



Health and Safety Policy

The Chalfonts Independent Grammar School

1. Policy Statement

It is the policy of the School Principal and the owner of the school, Alpha Schools, to provide and maintain, so far as is reasonably practicable, a safe and healthy working environment, safe equipment and effective procedures for all employees and pupils and to provide such information, training and supervision as may be necessary for this goal to be achieved.

The policy will be reviewed annually in order to ensure, so far as is reasonably practicable, that:

- a. All relevant legislative changes have been incorporated
- b. Current good practices have been included
- c. Its contents and spirit are being observed throughout the school
- d. The policy is written in conjunction with the following documents:
 - Keeping Children Safe in Education” (July 2015)
 - Health and safety: advice on legal duties and powers For local authorities, school leaders, school staff and governing bodies” (February 2014)
 - Guidance on First Aid for Schools (February 2014)
 - Health & Safety at Work Act (1974)
 - DCSF Guidance “Bullying, don’t suffer in silence”
 - DCSF Guidance “Health and Safety of Pupils on Educational Visits

2. Introduction

This is a statement of the Organisation & Arrangements (Codes of Practice) for The Chalfonts Independent Grammar School.

This statement covers matters over which the School Principal or Health & Safety Coordinator has control and addresses safety associated with the building structure, plant, fixed equipment and services. It describes how the School Principal is discharging their responsibilities in respect of pupils, visitors, contractors and other employees who are present on the school premises in the internal organisation, management and discipline of the school in accordance with the Articles of Government.

The aim of the statement is to ensure that all reasonable practical steps are taken to secure the health, safety and welfare of all pupils and staff:

- To establish and maintain safe working procedures among staff and pupils
- To establish and maintain a safe and healthy environment throughout the school
- To make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
- To ensure the provision of sufficient information, instruction and supervision to enable all people working on site and pupils to avoid hazards and contribute positively to their own safety and health at work and to ensure that they have access to health and safety training as and when provided
- To maintain a safe and healthy place of work and safe access and egress from it

- To formulate effective procedures for use in case of fire and other emergencies and for evacuating the school premises
- To lay down procedures for use in case of accident

3. No Smoking Policy

It is the school's policy that all school premises are 'No Smoking' areas.

4. Responsibilities and Duties

The School Principal

The ultimate responsibility for all school safety organisation and activity rests with the School Principal, who shall:

- Be the focal point for day to day references on safety and give advice or indicate sources of advice
- Coordinate the implementation of the approved safety procedures in the school
- Maintain contact with outside agencies able to offer expert advice

In dealing with owners, Alpha Schools:

- Report all relevant hazards immediately to the company and the local authorities and stop any practices or the use of any plant, tools, equipment, machinery, etc. which the Health & Safety Coordinator considers to be unsafe until satisfied as to their safety
- Make recommendations to the company for additions or improvements to plant, tools, equipment, machinery, etc. which are dangerous or potentially so
- Inform the company from time to time of the safety procedures in the school
- Recommend necessary changes and improvements in facilities

Conduct regular reviews:

- Of fire, emergency and safety procedures
- From time to time of:
 - (i) The provision of First Aid in the school
 - (ii) The emergency regulations and make recommendations for reviewing procedure

5. Health & Safety Coordinator

To establish an ethos of safe working practices within the school through the process of:

- Conducting inspections of the premises in order to identify potential hazards, and to ensure that necessary action is taken with regard to H&S issues
- Developing and maintaining H&S documents
- Establishing procedures for Risk Assessment and ensuring that findings are implemented

To advise the School Principal on ways of ensuring that the school meets statutory requirements in relation to:

- Portable Appliance Testing, COSHH etc
- Fire safety and First Aid training measures
- Such other H&S issues as may arise

The Health & Safety Coordinator will meet with the Principal when deemed necessary to discuss

and agree action required regarding:

- Accidents which have occurred since the previous meeting or for which the effectiveness of agreed action has yet to be evaluated
- Premises Inspections, which are conducted routinely and matters put in caretakers list
- Fire Drills
- Risk Assessments
- Other issues related to Health & Safety

6. Obligations of all employees

In order that the requirements of the Health & Safety at Work Act are met and responsibilities to pupils and other visitors are carried out all employees are expected:

