



RED HILL SCHOOL

SAFETY STATEMENT

STATEMENT OF POLICY

The Board of Management of Red Hill School is committed to its obligations under the Department of Education and Science, Board of Management of National Schools, Constitution and Rules of Procedures to manage the school on behalf of the Patron, The Rehab Group and to ensure the Rules of National Schools, agreed procedures and relevant legislation is complied with.

The Board of Management of Red Hill School is committed to protecting the safety, health and welfare of its employees, pupils and others who may be affected by our school activities.

Red Hill School will comply with the Safety, Health and Welfare at Work Act of 2005 including Schedule 3, General Principles of Prevention and Regulations, and any relevant applicable legislation, codes of practice or safe practice recommendations. The safety statement shall be based on an identification of hazards and assessment of the risks to safety and health of employees and others who may be affected by the activities of Red Hill School.

Red Hill School will comply with Public Health and Department of Education Guidelines in relation to the Covid-19 pandemic. Red Hill School Response Plan details all practices and protocols in place and is subject to on-going review. (Risk Assessment) The Board of Management of Red Hill School are committed to on-going monitoring of safety performance and continuous improvement in area of health and safety.

A copy of the safety statement is available on the shared drive and in the policy folder at reception.

The safety statement will be reviewed periodically to ensure that it remains

relevant and appropriate to the school. It will be reviewed following significant changes and at least annually.



Staff/employees are invited to contribute to the improvement of safety, health and welfare at Red Hill School through communication to the Principal/Deputy Principal and by recording relevant information in the maintenance book available at reception.

Details of safety arrangements specific to the school shall be documented. The school shall have its own risk assessment which will be relevant, up-to-date and specific to the risks of the school.

The allocation of responsibilities for safety and the arrangements and resources being deployed to implement this safety statement are outlined in this document.

The success of the safety statement depends on co-operation from staff/employees. It is important that all staff are familiar with the arrangements for safety and health and should incorporate these as an integral part of their work tasks .

Red Hill School is committed in so far as is reasonably practicable to providing a safe and healthy work environment for all staff, Pupils, volunteers, visitors and others who may be affected by our operations.

Signed  Date: 

Chairperson Board of Management

ORGANISATION: BOARD OF MANAGEMENT OF RED HILL SCHOOL

The members of the Board of Management of Red Hill School are

Chairperson: __Mr._Val Real

Secretary: __Ms. Elaine Benson Ryan

Treasurer: __Ms. Lisa Haugh (Patron Rep)

Principal: _ Ms. Elaine Benson Ryan

Other Board Members

Dr. Emer Ring

Mr. Mark Casey

Ms. Paula Purcell

Mr. Seamus Roche

Mr. Alan Hynes

APPROVAL, AMENDMENT, REVIEW AND CIRCULATION

This Statement was approved by the Board of Management of Red Hill School on 29th June 2010, Date Reviewed: March 2013, November , March 27th 2017. November 24th 2020

This policy statement was reviewed by the Board of Management of Red Hill School on 24th of November 2020. Amendments will be made to this Statement as circumstances dictate and as new hazards are identified and risks assessed. The Statement will be reviewed at least annually to ensure that it continues to meet the needs of Red Hill School.

Copies of this statement will be available to all staff. A copy will be made available by the Board of Management for inspection by volunteers and by other appropriate persons.

OVERVIEW OF THE HEALTH AND SAFETY MANAGEMENT STRUCTURE

Red Hill School has a safety management structure in place to ensure effective safeguards and control arrangements are in place and adequate consultation, information and training take place.

Safety training needs are identified and catered for under various safety training programmes.

The Principal and Staff are allocated specific responsibilities and duties, as outlined in this safety statement.

Consultation between employer and staff is facilitated. Staff may make H&S representations to management.

All accidents, near-miss accidents and incidents are documented and recorded and trends are analysed on a monthly basis.

Staff/Employee co-operation is encouraged and emphasized in order to ensure success of the policy.

Sufficient resources are allocated to ensure the implementation of the safety Policy.

