



## **Boulevard Primary Partnership - Health and Safety Policy**

### **1. Statement of Intent**

The Governing Body (Boulevard Primary Partnership) will take all steps within its power to meet its responsibilities under the Health and Safety at Work Act and other health and safety legislation relating to its activities.

This Health and Safety Policy describes our organisation and arrangements for the management of health and safety within the School. It should be read in conjunction with the Council's Health and Safety Policy Statement.

### **2. Organisation**

#### **2.1 Responsibilities of Governing Body**

The BPP Governing Body will:

- (i) formulate a Health and Safety Policy setting out the responsibilities and arrangements for ensuring safety in the School. It will comply with the Council's Health and Safety Policy Statement; The Education Service's organisation and arrangements and Codes of Practice and Codes of Safe Working Practice. It will be reviewed annually.
- (ii) implement new arrangements as necessary;
- (iii) provide appropriate resources from within the School's delegated and devolved budgets to implement the arrangements set out in this policy and, in particular, ensure that health and safety implications are taken into consideration when setting priorities (e.g. premises and equipment maintenance, staff training);
- (iv) receive from the Headteacher, or other members of staff as appropriate, reports on health and safety matters and report to the LEA, or other external body as appropriate, any hazards which are their responsibility, or which the Governing Body is unable to rectify from its own resources;
- (v) seek appropriate specialist advice from the LEA and/or others on health and safety matters where the Governing Body is not fully competent or where additional advice could usefully be sought;
- (vi) promote high standards of health and safety in the School.

## **2.2 Duties of All Employees**

Most of the day-to-day responsibility for health and safety matters will be delegated to employees, e.g. the Headteacher. All employees should:

- take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work;
- co-operate with their employer in all matters of health and safety, so as to enable the law to be complied with;
- not intentionally or recklessly interfere with, or misuse, any equipment or fittings provided in the interests of health, safety or welfare;
- report to their line manager any serious and immediate danger to health and safety;
- report to their line manager any shortcomings in the arrangements for health and safety;
- follow instructions when using any machinery, equipment, dangerous substance or safety device;
- only use equipment when satisfied that they are competent to use it.

The Headteacher should, in general, report to the Governing Body.

Disciplinary action may be taken against anyone disregarding safe working practices.

## **2.3 Responsibilities of Headteacher or site manager, when duty is delegated by Headteacher:**

- (i) have overall responsibility for implementing the School's health and safety arrangements as assigned by the Governing Body;
- (ii) be the focal point for day-to-day references on health and safety at the school and give advice or indicate sources of advice;
- (iii) report to the LA hazards which cannot be rectified immediately or from within the resources of the Governing Body;
- (iv) stop any misuse of equipment etc. (Specialist advice may be obtained from the Health and Safety Officer or relevant Advisory Service);
- (v) arrange for any employee, or other person, strongly suspected of being drunk or under the influence of a prohibited substance during working hours to be escorted from the premises, and initiate disciplinary action as appropriate;
- (vi) ensure that instructions from the Local Authority on health and safety matters are reported to the Governing Body and/or implemented as appropriate;
- (vii) seek specialist advice on health and safety matters when necessary.

## **2.4 Responsibilities of Other Employees**

Individual responsibilities are included in job descriptions in order to assist personnel selection and training;

### **3. Arrangements**

#### **3.1 Fire and Other Emergencies**

3.1.1 Emergency procedures exist covering a range of situations which will or may arise.

These documents will be kept in the positions indicated.

| <u>Type of emergency procedure</u> | <u>Location(s)</u>   |
|------------------------------------|--|
| 1. Fire Evacuation Procedure       | All classrooms and major areas   |
| 2. First Aid Procedure (SW)        | Staff room (DB) Medical room   |
| 4. Lockdown                        | Headteacher's Offices, Staff Room, classrooms (including the LAB) and shared areas |

3.1.2 In an emergency a responsible person is to clear the area of people, take appropriate immediate action, e.g. close doors, isolate services, call emergency services and summon the **Headteacher or senior member of staff** to arrange follow-up action.