- To know the special safety measures and arrangements to be adopted in their own working areas and to ensure that they are applied
- To observe standards of dress consistent with safety and hygiene
- To exercise good standards of housekeeping and cleanliness
- To know and apply the emergency procedures in respect of fire and first aid
- To use, and not willfully misuse, neglect or interfere with things provided for his/her own safety and/or the safety of others
- To cooperate with other employees in promoting improved safety measures in the school
- To cooperate with the School Principal and the appointed Health & Safety coordinator
- To maintain a safe and secure environment for all pupils by:
 - (i) Monitoring and controlling the physical fabric of the school and its environment
 - (ii) Controlling access to school premises and teaching areas
 - (iii) Monitoring visitors (see 5.8)
 - (iv) Safeguarding Internet access through the use of software filters

Obligations related specifically to Child Protection are covered in the Child Protection Policy document.

7. Teaching & Non-teaching staff having responsibilities in specific areas

This section applies to any staff with responsibility for specialist subjects (such as science, music, drama, art & design, design & technology, information & communication technology, physical education). These staff:

- Have a general responsibility for the application of the school's safety policy to their own department and are directly responsible to the School Principal for the application of existing safety measures and procedures within that department/area of work. Advice or instructions given by owners and the School Principal, including the relevant parts of this statement shall be observed
- Shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, as far as reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances (e.g. chemicals, boiling water, guillotines and other tools)
- Shall resolve any health & safety problem which any member of staff may refer to them and refer to the School Principal any of these problems for which they cannot achieve a satisfactory solution within the resources available to them
- Shall carry out regular safety inspection of the activities prior to use and report any faults to the School Principal
- Shall ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards

and to contribute positively to their own health and safety at work

- Shall, where appropriate, seek the advice and guidance of the Health & Safety coordinator
- Shall propose, to the Health & Safety coordinator requirements for safety equipment and on additions or improvements to tools, equipment or machinery which are dangerous or potentially so

8. Special obligations of class teachers

The safety of pupils in classrooms, study areas and the school grounds is the responsibility of teachers and support staff; teachers have traditionally carried responsibility for the safety of pupils when they are in their charge. This includes risk assessments for classrooms.

If, for any reason, e.g. the condition or location of equipment, the physical state of the room or the splitting of a class for practical work, a teacher considers s/he cannot accept this responsibility, s/he should discuss the matter with the School Principal before allowing practical work to take place, teachers are expected:

- To exercise effective supervision of the pupils and to know the emergency procedures in respect of fire alerts and first aid and to carry them out
- To know the special safety measures to be adopted in their own special teaching areas and to ensure that they are applied
- To give clear instructions and warnings as often as necessary
- To follow safe working procedures personally
- To call for protective clothing, guards, special safe working procedures etc. where necessary, to make recommendations to the relevant person (subject coordinator, School Principal etc.) e.g. on safety equipment and on additions or improvements to tools, equipment or machinery which are dangerous or potentially so
- To make all pupils and parents aware of the contents of section 3.6

When working with tools equipment and materials in practical activities and in different environments, including those that are unfamiliar, pupils should be informed of potential hazards and risks.

9. Special obligations relating to children's awareness

The pupils are expected:

- To follow instructions in observing standards of dress consistent with safety and/or hygiene (this would preclude earrings, unsuitable footwear, knives and other items considered dangerous)
- To observe all the safety rules of the school and in particular the instructions of teaching staff given in an emergency
- To use, and not wilfully misuse, neglect or interfere with things provided for his/her safety

10. Visitors

Regular visitors and other users of the premises should be required to observe the local safety rules of the school, including following signing in and out procedures. In particular, parents helping out in school should be made aware of the health and safety arrangements applicable to them through the teacher to whom they are assigned. When working with children, Parents not cleared by DBS must be accompanied by an appropriate adult.

Contractors should be made aware of the school's policies and should satisfy the school that they are working in a safe and proper manner in accordance, where appropriate, with all statutory and advisory standards, especially with regards to safeguarding and child protection (RAMS).

Contractors on site will be monitored by the Securities and Facilities Manager or School Principal. Identification will be checked on first arrival or at the first opportunity and where appropriate, DBS certificate checked. Contractors not cleared by DBS will be accompanied by an appropriate adult.