RESPONSIBILITIES

Board of Management

The primary responsibility for maintaining safety and health in Red Hill School rests with the Board of Management(BOM), Principal and the Deputy Principal whose post of

responsibility includes Health & Safety. Their responsibility is to ensure that all staff, visitors and contractors adhere to the safety rules outlined in this statement.

The Board of Management will ensure that, in so far as is practicable, the highest standards of safety shall prevail and that, at a minimum, the provisions of the Safety, Health and Welfare at Work Act, 2005 are applied.

Specifically, the Board of Management wishes to ensure so far as is reasonably practicable:

- that all staff and volunteers under the control of the Principal are fully aware of their responsibilities for safety and health in so far as it affects them and others who may be affected by their acts or omissions.
- Ensuring that all accidents/dangerous occurrences and incidents are promptly recorded and investigated and, where appropriate, corrective actions are taken. the design, provision and maintenance of all places in a condition that is safe and without risk to health.
- Ensuring that staff receive safety training appropriate to the risks to which they are exposed.
- Ensuring that records are kept of all meetings relating to safety and health the design, provision and maintenance of safe means of access to and egress from places of work.
- the provision of systems of work that are planned, organised, performed and maintained so as to be safe and without risk to health.
- the provision of instruction to staff on proper lifting and handling techniques.

- The provision of instruction and support to staff when supporting pupils who present with behaviors that challenge.
- The provision of such information, instruction, training and supervision as is necessary to ensure safety and health at work of its staff/employees.
- the provision and maintenance of suitable protective clothing or equivalent as necessary to ensure the safety and health at work of its staff/employees.
- the preparation and revision as necessary of adequate plans to be followed in emergencies, e.g. fire drill, injuries etc.
- the safety and prevention of risk to health at work in connection with use of any article or substance.
- the provision and maintenance of facilities and arrangements for the welfare of staff at work.
- obtaining where necessary, the services of a competent person for the purpose of ensuring the safety and health at work of its staff.
- Ensuring the Statement is regularly revised to reflect changing conditions and new regulatory impositions.
- the provision of arrangements for consultation with staff on matters of Health and Safety.
- The Deputy Principal has day to day responsibility for H&S as described in her Post of Responsibility

The Board of Management recognises that its statutory obligations under legislation extends to staff, pupils, any person legitimately conducting school business and the public.

The Board of Management of Red Hill School will ensure that the provisions of the Safety Health and Welfare at Work Act, 2005 are adhered to.

DUTIES OF STAFF

It is the duty of every staff member while at work:

- to take reasonable care for his/her own safety, health and welfare and that of any person who may be affected by his/her acts or omissions while at work,
- to co-operate with his/her employer and any other person to such extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions,
- to use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or anything provided (whether for his/her use alone or for use by him/her in common with others) for securing his/her safety, health or welfare while at work.
- to report to the Health & Safety Post Holder/ BOM without unreasonable delay, any defects in plant, equipment, place of work, or system of work, which might endanger safety, health or welfare, of which he/she becomes aware.
- No person will intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or anything provided in pursuance of any of the relevant statutory provisions or otherwise, for securing safety, health or welfare of persons arising out of work activities.
- Staff /employees will, by using available facilities and equipment provided, ensure that work practices are performed in the safest manner possible.

RESOURCES

In order to fulfil its obligations on health and safety issues, the BOM will provide the necessary resources, including:

- Appropriate facilities and time off for staff or other representatives to consult on safety issues with the Principal.
- Facilitate leave if required for the safety representative to gain the necessary knowledge to allow him/her to fulfil his/her obligations under the Safety, Health and Welfare at Work Act 2005.
- Where necessary the services of competent external consultants.

CONSULTATION & INFORMATION

It is the policy of the Board of Management of Red Hill School:

- to consult with staff in the preparation and completion of the Health and Safety Statement.
- to have a copy of the Safety Statement available in each classroom (z:drive) and from the reception to all present and future staff,
- that any additional information or instructions regarding Health, Safety and Welfare at work not contained in the document will be conveyed to all staff as it becomes available,
- that Health, Safety and Welfare will form an integral part of any future staff training and development plans.

