



St Martin's School

Health, Safety and Welfare Policy

"At St Martin's School we are a fellowship of scholars who achieve excellence. We seek a rich, broad and challenging Curriculum. This culture puts us in control of our journey. Our children not only excel academically but are given the tools to enable them to pass their exams and converse at interview with confidence. This learning nurtures and stimulates us whilst emphasising the importance of individuality, intellectual wonder and self-actualisation. We obtain mastery in all aspects of the Curriculum. The heart of our journey is Literacy which we recognise as the fundamental tool of human communication. We explore the human condition through Music, Media and Drama. We value the planet, nature and fellow human beings in all their expressions."

At St Martin's School we believe every child, teacher and visitor has the right to be kept safe and healthy. We have every individual's best interests at heart and their welfare is always our main objective.

We have written this policy as it particularly fits the ethos of our school. We are aware that children who attend St Martin's School live in different boroughs. However, for clarity we focus on the London Borough of Barnet.

This Policy will be disseminated to all staff for their contribution, understanding and agreement to adhere to it. It is on our website, in every classroom and a copy is in our main office for anyone to read and discuss.

PART 1: Statement of Intent from The Proprietor and Head Teacher

The Proprietor and Head Teacher recognise the responsibility placed on them by the Health and Safety Work etc. Act 1974.

It is the intention of the Proprietor and the Head Teacher that the established policies and procedures issued by Government and the HSE shall be followed and developed locally to meet the needs of the school, as set down in this Policy statement. The aim is to ensure that health and safety becomes an integral part of school activities.

We will:

- Show strong and active leadership, encourage the integration of good health and safety management with business decisions;
- Make adequate provision of resources for measures required to eliminate or control risk;
- Review progress with the Head Teacher and staff.

Harwil Education Ltd wish to work in a constructive and co-operative way with such safety representatives in order to promote high standards of health and safety.

The proprietor and Head Teacher are committed to ensuring a safe and healthy working

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environment for all staff, pupils and visitors including the provision of safe equipment and procedures.

This document details the policy and procedures with which all staff are expected to work and abide by, all staff have access to this document and are encouraged to familiarise themselves with its contents.

This policy will be reviewed annually to ensure continued compliance. The reviewed policy will then be ratified at the next Director's Meeting.

Signed:

Date: 1st January 2017

Joanna Wilson, Harwil Education Ltd

Date: 1st January, 2017

Signed:

Date: 1st January 2017

Dr Jason Walak, Head Teacher

PART 2: Organisation and Responsibilities

The Proprietor – General Scope

The Proprietor, in consultation with the Head Teacher, will make itself familiar with the requirements of the Health & Safety at Work etc Act 1974 and any other Health & Safety legislation and codes of practice which are relevant to the work of the school, in particular the Management of Health & Safety at Work Regulations 1999.

Harwil Education Ltd will also maintain effective Policy, Organisation and Arrangements for the provision of Health & Safety throughout the school, assess periodically the effectiveness of this policy and ensure that any necessary changes are made. It will identify and evaluate all risks related to the everyday business of the school and evaluate risk control measures in order to select the most appropriate means of minimizing risks to staff, pupils and others. Established systems must be clearly documented and be understood by all staff.

Meetings of the Directors of Harwil Education Ltd will include items on Health and Safety in the school such as number of incidents, accidents and security.

Head Teacher – General Scope

The Head teacher is the responsible manager and will ensure:

- This policy is complied with at all times.
- Ensure that "risk assessments" required under the Management of Health and Safety at work regulations, are carried out as appropriate in respect of work carried out by his staff.
- That all accidents, dangerous occurrences, diseases, near misses and property damage are reported and that the cause is investigated and that all reasonably practicable steps have been taken to prevent its re-occurrence.
- The maintenance and repair of machinery, plant and equipment is carried out as appropriate, by a competent person in accordance with regulations.
- First aid provisions are made in accordance with the school's medication policy.
- All employees including new employees receive adequate health and safety information, instruction and training to enable them to work without undue risk.
- Effective arrangements are in force to facilitate the evacuation of buildings in case of fire or other emergencies and that firefighting equipment is readily available and

properly maintained.