11. Supervision of Pupils

Hours

The school's responsibility for pupils:

- Commences at 09:00; doors open at 08:30. School lessons end at 15:30
- At the end of the school day, preparatory time or clubs extend until 16:25, which is supervised by a teacher. All students are encouraged to stay for this time
- It is expected that pupils, moving individually between different parts of the school, will do so with due regard for their own safety and that of other pupils, staff and visitors to the school

12. Equipment

In areas where equipment is in use (e.g. gym, sports apparatus) a suitably qualified member of staff must always be in attendance.

13. Vehicles and Visiting Contractors

In order to maintain the safety of pupils at all times when on the school grounds, no parents' cars may enter the grounds. Parents' cars are only allowed to remain at the front of the school and use the allocated bays.

It is the responsibility of any person bringing a vehicle into the school grounds to ensure the safety of pupils by:

- Minimising access during times when pupils may legitimately be in the areas used by vehicles (e.g. before and after school)
- Using designated parking areas It is expected that pupils, moving individually between different parts of the school, will do so with due regard for their own safety and that of other pupils, staff and visitors to the school
- Getting assistance when reversing any vehicle with restricted rear visibility (e.g. vans, lorries)

All delivery drivers must report to the School Office before proceeding any further onto school premises.

It is the responsibility of the H&S coordinator to ensure that school minibuses are kept in a safe and appropriate condition. Only drivers with appropriate training will drive the school minibuses.

Any contract transport for carrying staff and/or pupils must be provided by an approved transport company which can demonstrate that its vehicles are properly maintained and suitable for the school's pupils and that its drivers are suitably qualified and competent. In addition:

- Members of staff or other responsible adults (e.g. parents) must accompany pupils at all times
- The responsible person(s) must ensure that the vehicle driver is not distracted by the pupils
- Ensure all vehicles have seat belts which are used and are correctly adjusted before a journey commences

Small numbers of pupils may be transported in staff, or parents, vehicles with due regard for the health and safety of the pupils. In particular:

- Pupils must wear seat belts, or be in safety seating suitable for the size of the child

- Pupils must use an appropriate booster seat if under 135cm tall
- Drivers must be suitably qualified and competent
- Parents of children being transported must have signed the appropriate form giving permission for their child(ren) to be driven by other parents or members of staff

Areas of the school premises in use by contractors must be properly guarded from pupils. Guard rails, screens, and other barriers should be used as appropriate. Contractors are responsible for:

- Ensuring that pupils are excluded from the work area
- Maintaining barriers in a safe condition
- Entering and leaving school premises in a safe manner
- Meeting all the requirements of the Health & Safety at Work Act as it applies to the safety of persons

14. Medical & First Aid Facilities

Accidents and Illnesses:

- In the event of an illness or an accident, first aid should be rendered as far as knowledge and skill permits. The patient should be given all possible reassurances and if necessary removed from danger
- The member of staff on duty should send the child with an accompanying child to the office or staff room for a first aider to assess and treat
- If circumstances indicate, the assistance of a trained first aider or certificate holder should be enlisted
- A current list of suitably qualified staff or other available personnel will be held at the school office
- The School Secretary or appropriate delegate should contact the patient's parent or guardian at the earliest opportunity consistent with proper care of the patient. All injuries relating to bumps on the head will result in notification to parent or guardian
- Serious accidents should be reported to the School Principal /main office who should call an ambulance and the child's parents. All contact numbers are held securely in the school office. Parents are asked to go immediately to the hospital and a member of staff will accompany the child to hospital. Responsibility for the care of the casualty would normally transfer to the attending paramedics but it should be borne in mind that, except in cases of life-threatening emergency, the consent of the parent would be required for most procedures
- A record of all injuries/illness requiring first aid will be logged and kept in on a first aid sheet and kept on file
- Staff should complete an accident sheet if they sustain an injury at work. An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed

15. First Aid

The school has a separate First Aid Policy.

16. Medicines

As a general rule, prescribed medicines will not be administered by school staff. Prescribed medicine provided in its original pharmacy labelled container can only be administered to children where parents/carers provide such medication to the school and request that the school administers it. Reasonable care to ensure that the instructions for administration of the medicine will be expected of the supervising office staff who are first aiders.

It is not envisaged that courses of continuing treatment will be required to be administered during normal school hours. It is expected that where a special administration technique is crucial for

administration of the medicine, such as asthma inhalers, the patient will be conversant with the method. The advice of the First Aid Coordinator can be sought in specific cases.