HEALTH AND SAFETY COMMITTEE

The Health and Safety Committee (Principal & Deputy Principal) will monitor and co-ordinate the implementation of the health and safety policy of Red Hill School.

Role of the Health and Safety Committee:

- To monitor reports and trends and agree action plans
- To develop, review and revise health and safety policies and procedures
- To monitor the implementation of the Safety Statement
- To review accident and incident reports.
- Review specific serious accidents or dangerous occurrences as appropriate
- To review safety and health suggestions or solutions from management and /or staff.
- To receive and discuss reports on existing current safety training programmes for staff
- To review and discuss draft policy documents in relation to safety and health in the work place

TRAINING

It is the policy of the BOM to provide the training on matters of health and safety to appropriate staff to ensure that:

- Red Hill School fully complies with the requirements of the Safety, Health and Welfare at Work Act 2005.

- Tasks entrusted to staff or volunteers are appropriate having due regard to health and safety issues, qualifications and experience.
- Training will be provided (where appropriate/available) in the following areas:
 - Manual Handling
 - First Aid
 - Role of Health and Safety Representative
 - Fire Safety
 - MAPA
 - Training in the Administration of emergency medications, i.e. Buccal Medazolam, Epipen etc.for a group of staff- (approximately 8 staff members)

Staff/Employees are required to attend and participate in training as provided and implement fully the training recommendations in their day to day practice.

Training needs will be revised from time to time to reflect the changing working environment, introduction of technology, machinery etc.

WELFARE

Red Hill School is committed to providing in so far as is reasonably practicable and in accordance with the General Applications Regulations 2007 the highest standard of welfare facilities for staff.

Staff are obliged to respect all facilities provided and report any unusual hazards and risks that may arise in the school.

Sanitary Facilities: Suitable toilet and washing facilities are available in Red Hill School.

FIRST AID

Red Hill School provides and maintains first aid equipment. There are first aid boxes at reception, in Cypress class and on the school bus.

EMERGENCY PROCEDURES

The BOM maintains suitable fire and emergency procedures for the school.

Responsibility for developing and maintaining these procedures rest with the BOM.

Please see separate emergency evacuation plans.

Evacuation alarms, signs, emergency lighting, notices and other aids are provided and maintained as deemed appropriate. Fire extinguishers are placed in prominent positions and are tested and maintained in accordance with the installer's recommendations.

ACCIDENT & INCIDENT REPORTING

Red Hill School is committed to the prevention of incidents and ill-health to its staff whilst at work, and others affected by our activities (including pupils, visitors and relevant others)

- All incidents that occur in Red Hill School, on Red Hill School property or during external organized school activities during scheduled working hours should be reported, no matter how small the consequences.
- Incidents must be recorded promptly on the Red Hill School 'Incident Report Form'.

Staff who sign the Incident Report Form are baring witness to its contents.

- Reporting should be as per the relevant policies of Red Hill School, i.e. Behaviours of Concern and relevant Circulars.

- In cases of an incident occurring which requires urgent medical attention, an ambulance shall be called immediately. The Principal/Deputy Principal on duty will determine if this is necessary
- Where an accident has resulted in a significant injury or occurred as a result of alleged defective equipment or property or unsafe practices, the Principal or person in charge shall notify the Health and Safety Manager by phone the day of the incident. The Principal will also notify the Chairperson.
- The person in charge shall go to the scene of the accident, carefully note the condition of the scene i.e. what is observed at the scene of the incident (wet or dry floor, time floor last cleaned, relevant weather conditions, housekeeping conditions etc). He/She will also check and confirm the accuracy of details entered onto the incident report form and document any of his/her own observations or comments.
- The Principal/Deputy Principal shall implement any corrective actions required arising out of the incident investigation
- In accordance with health and safety legislation, any accident at work involving staff absences of more than 3 consecutive scheduled working days or any fatality arising from an accident at work, shall be notified to the Health and Safety Authority on a specific form (form IR1). These types of accidents shall also be reported to the insurance company.
- Failure to report accidents and dangerous occurrences as soon as possible is an offence under Section 77 of the 2005 Safety, Health and Welfare at Work Act
- All injured staff must be reviewed by a medical doctor.