- That consultations with appropriate Companies to ensure health and safety procedures are undertaken and to ensure their effective implementation. Be available to any member of staff to discuss and attempt to resolve the health and safety issues not resolved through established arrangements.
- That where parental/guardian's assistance is required when keeping children away from the school when sick, all communication will be followed up in writing.
- Liaison with parents over children who are, or may be ill, so that medical help can be summoned if necessary and the child or staff member may be excluded from the school to prevent the spread of infection.
- Records of children in the schools' care are maintained and updated regularly and where appropriate, that staff are made aware of health histories, special needs, diet and risk.
- Staffs provided with and use protective clothing and safety equipment, which must be properly maintained and reviewed when required.
- Ensure the Asbestos Management Plan (AMP) is shown to and signed by all contractors visiting the site to carry out works; ensure regular inspections are carried out and recorded in the AMP.
- Ensure that all communal areas, particularly those associated with fire escape routes, are kept reasonably free from obstructions and that all fire escape doors are properly identified with signs and accessible when the school is in use.
- Make arrangements for the safe working of contractors on site ensuring so far as is reasonable, that their work is segregated from the main school users, and in accordance with LA recommendations.

All Staff – General Scope

All staff have a statutory obligation to co-operate with the requirements of this policy and to take care of their own health and safety and that of others affected by their activities by supporting the School health and safety arrangements; ensuring their own work area remains safe at all times; not interfering with health and safety arrangements or misusing equipment; complying with all safety procedures, whether written or verbally advised, for their own protection and the protection of those who may be affected by their actions. They are also required to report safety concerns to their staff representative or other appropriate person; report any incident that has led, or could have led to damage or injury; assist in investigations due to accidents, dangerous occurrences or near-misses and not act or omit to act in any way that may cause harm or ill-health to others.

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- Ensure all hazardous substances have the appropriate MDSS (Material Data Safety Sheet) with each chemical and that they are being used correctly.
- Ensure that snow and ice is cleared in order to maintain safe access and egress to all buildings.
- Ensure that proper investigations are undertaken and reports made for any accidents or potential accidents, involving staff/public and equipment for which he/she is responsible.
- Ensure that all security doors are identified and secured against un-authorized entry.
- Ensure, so far as is reasonable, that all fabric, fixtures and fittings on the site are maintained in a safe and secure condition.
- Ensure that all fixed and portable electrical equipment receives inspection \ maintenance in accordance with guidance.
- Ensure all fire safety equipment is properly maintained, checked and kept in the designated locations. Ensure that fire procedure notices are properly maintained and correctly displayed.
- Ensure suitable test, maintenance, service and training records are kept.

PART 3: Arrangements

Audits and Inspections

Monitoring provides us with information which allows us to review activities and decide how to improve performance. An audit will be carried out bi-annually by an external auditor to ensure policy and systems are actually achieving the right results. The results from measuring performance with the information from audits will be combined to improve our approach to health and safety management.

Special attention is paid to the following areas:

- The degree of compliance with H&S performance standards (including legislation).
- Areas where standards are absent or inadequate
- Achievement of stated objectives within given timescales
- Injury, illness and incident data – analysis of immediate and underlying causes, trends and common features. These indicators will show where you need to improve.

Boiler

The main regulations covering pressure equipment and pressure systems are the Pressure Equipment Regulations 1999 and the Pressure Systems Safety Regulations 2000. The boiler will be checked according to Legislation for safety and performance.

Systems should be depressurised before maintenance work is carried out. Ensure there is a safe system of work, so that maintenance work is carried out correctly and under suitable supervision.

- Training

Make provision for appropriate training and ensure everyone concerned has the necessary skills and knowledge to carry out their job safely. All new employees, should have initial training and be closely supervised. Additional training or retraining may be required if:

- the job changes;
- the equipment or operation changes; or
- skills have not been used for a while.