Whilst every care will be taken to identify children with allergies, it is the responsibility of the parent to inform the School of any known allergies and make all the necessary arrangements with respect to medication.

All medicines prescribed for named pupils will be stored in school with reasonable care with particular reference to appropriateness of conditions and security to avoid accidental dispensing to the wrong patient. Medicines needing refrigeration will be stored in the school office fridge.

In the case of after school clubs, for EYFS and KS1, inhalers and some medication shall be taken with the child to ensure it is accessible if needed. KS2 children's medicine shall remain in the classroom or taken to their activity.

The school will maintain a record of all pupils with a substantive medical condition together with details of that condition and its treatment as they affect staff members.

In the special case of asthma, children may administer their own medication with supervision.

17. General Health Matters

Basic standards of hygiene are observed in the school including common sense precautions in the handling of waste, blood, needles and any other potentially contaminated material. Personal protection of staff and others in contact with potential infective material is provided where appropriate and use of disposable gloves and safe disposal of waste should follow acceptable guidelines.

Any member of the school community known to be afflicted by any potentially infectious condition should in confidence be made known to the School Principal. In consultation with the parents (in the case of a pupil) and the First Aid Coordinator, the risks to the patient and also other members of the school should be evaluated in the context of school activities. Appropriate precautions and arrangements will be instituted in regard to contacts and management of the condition.

The school takes very seriously the need to safeguard the health and welfare of all our staff. We also pay particular attention to the assessment and prevention of work-related stress, complying with health and safety law. If a member of staff is experiencing stress at work, (s)he should inform the School Principal without delay.

The school will not tolerate violence, threatening behaviour or abuse directed against school staff. If such incidents do occur the school will take the matter very seriously and take action and call the police. We will prosecute anyone committing acts of violence or displaying threatening behaviour on the school premises.

All potentially harmful substances including cleaning agents must be kept in a secure location inaccessible to children. Tools, ladders and maintenance equipment should be suitably protected and is the responsibility of the S&F Manager to minimise the likelihood of unauthorised use which may compromise safety to pupils or employees.

A "Pupils' Annual Update" form is used to maintain an up-to-date record of:

- Address and emergency numbers
- Medical conditions & allergies
- General permissions regarding school activities and medicines

18. Fire and Emergency Procedures

Prevention of Fire

Procedures for dealing with hazardous and inflammable substances and other sources of fire are dealt with elsewhere. All users of the school premises and grounds must comply with those procedures in order to minimise the risk of fire. A document detailing hazards, Exits and other matters as required by the Fire department is held in the School office.

Fire-fighting equipment is provided by the school at the locations shown in the Appendices.

All employees should be conversant with:

- The different types of extinguisher
- The fires for which they are suitable (and in particular the types of fire for which they are not suitable)
- How to use them to tackle a fire

Procedures

In the event of a fire or other emergency situation:

- The person discovering the fire should sound the alarm by using the nearest 'break-glass' alarm
- All rooms should be evacuated using the route displayed in each classroom (See Appendices) or by some other route if the preferred route is compromised
- Emergency services should be summoned by the School Office (or any other person in her absence) by using the 999 service. On internal phones dial 999
- Once evacuated it is important that no person enters the school premises until clearance is given by a member of the emergency services
- The School Principal or senior member of staff will be positioned in the Assembly area at the head of the class columns and will remain there until all persons are accounted for or until the emergency services arrive, whichever occurs first
- The School Secretary is responsible for bringing class registers, staff signing-in book and visitors' book to the Assembly Point
- Class teachers must, on arrival at Assembly Points, immediately take a roll call and convey the result to the School Principal or senior staff member present
- The Principal or senior member of staff present is responsible for collecting roll call details from staff and conveying that information to the emergency services personnel immediately on their arrival

It is the duty of all members of staff to be competent in these procedures and to carry them out in the event of a fire, making due allowance for the circumstances prevailing at the time.

Fire Drills

All persons using the premises and grounds on a regular basis will have the opportunity to practise the procedures through regular fire drills:

- Fire drills will be held approximately six times in any 12 month period
- The first drill will be held as soon as practicable in the school year
- Except for the first drill of the academic year, all drills will be held without warning
- Drills will be held at different times of the day in order to ensure that problems related to particular times (e.g. assembly, breaks, lunch) do not occur
- Some drills will be based on a notional seat of fire, with 'danger areas' identified and marked

Each fire drill will be reviewed by the Health & Safety Coordinator and the School Principal to identify any possible additions or improvements to the procedure.