Injured staff shall be relieved immediately of their duties and the person in charge will arrange for transport to the doctor or hospital.

- For injuries involving pupils, visitors or members of the public, which is directly related to the workplace or a work activity, that results in the person requiring medical treatment, irrespective of its seriousness is reportable to the Health and Safety Authority.

Behaviours that Challenge:

Clear detailed information on all students shall be available prior to admission to the school.

All assessments should be completed in line with Red Hill School policies and procedures.

It is the Policy of the Board of Management to ensure a detailed risk assessment is in place.

Behavioural support plans as appropriate should be designed and implemented to support an enhanced quality of life for the students and to minimise and reduce behaviours that challenge where possible.

Full and comprehensive recording and reporting of any behaviours that challenge incidents that pose a risk of injury, harm or ill-health to staff, students, the person themselves or others is essential.

Specific behavioural support plans, guidelines and procedures, as agreed by the Board of Management and the appropriate clinical support person(s), are to be followed in the event of incidents of behaviours that challenge.

Training in working positively and proactively in supporting and working with students who present with behaviours that challenge shall be provided.

The following steps must be followed in the event of a significant incident and/or injury:

The incident should be reported to the Principal/Deputy Principal within 24 hours

Where necessary, immediate medical assistance should be sought. The person in charge should arrange an ambulance in event of an emergency or transport to a doctor/hospital, as appropriate.

Where a physical injury has occurred, the Principal/person in charge shall ensure that the injured party attends a medical doctor, even if the injured staff member is reluctant to do so.

The relevant external partners linked to the care of the students may need to be informed of the incident and to help support any changes to the support/ service arrangement.

The relevant Health & Safety Manager should be notified of all challenging behaviour incidents, in line with Rehab Group reporting responsibilities.

The Principal must ensure that the incident is clearly documented on the *Red Hill School Accident and Incident Report Form* as soon as possible after the event.

The injured party should document a 'statement of account' detailing the sequence of events (including the build up to the incident and the immediate aftermath of the incident) as soon as he/she feels able to do so. Assistance to complete this will be given, if required.

Clear concise witness accounts must be obtained from all witnesses as soon as possible, when appropriate.

Additional support measures, including referral to the Occupational Health Service Provider, (Medmark) Management support and appropriate debriefing, will be provided, as required.

Staff should be encouraged to access the Employee Assistance Programme also where relevant. Inspire. Contact Details of Inspire are posted in the staff room of Red Hill School.

HAZARD IDENTIFICATION AND RISK ASSESSMENTS

The following section will identify hazards and associated risks presented to staff of Red Hill School and others affected by our activities. Control measures have been put in place to minimise or eliminate the risks. Staff are requested to read these carefully and follow the safe work practices outlined in the following pages.

The staff and Board of Management at Red Hill School will complete risk assessments ([Appendix1](#)) to identify particular hazards present, and implement control measures necessary to manage such risks using this section as a reference tool.

The Board of Management in consultation with the staff will review and make recommendations on the elimination of Hazards.

SPECIFIC HAZARDS

1. Fire

It is the policy of the Board of Management at Red Hill School to ensure that:-

- A fire risk assessment has been completed. (Green Folder)

Control Measures:

- The school has, and maintains a “fire safety file”.
- there is an adequate supply of fire extinguishers which will deal with any type of fire.
- all fire equipment is identified and regularly serviced.
- regular fire drills take place; two times a year or more often as deemed necessary.
- fire alarms are clearly marked.
- signs will be clearly visible to ensure visitors are aware of exit doors.
- Where practicable all electrical equipment to be unplugged or turned off outside office hours and when offices are vacated for lengthy periods
- an assembly area is designated outside the school building, Locations - beside the activity trail and exit gates in main forecourt
- those leaving buildings/classrooms should let someone know.
- exit signs are clearly marked.
- The teacher in each class is responsible for fire drills and evacuation procedures.