COSHH Assessments

The Head Teacher and SSM will complete a risk assessment and identify all hazardous and potentially dangerous chemicals. All hazardous substances will be stored in the secure and signed storage when not in use. This is to remain locked at all times. An inventory of these substances has been completed and key staff have been trained and informed. Safety data sheets are stored in the site office.

When using a harmful substance, whether it is a material, cleaning fluid or chemical substance, staff must ensure that adequate precautions are taken to prevent ill-health in accordance with the COSHH assessment completed for that hazardous substance. Staff must never attempt to use a harmful substance unless adequately trained to do so, and then only when using the safe working practices and protective equipment identified in the COSHH assessment. The COSHH register is held in the School Office.

Document review

The Health and Safety Policy should be reviewed annually by the relevant school committee in conjunction with the Head Teacher.

E-Safety

E-safety forms part of the "staying safe" element of the Government's *Every Child Matters* agenda, and all schools have a responsibility under the Children Act 2004 to safeguard and promote the welfare of pupils, as well as owing a duty of care to children and their parents to provide a safe learning environment.

E-safety is a framework of policy, practice, education and technological support that ensures a safe e-learning environment in order to maximise the educational benefits of ICT whilst minimising the associated risks.

An e-safety strategy enables schools to create a safe e-learning environment that:

- promotes the teaching of ICT within the curriculum
- protects children from harm
- safeguards staff in their contact with pupils and their own use of the internet
- ensures the school fulfils its duty of care to pupils
- provides clear expectations for staff and pupils on acceptable use of the internet.

St Martin's is an "e-safe" environment for pupils by ensuring that the following aspects are addressed.

- Safe systems
- Safe practices
- Safety awareness

The Head teacher has ultimate responsibility for e-safety issues within the school including:

- the overall development and implementation of the school's e-safety policy
- ensuring that e-safety issues are given a high profile within the school community
- linking with parents and carers to promote e-safety and forward the school's e-safety strategy ensuring e-safety is embedded in the curriculum.
- Ensuring all children sign an E Safety Usage agreement – age appropriate for upper and lower school
- All staff use encrypted data memory sticks.
- deciding on sanctions against staff and pupils who are in breach of acceptable use policies.

Harwil Education Ltd and the Head Teacher has statutory responsibility for pupil safety. We will work together to develop the school's e-safety policy and strategy and promote e-safety to parents.

Dr Walak, Head Teacher, is the designated e-safety Contact Officer and Designated Child Protection Officer. Given the issues associated with e-safety, it is appropriate for Dr Walak to undertake both roles.

Electrical Safety

The Head Teacher and Harwil Education Ltd will ensure that electrical testing (PAT every 2 years and Fixed every 5 years) is undertaken by a competent person.

Day to day inspection of all equipment to detect visible signs of damage, obvious faults or deterioration rests with the user, or in the case of equipment used by pupils, with the class teacher.

Equipment found to be unserviceable, or of doubtful serviceability will be taken out of service, labelled correctly, locked away and the defect reported to the Head Teacher who will arrange for repair or replacement.

The Head Teacher will ensure that all electrical equipment brought into the school from other sources, e.g. on loan, has the appropriate test certificate and is formally visually inspected in accordance with the Electricity at Work Regulations.

The Head Teacher will ensure that:

- Only authorised and competent persons are permitted to install or repair equipment
- Equipment testing/inspection/maintenance can only be carried out by a competent person.
- Private electrical equipment is not to be brought onto the premises or used unless its use is approved by management and it has been tested before use
- New equipment must be advised to the responsible manager/head teacher in order that it can be added to future Portable Appliance Testing (PAT) testing schedules.

The Civil Contingency Act 2004 defined an Emergency as:

“An event or situation which threatens serious damage to human welfare, the environment, or war or terrorism which threatens serious damage to the security of the UK”.