3.1.3 Once emergency procedures have been put in hand the **Headteacher or senior member of staff** will report the circumstances by telephone in accordance with the procedure outlines below:

#### **IN AN EMERGENCY**

- 1. CALL THE EMERGENCY SERVICES ON 999 (OR 112), IF APPROPRIATE**
- 2. CONTACT THE HEADTEACHER ON 07816 235584**
- 3. CONTACT THE COMMUNITY ALARM CENTRE (INCIDENT MANAGEMENT TEAM) ON 01908 311773**
- 4. CONTACT MK GROUP SECURITY (EMERGENCY KEYHOLDERS) ON 01908 226235 OR 01908 316999 (if necessary)**
- 5. REFER TO THE IMMEDIATE INCIDENT CHECKLIST AND ACTION COMMENCING ON PAGE 2 OF THE BUSINESS CONTINUITY PLAN**
- 6. IN THE EVENT OF THE NEED FOR TOTAL EVACUATION OF SITE, PUPILS AND STAFF WILL PROCEED TO SOUTHWOOD or DOWNS BARN SCHOOL FOR SHELTER. OFFICE STAFF IN CONSULTATION WITH MK COUNCIL WILL DECIDE ON BEST WAYS TO INFORM PARENTS.**

**The School Incident Management Team will comprise Headteacher, Site Supervisor and Chair of Governors**

## **ACTIONS / CHECKLIST FOR THE SCHOOL INCIDENT MANAGEMENT TEAM (SIMT)**

1. Immediately inform Chair of Governors, Janet MacLean 01908 605968 (home) 01908 208655 (work), 07411537930 (mobile).
2. If the incident is a major one necessitating school closure e.g. Fire, Flood, and Building Failure: Follow the instructions given on the MK Emergency School Closure Procedure a copy of which is held by Head.
3. If the school needs closing the Head is to log onto the MK Council website and close the school according to the instructions given on the Emergency School Closure Procedure. The Head also to log onto the school website and post a notice accordingly.
4. Inform Capital Development Team on 01908 254722 / 252065 / 254138.

FIRST PRIORITY: in all hazardous situations is the safety of people, their removal from danger, care and the application of first aid.

SECOND PRIORITY: call the emergency services where necessary.

THIRD PRIORITY: safeguard premises and equipment, if possible.

- 3.1.4 Headteacher is responsible for providing the police with emergency telephone numbers for use if an emergency occurs outside of School hours.
- 3.1.5 Fire drills are held termly and are initiated by the site supervisor, Steve Roe.
- 3.1.6 Details of the positions of the following isolation points (water, electricity, gas) are kept by the site supervisor.

### **3.2 Fire Prevention and Detection Equipment Arrangements**

- 3.2.1 Site Manager is responsible for initiating the test of the following systems and completing the record sheets which are kept in the places indicated below:

| <u>System Type</u>           | <u>Location of Test Records</u> |
|------------------------------|---------------------------------|
| 1. Fire Alarm                | Site Supervisor's store room    |
| 2. Emergency Lighting System | Site Supervisor's store room    |
| 1. Smoke/Heat Detection      | Site Supervisor's store room    |

- 3.2.2 The site supervisor is responsible for conducting a visual inspection of fire-fighting equipment.
- 3.2.3 ISE fire products is responsible for conducting the annual test of fire-fighting equipment.

### **3.3 Hazard Reporting, Risk Assessment and Safety Signs**

- 3.3.1 **All employees and governors** should report hazards of which they become aware by means of an exercise book in Steve Roe's tray.

3.3.2 The site supervisor, in consultation with the Health and Safety representative, is responsible for initiating a risk assessment and any remedial action decided upon, including the provision of safety signs which comply with the regulations where necessary.

### **3.4 First Aid**

3.4.1 Relevant staff at Southwood and Downs Barn have been trained with First Aid, or Paediatric First Aid according to need.

3.4.3 On expiry of certificates or when an employee needs to be trained the school will make the necessary arrangements

3.4.4 The names of current first and emergency aiders are displayed in the staff room in the medical file (DB) and in the medical room (SW)

3.4.5 First aid boxes are kept in the shared areas at Southwood and in the Nursery and KS1 shared area at Downs Barn

3.4.6 Travelling first aid boxes are kept in the staff room (DB) and medical room (SW).

3.4.7 A termly check on the contents of boxes will be made.

3.4.8 Use of first aid materials and deficiencies should be reported to office staff who will arrange for replacements.

3.4.9 First aid record books are kept in the LAB, Shared Areas and Lunch Duty Box at Downs Barn and in the Shared Areas and Medical Room at Southwood

Details of contact numbers for the nearest hospital casualty department and other medical services are available from the staff room (DB) and office (SW).

### **3.5 Accident and Dangerous or Violent Incident Reporting and Investigation**

3.5.1 An employee who has had, or if not possible, witnesses an accident or dangerous or violent incident, or to whom one is reported, will make an entry in the accident report book which is kept in the office as soon as practicable afterwards.