- the school and equipment have been checked by a fire officer/engineer and all recommendations made by him/her have been implemented.

2. Electricity

It is the policy of the Board of Management at Red Hill School to ensure that:-

- A risk assessment has been completed. Periodic Inspection is in progress.

Control Measures:

- All electrical installations and repairs shall be carried out by a competent person.
- Only approved equipment installed by a competent person shall be used and all equipment should be used according to manufacturer's instructions.
- All electrical equipment should be observed for loose or damaged plugs, sockets, leads or cables. Staff should report any such observations to the H&S officer in the school, Deputy Principal and record in the maintenance book.

3. Access and Egress

It is the policy of the Board of Management at Red Hill School to ensure that:-

- A risk assessment has been completed for safe access and egress. Fobbed front door, external doors and gates.

Control Measures:

- Emergency exits shall be kept clear and unobstructed at all times
- Entrances and exits shall be clearly marked
- Adequate external lighting is provided.

- The area at the rear of buses should be kept clear of obstructions at all times.
- Care shall be exercised at all times by those driving busses or other vehicles on the property.

4. Slip, Trips and Falls

It is the policy of the Board of Management at Red Hill School to ensure that:-

- A risk assessment has been completed for the above: (slips, trips and falls)

Control Measures:

- Floors will not be polished or made slippery (or specify a non slip polish).
- That washing of floors is conducted after school hours to ensure, as far as is reasonably practicable, elimination of danger of slipping.
warning signs regarding wet floors will be used.
- school bags and outer clothing are stored neatly so as not to cause a hazard

5. Machinery

It is the policy of the Board of Management of Red Hill School that:

- Machinery, maintenance/gardening equipment are used only by contracted persons. (this is as distinct from equipment used by students in the sensory garden, mud kitchen and other curricular activities)

6. Chemicals

It is the policy of the Board of Management of Red Hill School that all:

- chemicals, detergents etc., be stored in clearly identifiable containers bearing instructions and precautions for their use and kept in a locked area, i.e the sluice room, and protection provided for use when handling them.

As per Public Health Guidelines sanitising solutions etc. are available in every room in the school, the Covid-19 Response Plan details their safe use and storage.

Visitors/Contractors

- Persons coming onto the school premises must identify themselves clearly and sign in when gaining admittance to the school premises. All contractor/visitors should make direct contact with the Principal, or Vice-Principal before initiating any work on the school premises and will be Garda Vetted if working during school hours.
- The contractors safety statement and plan of work must be submitted to the property manager prior to commencing work at the school.
- Contractors must have appropriate Insurance cover and submit same prior to commencing work.

It is the policy of the Board of Management of Red Hill School to

- minimise sound pollution - room to room, yard to room etc.
- When people are working on the premises with drills or other loud implements they must wear protective ear muffs. Where such work is taking place which constitutes any threat to Health and Safety the school will be closed or the work will not take place during school hours.
- All flammable, toxic and corrosive substances must be kept in the locked press/room provided. All the above substances must be clearly and accurately labelled at all times.

Manual Handling

- The Intimate Care Policy and Behaviours of Concern Policies of Red Hill School incorporate manual handling training
- Staff are facilitated to discuss specific/relevant scenarios during training with the professional trainer.
- All care staff must be trained in safe manual handling techniques.
- When a child who needs to be lifted is enrolled in the school, suitable support services must be provided, arrangements made and training provided for the lifting of the child in order to minimise risk of injury to staff.

Medication

It is the policy of the Board of Management of Red Hill School to ensure that:

- All medications, drugs etc., to be kept in a proper medication cabinet, locked at all times, key to which is kept in a secure and safe place. *The school's policy in regard to the administration of medication to pupils should be referred to.*

The Code of Behaviour

The Code of Behaviour and Behaviours of Concern Policies in the school provides for a level of behaviour to minimise personal risk or stress to any staff member.

Access to staff is by consent

When the staff member feels at risk from or threatened by a particular person on school property, this must be drawn to the Board of Management's

attention. The Board of Management will undertake to ensure that in such circumstances all appropriate measures will be taken to protect staff/employees.