St Martin’s School is required to:

- Review these guidelines in the context of their existing procedures
- Ensure the completed plan is stored on and off site in both printed and electronic formats
- Maintain and operate the emergency in response to emergencies that may affect the school
- Update the document on an annual basis, particularly to check staff contact details
- Ensure that the school governors and persons within the school who have specific roles in the school emergency plan are provided with copies of the document, and that they are ready and capable of assuming those roles if an emergency situation develops
- Develop a programme of assessing the plan’s effectiveness and reviewing the emergency arrangements (e.g. learning from previous incidents or tests such as fire drills).

Fire Safety

A Fire Risk Assessment (FRA) has been undertaken by a competent person (e.g. member of the IFE - Institute of Fire Engineers) and will be reviewed annually for three years when a new FRA will be completed. The assessment has been written in accordance with PAS 79 2007.

All Staff, Pupils and visitors must comply with the emergency evacuation plan. Individual risk assessments and/or Personal Emergency Evacuation Plans are completed for anyone requiring assistance. These are to be completed, provided and exercised for any vulnerable persons to be able to ensure safe, assisted evacuation in the event of a fire.

The responsible Head Teacher will ensure that:

- All staff complete the mandatory fire safety induction
- Fire safety procedures are readily available for all staff to read

- Fire safety information is provided to all staff at induction and periodically thereafter
- Fire Action notices are to be found in all rooms and corridors
- Evacuation routes and assembly points are clearly identified
- Staff aware of their own responsibilities to know the location of fire points and fire exits. They should also know the location of the assembly point in the event of fire
- All staff are familiar with the flammable potential of materials and substances that they use and exercise maximum care in their use, especially with those marked *flammable*
- Fire evacuation procedures, fire safety training and fire alarm testing are carried out in accordance with corporate guidance and the premises fire safety manual
- A record of all fire drills, tests, maintenance and inspections of fire safety equipment is maintained in the school Fire Log Book. The fire procedures folder is kept in the main school office and is updated regularly.
- The fire risk assessment is reviewed annually by a competent person (suitably qualified) and amended as new hazards or required amendments are identified
- Fire Drills are carried out each term in accordance with requirements
- Class Fire Evacuation Risk Assessments are carried out at the start of each term or when a new child joins the class or following a change of circumstance.

First Aid

St Martin's School First Aiders regularly undertake first aid assessment, which ensures adequate First Aid provision is in place. The assessment has identified minimum numbers of first aiders required within St Martin's School. The assessment is based upon numbers of pupils and employees within the school.

St Martin's ensures that at least one **Paediatric** trained first aider is based on site at all times.

Contingency arrangements will be made to cover school trips and staff absence.

The names and locations of the first aid trained staff on site are listed in the first aid policy and also clearly signposted on the notice board in the staff room.

Gas Safety

- Gas appliances must have an annual safety test and inspection. This can **only** be carried out by a Gas Safe Registered (previously Corgi) operative. This means that they should be registered with the Gas Safe Register as approved by the HSE. (Health and Safety Executive)
- All staff including the Site Services Officers must be informed that they must not attempt to fix or tamper with any Gas appliances
- Any works required on a gas fitting must **only** be carried out by a competent person.

Manual Handling

All moving and handling tasks will be risk assessed to evaluate and manage all significant risks.

Staff will be instructed not to regularly handle or move unreasonably heavy or awkward items, equipment or children unless they have attended specific moving and handling training and/or have been provided with mechanical aids in order to work safely.

No Staff are allowed to be involved in any moving and handling of pupils that requires hoisting until they have received the moving and handling training. If a pupil requires the use of a hoist there will always be two staff to do this.

Any significant moving and handling tasks are to be specifically risk assessed in order that training requirements and mechanical aids can be accurately determined to ensure that the task is carried out safely. The SSM is expected to undertake regular physical work which would typically include significant moving and handling. He/she must attend a formal moving and handling training course specific to their work requirements.

Medication - Administration in Schools

An effective policy on administering medicines is in place. The policy includes effective systems to support and keep pupils safe.

