

Our Lady's Preparatory School, Nursery and Holiday Club

Health and Safety Inspection/Procedure Routine

Our Lady's Preparatory School and Nursery employ the services of Mentor Health and Safety Nat West Bank as professional advisor and insurers in matters of Health and Safety.

Yearly:

Contractors to inspect and service all fixed playground and inside gym equipment.
Contractors to inspect and service fire fighting equipment.

Termly:

Headmistress, Deputy Head, Day Nursery Manager and Maintenance Man to make a thorough inspection of buildings and grounds paying special attention to playground equipment and outside play surfaces. Notes should be made of any areas likely to need attention before the end of term and a schedule of repairs agreed with the maintenance man. Any major work should be reported to the Trustees and arrangements made for quotes to be obtained from approved contractors so that work can be arranged in the holiday time. Floor coverings to be inspected for signs of wear, special attention to the stairs and entrance halls.

Half Termly:

Headmistress, Deputy Head, Day Nursery Manager and Maintenance Man to take a tour of the school ensuring good housekeeping is being maintained particularly in communally used areas such as the hall e.g.: storage/positioning of chairs, gym equipment, movable notice boards etc. At this time it should be noted that all fire fighting equipment is in its correct position and available in case of emergency.

The above inspections should be recorded along with any action required.

Weekly:

Headmistress and/or Deputy Head should speak with the maintenance man and discuss any likely areas of concern. Work to be carried out should be prioritised in order of safety and agreed with the maintenance man.

Daily:

All staff must take care to follow the correct procedures when carrying out their duties. At all times the safety and protection of the staff and pupils must be considered. Any accidents/incidents must be recorded in the correct way and the Headmistress or Deputy Head notified as necessary. All staff should report any accidents or wear and tear resulting in damage to property that may cause a piece of equipment or area of the school to be unsafe by speaking to the Headmistress, Deputy

Head, Day Nursery Manager or Maintenance Man, this should **also** be written on the Maintenance Man's white board located in the school office.

Immediate Action:

If any member of staff is aware of any incident or areas that may cause a safety hazard it is **their** responsibility to take action to avoid any injury to an adult or child. This should not be ignored in the hope that someone else will deal with it. Spilt fluids must be mopped up immediately and the wet area marked to avoid slips, particularly on hard surfaces.

Electrical Equipment:

The Maintenance Man is responsible for Portable Appliance Testing and all electrical equipment brought into the school must be tested prior to use. Clear records must be kept and updated as necessary.

Pest/Vermin Control:

A contract is in place to deal with this problem and the Maintenance Man should liaise with the company as necessary.

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*Created May 2005
H.R. September 2008
Revised Helene Robinson Headmistress 4-9-09*