APPENDIX 1

Safety Inspection Checklist – Circulation Areas. All staff:

1 Passages

Observe that:

- floor surfaces are even and are not slippery;
- passages are adequately lit;
- litter or rubbish has not been allowed to accumulate;
- mats, etc, are not positioned in such a way as to be tripping hazards;
- steps are not worn or broken or slippery
- there are no areas of loose, flaking or damaged paint, plaster or plasterboard.

Any observations to the contrary are reported to the Deputy Principal and where appropriate recorded in the maintenance book.

2. Doors and Windows

Observe that:

- doors are unobstructed;
- doors with a fire resistance requirement have wire reinforced glass;
- there are no doors with:
- loose or broken hinges;
- damaged or sticking catches;
- broken wood panels or glass panels;
- loose or stiff handles;
- doors are not allowed to swing freely without restraint;

- windows are not broken or cracked;
- windows open easily without undue force being applied;
- windows do not jut out dangerously when open;
- windows are cleaned regularly;
- windows do not have broken fastenings or cords;
- where necessary, a window pole is available.

Any observations to the contrary are reported to the Deputy Principal and where appropriate recorded in the maintenance book

3.HEATING AND VENTILATION

Observe that:

- the heating system is regularly serviced and maintained in good order.
- the heating system is adequate to comply with the requirements of circular 24/82;
- where there are large areas of glass facing direct sunlight, there is provision for shading, e.g. Venetian blinds; tinting
- windows can be easily opened to allow for adequate ventilation.

4 FIRE SAFETY

Observe that:

- the fire exits and escape routes are clear from obstructions;
- fire doors are kept unlocked and unobstructed whilst people are on the premises; (mag lock system in place)
- all designated fire exits are clearly marked;
- evacuation procedures are clearly displayed;

- staff and children are familiar with evacuation procedures;
- staff are familiar with and have been adequately trained in the procedure to be followed when using fire-fighting equipment;
- there have been practice evacuations/fire drills held at least once per term;
- fire doors open outwards and are not held or wedged open;
- fire extinguishers and fire blankets are checked and maintained in accordance with manufacturer's instructions;
- the fire- fighting equipment available is that recommended by the local authority's fire officer and is located in accordance with the fire officers recommendations;
- the fire alarm system is tested at regular intervals whilst the school is in session to ensure that it works and is audible in all parts of the building;
- flammable substances e.g. cleaning fluids, photocopying chemicals etc, are stored correctly, away from any sources of heat.

5. ELECTRICAL EQUIPMENT

Off the shelf items only, any additional electrical works are completed by competent contractors. Any noted electrical anomalies are recorded in the maintenance book by the staff member who observed it and reported to Deputy Principal. Visually observe

- leads and flexible cable are securely fixed at both equipment and plug ends.

Hygiene

Check that the following are available:

- soap
- hand drying facilities

- hot water
- toilet paper
- litter bin per classroom
- provision for disposal of sanitary towels
- safe, suitable, sufficient and properly cleaned sanitary facilities.

Any observations to the contrary are reported to the Deputy Principal and where appropriate recorded in the maintenance book.

Outside Areas

Observe that:

- there are no uneven/broken/cracked paving slabs;
- outside steps are secure, with a firmly fixed handrail;
- roofs, guttering, drain pipes etc. are, as far as can be seen, sound and well maintained;
- mains isolating switches are easily accessible and known to staff;
- on/off indicator lights function correctly;
- equipment incorporating heating has a thermal safety cut-out in addition to a thermostat;
- all items of electrical equipment are properly and regularly maintained and serviced.

Any observations to the contrary are reported to the Deputy Principal and where appropriate recorded in the maintenance book.