The areas covered are:

- Labelling – the medication will clearly show the child's name, the name of the contents, the times it should be taken, the quantity and the expiry date. If the medication is not clearly labelled, parents/carer will be contacted in the first instance.
- Storage – medication should be in child-proof containers, which should be provided by the parents/carer. It will be stored in a locked cupboard/drawer in the medical room unless required to be stored in a refrigerator. Leftover medication will be returned to the parent/carer. Only named individuals should have access.
- Supply of medication – The parents/carer must supply St Martin's School with medication either daily or weekly. Staff will check the medication given is not out of date.
- Recording – A record will be made at the time of administering medication. It will specify the name of child, medication given and dosage. The record must be signed by person administering and countersigned by witness – That is, there will always be a witness when medication is administered.
- Side effects – Staff will be aware of possible side effects that the medication can have on the child and be prepared to respond appropriately e.g. is there somewhere the child can rest if needed.

St Martin's First Aiders are aware that -

- The prescribed medication is classified as a "dangerous drug."
- The timing and nature of the administration is critical.
- Consequences could result if the dose is not taken.
- Technical/medical knowledge or expertise is required to administer medication and it will not be administered if the First Aider has any doubt of how it should be administered.

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- Intimate contact is necessary.
- Removal of under garments may be necessary in special circumstances.

- Training;

If the administration of prescription of medicines requires technical knowledge then individual training will be provided for staff from a qualified health professional. Training should be specific to the individual child concerned.

Parents/carer are required to provide schools with sufficient information of the medical condition that requires a child to take medication whilst at school e.g. Asthma, Epilepsy.

Medication will not be given without written consent from parents/carer. This applies to each and every medicine. Only those medicines which are part of a specific prescribed course of treatment will be administered.

New and Expectant Mothers

A new and expectant mother risk assessment with the individual concerned is undertaken as soon as the Head Teacher is notified by the member of staff that they are pregnant.

This includes those who have given birth or miscarried in the previous six months and breast-feeding mothers.

The Head Teacher will take particular account of risks to new and expectant mothers or to that of her baby from any processes or working conditions, or physical, biological or chemical agents.

The risk assessment will be reviewed at regular intervals throughout the pregnancy to ensure continued effectiveness of any control measures.

Noise

The Control of Noise at Work Regulations 2005 requires employers to prevent or reduce risks to health from noise to staff, students and others affected by having in place arrangements which are designed to eliminate, control and minimise risks from noise.

Noise at work can cause various health effects, ranging from short term hearing loss and Tinnitus (ringing, whistling, buzzing or humming in the ears) to temporary or even permanent hearing loss. Hearing damage caused by exposure to noise at work can be permanent and continues to be a significant problem in the workplace.

Further to the Noise at Work Regulations 2005, the Head Teacher has ensured that staff are not exposed to excessive noise at work by:

- Assessing (and where necessary measure) the risks to your employees from noise at work;
- Take action to reduce the noise exposure that produces those risks;

- Provide your employees with suitable hearing protection if you cannot reduce the noise exposure enough by using other methods;
- Ensure that the legal limits on noise exposure are not exceeded;
- Provide your employees with information, instruction and training;
- Carry out health surveillance where there is a risk to health.

If the noise levels in the workplace are such that a conversation cannot be heard from 2m away the Head will contact the Health Safety Service for advice and a Noise assessment.

Off-site Visits & School Journeys

Visits are categorised into two main groups. As a rough guide, all trips which fall into the high risk category (formerly Category B) must be notified to the Health & Safety Service. Suitable risk assessments are required for lower risk trips (formerly Category A) and the Head Teacher should satisfy themselves that such assessments are suitable and sufficient.

- Routine or lower risk activities

These are visits where risks are no greater than those encountered in everyday school /centre/ club activities. These include for example: parks, museums, libraries etc.

Notification procedures are determined by the governing body but in all cases authorisation by the Head Teacher is required.

- Higher risk activities

They include potentially 'high risk' activities and are visits where the following criteria apply: travel by air or sea is involved; overnight stay; destinations abroad; adventurous activities are included in the programme; visit involves activities or field-work in a mountainous or coastal environment, or near inland water (rivers, canals, lakes and reservoirs) and swimming (other than lessons given as part of the National Curriculum) is included.