19. Maintenance of the School Environment

Heating and Ventilation

In order to provide a healthy environment, air should be constantly circulating and changing. Ventilation should be arranged such that a good circulation is achieved, whilst maintaining room temperature above 16°C.

Corridors must, as far as is practicable, be kept clear of obstructions.

Stairs and steps must be kept clear of obstructions at all times.

As appropriate, the facilities manager will check the external temperature and adjust the heating such that, by 0930 the temperature exceeds:

- 16°C in all classrooms (measured 1 metre from the floor)
- 13°C in corridors and cloakrooms
- 10°C in halls

Class teachers should check that classroom temperature meets the required level; for comfortable working.

At least once each term, class teachers should check that:

- All opening windows will open
- Opening and closing can be achieved safely and easily, in order that ventilation may be readily provided when required
- Windows, when opened, do not constitute a hazard
- Any windows which are not satisfactory should be reported immediately to the H&S Coordinator, who will take immediate action to correct the problem

All personnel should be constantly alert for potentially hazardous situations related to the use of mobile heaters.

Paraffin and free-standing LPG heaters should be avoided and, if used, must be in a well ventilated environment.

All heaters must be placed clear of combustible items and checked at least daily to ensure that they remain so.

Surfaces in the vicinity of radiant heaters should be regularly checked by class teachers to ensure that they are not becoming over-heated.

The Facilities Manager will:

- Arrange for the school boiler to be serviced regularly by a competent engineer
- Ensure that the boiler room is, at all times, free of combustible materials
- Ensure that freedom of access to the boiler and its control mechanisms is maintained at all times

20. Sanitary arrangements

The school will ensure that the sanitary and washing facilities will meet at least the minimum standards required by the Health & Safety at Work Act.

There will be sufficient lavatories, urinals and wash basins for the average number of staff and pupils using the premises. They will be conveniently located.

Each pupil will have an allocated space for storing equipment (e.g. school bag, shoe bag) and hanging a coat.

The cleaning staff will check weekly that the facility is in good condition and will report any damage to the School Principal.

Such damage will be repaired within two days, unless it represents a potential or actual hazard, when it will be repaired immediately.

The school will ensure that the sanitary and washing facilities will meet at least the minimum standards required by the Health & Safety at Work Act.

There will be sufficient lavatories, urinals and wash basins for the average number of staff and pupils using the premises. They will be conveniently located.

Drinking water will be available to all staff and pupils in appropriate locations.

21. Cleaning

Daily, the Facilities Manager will check, and renew where necessary:

- Soap and appropriate towels at all wash basins
- Toilet paper
- Maintain the school at a reasonable standard of general cleanliness.
- Ensure the proper disposal of waste etc.

The Facilities Manager will check at least once per term that:

- All toilets are in good working order and are in good condition
- All toilet partitions, doors and locks are in good condition
- All wash basins are in good condition
- Hot and cold water is available at all wash basins
- Plugs, waste pipes, tap washers of all wash basins are working properly

22. Lighting

There should be adequate lighting levels in those parts of the school in regular use by employees, pupils and visitors. The minimum level of lighting is that defined by the HSE.

Windows will be cleaned (inside and outside) at regular intervals.

Artificial lighting will be checked regularly and any failed bulbs reported as soon as practicable to the caretaker.

Bulbs must be replaced as soon as possible.

Other suspected malfunctions must be rectified as soon as practicable.

23. Physical Education & Games

Duty of Care

It is particularly important in the area of P.E. and Games that all teaching and supervisory staff act *in loco parentis*, with the proviso that they are supervising a number of children.

They must select activities which are compatible with prevailing weather and ground conditions and the age and competence of the children involved.

They must guard against any danger from rough play, negligence, malicious intent or fault howsoever occasioned.

In the conduct of games, members of staff and/or supervisors must pay particular attention to dangers created by the conduct of the sport, such as:

- Close fielding in cricket/rounders
- The need for shin pads when playing football with studded boots
- Dangerous tackling in football and rugby
- Close marking in hockey and netball

24. Equipment & Clothing

P.E. equipment will be inspected at least once each year by the P.E. staff and passed as fit for use.

Any apparatus identified as faulty at any time during use will be immediately removed from service and repaired.

The School Principal will be notified of these actions.