3.5.2 Accident reports should be drawn to the attention of and counter-signed by the Headteacher or a manager. Where they are found to be caused by faulty plant, equipment, premises or unsafe systems of work they will act to remove or isolate the hazard until the necessary modifications or repairs can be made. In the event of a serious accident they will report the accident in accordance with the Council's procedures (using the Milton Keynes reporting system for Downs Barn and RIDDOR for Southwood).

### **3.6 Entering and Leaving the Premises**

3.6.1 The site manager is responsible for opening and securing the building as necessary. The procedure is set out (including disarming of intruder alarms where appropriate) in the site supervisor's office.

- 3.6.2 During periods of severe weather, arrangements for maintaining safe access to, from and within the premises are determined by the Headteacher in consultation with the site supervisor, the health and safety representative and the chair of governors

### **3.7 Maintenance of Premises and Housekeeping**

- 3.7.1 All corridors, passageways, gangways, outdoor grounds and school boundaries should be kept clear of rubbish and obstructions - the site supervisor will make a daily check. All employees are required to co-operate with decisions taken as a result of this check.
- 3.7.2 An employee encountering any damage or wear and tear of the premises, including safety signs which may constitute a hazard should report to the site supervisor.
- 3.7.3 Defective furniture should be reported to the site supervisor
- 3.7.4 The site manager, in consultation with the Headteacher and office staff, is responsible for ordering repairs which are the School's responsibility, e.g. replacement of damaged glazing, under the delegated budget and /or LMS arrangements.

3.7.5 Schools with devolved budgets

The site manager should report to the Headteacher who in turn reports to Resources Committee, who are responsible for determining the programming of structural maintenance works, having taken into account the works identified in the Council's annual inspection. The site manager is responsible for making arrangements for dealing with asbestos in compliance with the Council's policy, in particular when arranging adaptations or improvements.

### **3.8 Adaptations or Improvements to Premises (Buildings and Grounds) - Self Help Schemes**

- 3.8.1 The Headteacher is responsible for submitting proposals to the LA and for gaining the necessary approvals before work starts. This includes work financed by an external body or PTA.

### **3.9 Training**

- 3.9.1 The health and safety rep will draw health and safety responsibilities and the Council's and school's health and safety arrangements to the attention of employees as part of their induction training
- 3.9.2 The INSET Co-ordinator is the Headteacher, who will identify health and safety training needs in consultation with the employees concerned. This may be for teaching staff only or for all staff. If teaching staff only, health and safety training needs of non-teaching staff will be identified by the site supervisor
- 3.9.3 The Headteacher is responsible for the School's training plan. It may be included in the School Development Plan.

- 3.9.4 Where certificates of competence are required for potentially hazardous activities Mrs Gregory/Mrs Hornshaw is responsible for keeping records of training undertaken, the validity of certificates and for arranging refresher training when necessary.
- 3.9.5 Employees who feel that they have need for health and safety training of any kind should notify the Headteacher in writing.
- 3.9.6 The health and Safety representative is responsible for reviewing the effectiveness of health and safety training.

### **3.10 Work Equipment**

#### **3.10.1 Specific Risks**

The following equipment has been identified as likely to involve a specific risk to health and safety and its use, inspection and repair is therefore restricted to:-

| <u><b>Risk Assessment</b></u>                                  | <u><b>Use/Operate/Inspect</b></u> |
|--|-----------------------------------|
| 1. Access Equipment<br>(e.g. ladders, mobile access platform)  | Site manager                      |
| 2. Caretaking and Cleaning<br>Equipment (including hand tools) | Site manager                      |
| 3. Grounds Maintenance<br>Equipment                            | Contractor                        |
| 4. PE and Play Equipment                                       | Sports coach and class teachers   |
| 5. Technology Equipment  | Class teachers                    |
| 6. Art and Design Equipment                                    | Class teachers                    |
| 7. Stage Lighting Equipment                                    | Headteacher, Class teachers       |
| 8. Mobile Staging, seating, pianos                             | Headteacher, Site Manager         |
| 9. Portable Electrical Appliances                              | Class teachers                    |

#### **3.10.2 Portable Electrical Appliances**

Person responsible for fitting replacement or new plugs and checking fuse rating before they are brought into use is Site Supervisor

### **3.11 Safety Inspections**

3.11.1 Health and safety inspections of premises will take place at least once every term. They will be initiated by Resources Committee. The nominated person will conduct the inspection jointly with the School's health and safety representative(s) if possible.