The Head Teacher has authorisation for routine (lower risk) visits. The Head Teacher is also responsible for ensuring the satisfactory completion of risk assessments.

The Head Teacher is responsible for ensuring full risk assessments are undertaken.

RIDDOR Reporting – Accidents and Incidents

All accidents other than very minor ones (scratch, graze, bruise etc) will be recorded, whether it is a staff member, contractors or visitor who is injured. If a minor injury requires action to prevent recurrence, this should also be reported. www.gov.uk/riddor/report.html

Bumps book

St Martin's School use an "Incident" book for minor incidents.

- recording minor non-preventable injuries involving children
- where there is no apparent fault of the school/centre
- there is no requirement for hospital treatment/admission
- there is no need to be reported under RIDDOR.

The accident book is a school document and will be reviewed regularly e.g. monthly to identify whether trends are evident. If common themes are identified St Martin's School need to determine what action you could take to address them.

Head Injuries

Where a head bump/injury has taken place, the child/pupil will be assessed immediately by a fully qualified First Aider (who has attended a HSE approved course). In Early Years settings this should be a Paediatric First Aid trained member of staff. The child/pupil will be monitored (look for signs of drowsiness, vomiting, headache etc) and if their condition deteriorates an ambulance should be called, or he/she taken to the nearest A&E department. If the First Aider or the school is in any doubt then they must seek immediate medical attention.

Parents will be informed either at the time of the accident or when the child is collected – depending on the nature of the incident.

Safe system of work (SSOW) / Permit to Work

If a significant risks associated with a task is identified, a written safe system of work must be created. A safe system of work is a way of assessing the risk while also describing **in detail** how a task can be undertaken safely. The person assessing the works must consider a wide variety of issues such as the training; experience and knowledge of the people who you are expecting to carry out the task. All staff expected to undertake the task must read, understand and sign the SSOW.

Site Management & Building Security

The greatest threats to security in schools come from acts of theft, burglary, arson or criminal damage such as vandalism and graffiti. All of these incidents are statutory offences and will be reported to police.

The following measures will be put in place

- Action should be taken to prevent unauthorised access to the school. This could be both during the day and at night when the premises are closed.
- Use of CCTV and effective lighting is in use to act as deterrents.
- Consideration of the physical aspects of the building, e.g. security of boundary fences, blind spots, secure windows and doors (should comply with BS7950), fire detection and limiting the number of entrances.

- All staff understands the importance of security, the school's policy and their own responsibilities. Their training needs are reviewed and arranged as necessary
- Periodic surveys/risk assessments of security should be conducted and regular security checks carried out.
- Procedures are in place for dealing with intruders.
- Information sharing and involvement of parents and the community to support the school.

Visitor and contractor awareness

- All visitors and contractors report to reception to sign in and out of site.
- All visitors and contractors made aware of the site safety procedures, for example fire evacuation arrangements.

Contractor management

- Contractors will sign to say they have read and understood any health and safety information before they start work, for example they have checked the asbestos register, they are aware of any potentially hazardous substances or processes on site, and that they are aware of any particular issues regarding persons on site.
- Information should be readily available to contractors and provided to them well in advance of work commencing.
- Contractors will always be supervised where children are present.

Maintenance

- The workplace and equipment is properly maintained. Systems and equipment operate efficiently, and be in a good working order and state of repair.
- There is a system for reporting defects and ensuring that action is taken to rectify problem. This is our maintenance log book.
- Adequate resources are budgeted for

Stress management through risk assessment and appropriate consultation with staff will be periodically reviewed and acted upon in accordance with the Health & Safety Executive's Stress Management Standards, guidance and requirements. This will identify a constructive way of dealing with and preventing stress. Where an individual indicates that work related stress is becoming an issue, our approach will be to follow this process.

All staff are made aware of the need to maintain a balance between work life and home life. Senior leaders will endeavour to keep school meetings to a minimum and any stress counselling availability will be made known to all staff.