Pupils are expected to wear clothing suitable for the activity being undertaken.

Where the P.E. staff are not satisfied with the standard of clothing, the pupils will not be allowed to take part. If, in the opinion of the P.E. staff, it is safe to do so, pupils may take part in bare feet.

Personal kit must be stored on pegs in a way which does not impede movement in the event of an emergency.

25. Sports Areas

Staff must check any area to be used before pupils are allowed in/on to it to ensure that it is safe to use.

Any items which will respond to maintenance should be reported to the caretaker, who will take action as appropriate.

Serious problems will be reported to the School Principal and dealt with immediately by the caretaker.

Minor items will be dealt with by the Facilities Manager as soon as is practicable.

26. School Visits

All school visits will be organised following the guidelines set out in the Educational Visits Policy document.

Although a teacher will not be required to perform any duty outside of school hours beyond that necessary for the smooth working of the school, any who volunteer to do so are bound by the conditions of the Act and the policies and procedures of the school.

As for P.E. all teaching and supervisory staff act in *loco parentis*, with the proviso that they are supervising large numbers of children and cannot, therefore, be responsible for maintaining total Surveillance over all children.

In order to provide the maximum level of care:

- Complete a risk assessment form and have this passed by the School Principal in advance of the visit
- The ratio of pupils to adults will never be greater than 10:1

When travelling from school to the venue whilst using contract transport, staff will be responsible for:

- Ensuring that drivers are not distracted by the actions of the children
- That no damage is caused to the vehicle
- That all children use seat belts in the correct manner
- Whilst crossing roads, staff will ensure that all children cross as a single group (i.e. they must await permission to cross) only when it is safe so to do in an orderly fashion quickly, but without running

At least one member of staff will precede children in order to collect them at the far side of the road.

27. Hazards

COSHH - General

The regulations cover substances in the following categories:

- Substances labelled by suppliers as "very toxic", "toxic", "harmful", "corrosive" or "irritant".
- Substances for which a maximum exposure is specified
- Micro-organisms used at work that constitute a hazard to health
- Dust, of any kind, if present in high concentrations
- Any substance not included above which constitutes a comparable hazard to health

COSHH - Provisions and Record keeping

All substances stored in the school and coming within the terms of the COSHH regulations will be recorded. The school will maintain records, as required by the legislation, using the appropriate form (See Appendices), a copy of which will be placed in/near the place where the substance is normally stored.

Staff are responsible for familiarising themselves with the content of these forms and for taking such precautions as are indicated.

The School Principal & Chemistry teacher will maintain records.

In order to control exposure all staff, including particularly cleaning staff, using substances covered by this legislation will:

- Ensure that all products are diluted to the strength recommended by the manufacturers
- Wear long sleeved impervious gloves for all wet work, or, if gloves are not practicable, a barrier cream
- Never mix products, particularly bleach products which may react to produce chlorine
- Wear eye protection when appropriate, such as when using oven cleaners

Any products which come in contact with the skin must be washed off immediately.

Eyes must be washed in copious amounts of water and medical assistance sought.

Hands must be thoroughly washed, rinsed and dried at the end of each work session.

28. Electrical Safety

General

The school will be working in accordance with the Electricity at Work Regulations as applied to schools.

These make it mandatory to carry out certain tests of electrical equipment at periods of not more than five years. Where wiring is exposed and/or exists in a hostile environment, this period should be reduced to three years. These must be conducted by a competent person.

Inspection Regulations & Portable Appliance Testing

Any new wiring must be inspected and tested by the caretaker before power is applied.

Any equipment found to be faulty in use must be immediately taken out of use and given to the caretaker to ensure that it does not inadvertently come back into use. The caretaker will, depending on the nature of the fault, either repair the item or report it to the Headteacher as unrepairable.

Records of tests will be maintained for every appliance affected by these regulations, using the forms shown in the Appendices.

29. Gas

All gas appliances will be maintained according to the manufacturer's specification by a CORGI contractor. If there is any indication of a gas leak, the emergency procedures detailed earlier will come into force.

Notwithstanding regular maintenance schemes, the caretaker will check for leaks at the beginning of each school term.

Date	Position	Name of reviewer	Date of next review
July 2018	Headteacher	Mr D Shandley	July 2019
July 2018	Security and Facilities Manager	Mr M Gooch	July 2019
July 2018	CEO	Mr A Khan	July 2019