance, equipment and working methods etc. to be carried out by Managers etc.

b) Corporate Healthy and Safety Advisers will carry out sample health and safety audits of health and safety management systems and workplaces.