Training

First day health and safety induction using the induction checklist will be given to all staff on their arrival on the first day of employment. The Head Teacher must ensure that all staff has adequate information, instruction and training relating to their role. Appropriate local training regarding risk assessments and safe working practices, as well as periodic refresher training will be provided. Training records are maintained by the Head Teacher.

Work at Height

Tasks vary greatly therefore we take a sensible approach to ensure that infrequent low risk tasks are controlled and allowed to be conducted without complex controls and risk assessments that will not reduce any residual risk. Careful consideration is given to ensure that higher risk tasks, however infrequent, are suitably controlled. The main factor that dictates the type of controls required is the risk that the operation poses. For example a short task at 10m above ground level needs to be controlled as effectively as a long-term task at 5m above ground level.

Specific or higher risk tasks will be carried out in accordance with a specific risk assessment for that task. Where work at height does take place e.g. on roofs, harnesses or other fall arrest equipment must be used. Members of staff at St Martin's School are not permitted to use any equipment for work at height without specific training.

Contractors working at height are to be appropriately supervised and must only use their own access equipment.

Work at height tasks includes teachers putting up displays in classrooms. A second member of staff should be in attendance.

Work Equipment

All general equipment requiring statutory inspection and/or testing on site (e.g. boilers) will be inspected by appropriate competent contractors. Records of all inspections and tests must be kept in the appropriate folder/file.

Equipment is not to be used if found to be defective in any way. Defective equipment is to be labelled as such and immediately taken out of use until repairs can be carried out. Any urgent matter is to be referred to the Head Teacher immediately.

Young people at Work

The law requires that before employing a young person less than 18 years of age that you carry out a risk assessment, taking into account the following:

- Their inexperience, lack of awareness or the fact that young persons have not yet fully matured.
- The layout of the workplace and the workstation.
- The nature, degree and duration of exposure to physical, biological and chemical agents.
- The use of work equipment and the way in which it is handled.
- Supervision requirements.
- Hours to be worked.

Workplace Temperatures Including Classrooms, Administration Office etc

1. The Workplace (Health, Safety and Welfare) Regulations legislate for workplace temperatures. The minimum working temperature is 16°C (61°F) and a maximum temperature that is not specified but is described as reasonable. The minimum temperature is what must always be achieved as an absolute minimum but not as a target to aim at. Most people would be too cold at this temperature in normal work attire.
2. A reasonable maximum under these Regulations might not be what is perceived by staff as reasonable. Deciding whether the regulations have been breached would depend on the circumstances i.e. if it was hot and sunny outside, it may not be considered unreasonable that conditions in the workplace were hot, even though people may be uncomfortable at this temperature.
3. Under normal circumstances, minimum temperatures should be easily attainable in school buildings.

Classrooms

4. Table 1 outlines the minimum temperatures allowed for workplaces, classrooms, sickrooms, and hall etc
5. In our Pre School the surface temperature of any radiator, including exposed pipework, which is in a position where it may be touched by a pupil shall not exceed 43 ° C.
6. Table 1 Area temperatures

Areas	Temperature
Areas where there is a lower than normal level of physical activity because of sickness or physical disability including sick rooms or isolation rooms but not other sleeping accommodation.	21° C
Areas where there is normal level of physical activity associated with teaching, private study or examinations.	18° C
Areas where there is higher than normal level of physical activity (for example arising out of physical education) and washrooms and circulation spaces.	15° C

7. Workplaces, classrooms and the equipment within them must be safe and adequately maintained. Employees must have adequate space and a healthy working environment. The structure of the building, floors, passages, stairs, external areas etc. should be designed as to minimise risks of injury. Adequate basic facilities such as toilets and washrooms should be provided.

8. References

8.1. The Workplace (Health, Safety and Welfare) Regulations

At St Martin's we monitor this by having thermometers located in the main building and external classroom.

Policy reviewed

January 2017

Agreed review schedule

Annually

Next review due

January 2018 (and continually)