### **3.12 Provision of Information**

3.12.1 Business Manager is responsible for distributing all health and safety information received by the School from the LA or elsewhere and for the maintenance of a health and safety information reference system.

3.12.2 All employees have been informed of existing information held on the School site relevant to them by the Health and Safety Representative and have signed to confirm they have read and understood them. New employees will be informed of all relevant health and safety information as part of the induction process.

3.12.3 All health and safety documentation is kept in or with the Health and Safety Handbook which is kept in the office and is readily available for reference by all employees. The exception is where information is more appropriately kept at a particular location (eg risk assessments for the use of hazardous substances). In such cases, the site supervisor will inform the relevant employees of the location and information kept on these files

3.12.4 All new health and safety information received will be kept on the appropriate file. The Resources Committee will decide on the circulation of each document. The health and safety noticeboard is sited in the staffroom and has an abstract of the Health and Safety at Work Act 1974 in place.

### **3.13 Curriculum Planning (e.g. Educational Visits, Work Experience)**

3.13.1 Particular activities requiring the approval of specific persons are identified as follows:-

Educational visits including overnight stay Headteacher, chair, LEA

Educational visits (not including overnight stay) Headteacher/ Governing Board

Work experience placements – Deputy Headteacher

### **3.14 Dangerous Substances**

3.14.1 Inventories of dangerous substances used in the School are maintained by the following employees,

Site manager

Cleaning Materials

### **3.18 Waste Management and Cleaning Arrangements**

3.18.1 Waste is collected daily by site manager who will arrange for its safe storage in appropriately sited secure containers. **All employees** are responsible for reporting



accumulation of waste, or large items of waste that require special attention to the site supervisor who will arrange for its disposal.

- 3.18.2 All employees are responsible for arranging to clear up spillages which occur whilst they are in charge of the area concerned. Other spillages or leaks should be reported to the site supervisor who will arrange for them to be dealt with.
- 3.18.3 Hazardous materials or substances require special procedures for disposal. **All employees** are responsible for ensuring that hazardous substances are disposed of safely and in accordance with the appropriate risk assessment sheet. Advice may be sought from the site supervisor.
- 3.18.4 The site manager is responsible for informing the Waste Authority of any items of general waste to be collected by it but not covered by the general waste agreement with the LEA.
- 3.18.5 The general cleaning of the school is carried out by the 2 cleaners (DB) and 4 cleaners (SW) and in their absence by the site manager.
- 3.18.6 An employee who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to the site manager who will assess whether the arrangements can be changed.

### **3.19 Use of Premises Outside School Hours**

- 3.19.1 Office Manager/Business Manager is responsible for co-ordinating lettings of the premises in accordance with the lettings procedure.
- 3.19.2 The site manager is responsible for informing other users of the building of the presence of any hazards which they may encounter and how the risks have been controlled.
- 3.19.3 The site manager or keyholder is responsible for checking that the premises are left in reasonable order by other users before locking up.

### **3.20 Safety Representatives and Safety Committees**

- 3.20.1 An employee appointed as a safety representative by his/her association or trade union is required to inform the Headteacher. He/she will be offered facilities in accordance with the Authority's Code of Practice.

### **3.21 Visitors and Contractors**

- 3.21.1 **All visitors and contractors** should report to reception. They will
  - (i) identify a contact person;
  - (ii) issue an identification badge
  - (iii) provide them with relevant health and safety information;
  - (iv) remind them of their duties to the school community (if applicable e.g. contractors)

3.21.2 Visitors will be invited to sign the visitor's book and will be informed of this request.

3.21.3 An employee seeing an unidentified person should act in accordance with agreed procedures.

3.21.4 The School will normally use contractors on the Council's approved list, where one exists. If a contractor not on a Council approved list, where one exists, the office manager or site manager are responsible for vetting the firm to ensure that it is competent and capable of undertaking the work and complies with relevant legislation, including the Health and Safety at Work Act.

3.21.5 Responsibility for liaison with contractors is as follows:

- |  |                 |
|--|-----------------|
| ▪ Building Cleaning                      | site supervisor |
| ▪ Building Maintenance and Improvements. | site supervisor |
| ▪ Grounds Maintenance                    | site supervisor |
| ▪ Catering                               | office staff    |

3.21.6 The risk assessment for the cash handling arrangements in the school is undertaken by the office manager.

### **3.22 Supplies (Purchasing/Procurement and Deliveries)**

3.22.1 The Governing Body will comply with the Code of Safe Working Practice on the Purchasing and Procurement of Supplies and Deliveries.