6 FIRST AID

Check that:

- notices are posted in prominent positions detailing:
 - name/s of first aider/s;
 - location of first aid boxes;
 - procedure for calling ambulances etc;
 - telephone number of local doctor, gardai, hospital.
- first aid boxes are readily available and adequately stocked with,
 - a card with general first aid guidance;
 - a supply of individually wrapped sterile adhesive dressings;
 - sterile eye pads, with attachments (e.g. standard dressing);
 - triangular bandages (preferably sterile, but if not, sterile
- covering appropriate for serious wounds should also be included);
 - safety pins;
 - selection of medium, large and extra-large sterile medicated
- dressings;
 - disposable gloves;
 - crepe and roller bandages;
 - cotton wool;
 - forceps or tweezers and scissors;
 - antiseptic cream.
- the first aid record folder is readily available and kept up-to-date.

7 GENERAL PURPOSE CLASSROOMS

look again at sections 1-4;

Observe that:

- hazards are not arising from overcrowded classrooms;
- all cupboards, fixed whiteboards, display units are stable;
- classroom furniture is not damaged;
- wherever possible, there are no sharp edges or corners on the furniture;
- furniture is positioned safely;
- all shelf mountings are secure.

Any observations to the contrary are reported to the Deputy Principal and where appropriate recorded in the maintenance book.

8 HOME ECONOMICS FACILITIES

Observe that:

- safety rules are clearly displayed in the skills room;
- the layout of the skills room is such as to allow safe access/exit/circulation, bearing in mind the numbers of pupils accommodated;
- first aid box is accessible to staff;
- floors are in good condition and are non-slip;
- working surfaces are in good condition and are impermeable;
- the refrigerator are operating within safety temperature ranges and are only used for the storage of foods;

- there is a wash basin with hot water, soap, nail brush and disposable towels for washing hands prior to handling foods;
- all cleaning materials and other potentially dangerous substances are stored correctly, clearly labelled and the shelf life is known and kept in check.

Any observations to the contrary are reported to the Deputy Principal and where appropriate recorded in the maintenance book.

9. GYMNASIA AND HALLS

Check that:

- first aid box is easily accessible;
- floors are clean, even and non-slip;
- all brackets securing ropes, wall bars etc. are sound;
- PE equipment is stacked securely and positioned so as not to cause a hazard;
- there is a regular routine for inspecting furniture, floors, apparatus, equipment and fittings;

Any observations to the contrary are reported to the Deputy Principal and where appropriate recorded in the maintenance book.as per the Red Hill School Covid Response Plan the gym is currently not in use by students.

10 NON-TEACHING AREAS

Offices

Observe that:

- substances for use with photocopying/duplicating machines are stored correctly, and that the room where photocopying/duplicating machines are operated is adequately ventilated;

Kitchen Areas

- the kitchen/dining area is kept clean;
- the kitchen floors are sound
- first aid box is available in the kitchen area;
- equipment is adequately guarded.

Boiler Rooms

- there is no combustible waste stored in boiler rooms or elsewhere (e.g. oily rags);
- all safety devices in the boiler room are in proper working order;
- the boiler is regularly maintained by a competent person;

External areas/Play areas

- all play areas, especially sand pits, are kept clean and free from glass;
- outside play/PE appliances are securely anchored;
- holes for goalposts, netball posts, tennis posts are covered when posts are not in position;
- outside lighting works and is sufficient;

- all parking facilities for cars and cycles are safe in regard to the presence of pedestrians;
- all builders' materials, caretakers' maintenance equipment etc, are kept securely.
- all cleaning materials, particularly those which might be hazardous, are securely stored;

Any observations to the contrary are reported to the Deputy Principal and where appropriate recorded in the maintenance book.

Staff Facilities

- the staffroom is clean, warm and well lit;
- there are adequate storage facilities for personal belongings, books etc;
- the staffroom is large enough for the numbers to be accommodated and sufficient seating is provided, both with upright chairs and tables.
- there is provision for tea and coffee to be made;
- staff sanitary facilities are suitable, sufficient and properly cleaned.

Any observations to the contrary are reported to the Deputy Principal and where appropriate recorded in the maintenance book. For the duration of the Red Hill School Covid 19 Response plan, staff facilities are being provided for in the existing staff room, the Skills Room and the gym. Provision of staff sanitary facilities remains unchanged but subject to cleaning regime as per Covid 19 Response plan.