Office administration staff, members of MLT and the Site Manager are authorised to place orders for supplies and/or to accept gifts or donations to the School. They must satisfy themselves that the supplies and arrangements for their receipt and use do not compromise the health and safety of employees, pupils and visitors.

They will also assess any revenue implications of the necessary maintenance of donated items.

3.22.2 Deliveries of goods will be reported to the school office.

3.22.3 Arrangements for the safe movement and storage of supplies will be made by

Site manager                      Movement

Site manager                      Storage

### **3.24 Visits and Recommendations of Enforcing Authorities eg HM Inspectors of Factories (HSE), LEA Safety Officers, Environmental Health Officer**

3.24.1 Notification of visits and recommendations should be given to the Headteacher who will (i) co-ordinate action (ii) report matters requiring authorisation/action to the Governing Body or LEA.

### **3.25 Display Screen Equipment**

3.25.1 Office administration staff and members of MLT are classified as users of display screen equipment and an assessment will be made by a competent (i.e. trained) assessor of their workstations. They will be entitled to a regular eye test.

3.25.2 The Health and Safety Representative is responsible for carrying out the risk assessment.

3.25.3 The site supervisor is responsible for initiating action required as a result of the assessment.

### **3.26 Noise**

3.26.1 **An employee** concerned about the noise levels at work should report the matter to the Health and Safety representative who will arrange for remedial action or for an assessment to be made by the **Health and Safety Officer**.

### **3.27 Smoking**

3.27.1 The Governing Body has prohibited smoking in the School and in vehicles under its control.

3.27.2 All job applicants will be informed by Headteacher of the no smoking policy.

3.27.3 No Smoking signs will be displayed in the School wherever appropriate, determined by the Health and Safety Representative.

### **3.28 Administration of Medicines**

3.28.1 The office manager is responsible for deciding whether to agree to requests for the administration of medicines to pupils.

3.28.2 Records of requests for the administration of medicines to pupils which the School has agreed to meet are kept in the medical file.

### **3.29 Vehicles**

3.29.1 Employees who are required to use their private vehicles for official business are responsible for gaining authorisation from the Headteacher or office manager (prior to the first use of any vehicle). They will ensure that the driver has a valid licence and that the vehicle is roadworthy and fitted with a suitable seat belt for each passenger. The school has insurance for staff to use their cars on school business.

### **3.30 Bullying/Harassment**

3.30.1 The School's policy on behaviour (including bullying) is kept in the staffroom and the Headteacher's office.

3.30.2 Records of bullying incidents and action taken are kept by the Headteacher

### **3.31 Insurance**

3.31.1 In addition to the insurances arranged by the County Council for all LEA maintained Schools, the Governing Body has decided to arrange the following additional cover – car insurance

### **3.32 Audit, Review, Performance Measurement and Action Plan**

3.32.1 The Headteacher is responsible for sending a copy of the School's Health and Safety Policy to the Council.

3.32.2 The Resources Committee is responsible for carrying out:

- (i) an annual review of the policy and its implementation in the School;
- (ii) a performance measurement exercise and;
- (iii) including action for improvements in the appropriate development plan.

Employee absence statistics (i.e. non-confidential) for the purposes of performance measurement are kept in the office.

### **3.33 Lone Working**

3.33.1 Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office

3.33.2 Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

If an adult is alone in either school building, they must ensure they have their mobile phone with them at all times and they must ensure they have informed another adult that they are working in the school and which area they are working in. If this is a regular occurrence, they need only say that this will happen regularly and will inform an adult if there are changes to the arrangement. The lone worker will ensure that they are medically fit to work alone.

3.33.3 The penultimate person to leave the school must inform the last person that they are now alone.

### **3.34 Risk Assessments**

3.34.1 Risk Assessments will be written for all trips carried out involving schoolchildren, following the information in the Trips and Visits Policy and the Milton Keynes Off-site Trips and Visits guidance.

3.34.2 Risk assessments will also be written for any hazardous events or areas in school, outlining any potential hazards and how potential threats will be minimised.

3.34.3 Risk assessments will also be written for adults in need of adjustments due to health conditions, such as pregnancy, a recent medical operation or procedure, or an ongoing medical condition.

**Please also refer to the following linked policies:**

- **Child Protection Policy**
- **Behaviour Management Policy**
- **Trips and Visits Policy**
- **Dignity at Work Policies**
- **Disciplinary Policies**

**APPENDIX 1 – HOT WORKS PERMIT**

**For all operations involving flame, welding, hot cutting or hot work of any natures  
This permit is valid only for the job described and the timescales provided**

**Description of work**

|  |
|--|
|  |
|--|

**Location of Work**

|                        |             |                 |  |
|------------------------|-------------|-----------------|--|
| <b>School</b>          | <b>Room</b> | <b>Location</b> |  |
|                        |             |                 |  |
| <b>Date/s required</b> | <b>From</b> | <b>To</b>       |  |
|                        |             |                 |  |

**Contact Details**

|             |  |                |  |                  |  |
|-------------|--|----------------|--|------------------|--|
| <b>Name</b> |  | <b>Company</b> |  | <b>Telephone</b> |  |
|-------------|--|----------------|--|------------------|--|

|                                 |  |                          |  |
|---------------------------------|--|--------------------------|--|
| <b>Potential Hazards</b>        | <input type="checkbox"/> Oxygen enrichment <input type="checkbox"/> Oxygen depletion <input type="checkbox"/> Toxic Gas <input type="checkbox"/> Explosive Gas<br><input type="checkbox"/> Bio Hazard <input type="checkbox"/> Poor lighting <input type="checkbox"/> Heat <input type="checkbox"/> Noise<br><input type="checkbox"/> Tripping/falling/striking objects<br><input type="checkbox"/> Other- provide details |                          |  |
| <b>Control Measures</b>         | <input type="checkbox"/> Hazard / equipment Isolated <input type="checkbox"/> Department staff informed<br><input type="checkbox"/> Protective equipment required - specify:   |                          |  |
| <b>Other Identified Hazards</b> |  | <b>Controls Measures</b> |  |

**Mandatory Safety Requirements** *(See reverse for further guidance)*

**Actioned**

|   |  |
|---|--|
| All areas to be checked and combustibles removed or protected before commencement of work |  |
| All areas to be screened, protected, roped off as necessary and warnings signs displayed  |  |
| All systems associated with the work to be isolated, inclusive of smoke alarms            |  |
| Fire extinguisher suitable for task available   |  |
| Building Facilities Manager notified  |  |
| Area to be checked/inspected for combustion <b>1 Hour</b> after completion of work        |  |

**Person/s entering work area**

|  |  |
|--|--|
|  |  |
|  |  |

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|--|--|--|--|

|                     |  |      |  |
|---------------------|--|------|--|
| Permit requested by |  | Date |  |
| Permit granted by   |  | Date |  |

**What is ‘Hot Works’?**

All temporary operations involving open flames or producing heat and/or sparks, this includes, but is not limited to, Brazing, Cutting, Grinding, Soldering, Thawing, and Welding.

**VALIDITY**

**Hot works permits are only valid the duration detailed.**

**HOT WORKS CHECKLIST**

- The Permit form guides you through the requirements, this is additional guidance.
- Sprinklers and hose streams in service/operable. (Where applicable)
- Hot Work Equipment in good condition (e.g., power source, leads, torches, etc. must be inspected prior to use to ensure they are fit for purpose)
- Multi-purpose fire extinguishers (2) readily available.
- Operative must be competent to use the fire extinguisher
- Contact to be made with the School Site Manager to ensure the fire alarm system is protected / isolated as appropriate.

**REQUIREMENTS WITHIN THE WORK AREA**

- Area to be checked for combustible materials which must be removed before work can commence, this can include paper, cardboard, dust, lint, debris, flammable liquids and oily deposits. Floors swept clean.
- Combustible flooring and other combustible surfaces must be protected with heat protection mats, or other suitable materials.
- All wall and floor openings covered.
- Walkways protected beneath hot work.
- Explosive atmosphere in area eliminated.
- Flammable liquids / gas cylinders removed from work area or stored appropriately
- Area to be screened, protected and safety signs displayed

**WORK ON WALLS OR CEILINGS**

Combustibles moved away from other side of wall.

**FIRE WATCH/HOT WORK AREA MONITORING**

Fire watch must be provided during and for a period of 1 hour after work, including any coffee or lunch breaks, remember that adjacent surfaces need to be checked. (Walls, ceiling voids etc.)

**COMPLETION OF WORKS AND FIRE WATCH**

Ensure that any fire alarms protection devices have been removed and returned.

