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The Board of Directors of St Chad's Catholic Primary school recognise and accept their responsibility for making appropriate provisions for the health and safety of all persons using the school facilities.

This Health & Safety Policy, its supporting documentation and arrangements for implementation will meet our legal obligations and contribute to our objectives relating to continuous improvement on health and safety performance.

We are committed to high standards of health and safety and expect all staff to be familiar with the contents of this policy.

## **Policy Statement**

### **1.1 Scope**

This policy is specific to St Chad's Catholic Primary School and any off-site educational visits. It is supported by policies of other relevant organisations such as the Local Education Authority [LEA], Direct Service Organisations and Contractors working on site.

The Health and Safety processes will be integrated with the daily management of the school and will be continuously developed, maintained and implemented via a comprehensive series of documents, which will include: -

- i Policy Statement
- ii Organisation
- iii Arrangements for Implementation
- iv Working Policy Documents
- v Subject specific Guidance periodically issued by the Department for Education (DfE) and the Health & Safety Executive (HSE).

The policy recognises the legal duties and responsibilities owed to all users of the site and seek to develop standards, which are required by law as a means of contributing to the overall performance of the school by reducing accidents, injuries and ill health.

## 1.2 **Aim**

To provide the highest possible standard of Health and Safety, commensurate with the operation of a primary school.

## 1.3 **Objectives**

It is the responsibility of St Chad's Catholic School's Board of Directors through the Head Teacher and staff, in so far as it is reasonably practicable, to ensure that systems are in place, which will deliver a safe place of work for employees, pupils and visitors. Equally it is the duty of all employees to co-operate with the employer on health and safety matters. The employer expects each employee to take reasonable care of their own safety and that of others either under their supervision or who may be affected by their actions. The main objectives of this policy will apply as far as reasonably practicable and are as follows:

- i To establish and maintain a safe and healthy environment throughout the school.
- ii To establish and maintain safe working procedures among staff and pupils
- iii To make arrangements for ensuring safety and avoiding risks to health in connection with the use, handling, storage and transporting of equipment, articles and substances.
- iv To ensure the provision of sufficient information, instruction and supervision to enable everyone to avoid hazards and contribute positively to their own health and safety at work.

- v To maintain safe access and egress and separate movement of vehicles and people on site as far as is practicable.
- vi To ensure, as far as reasonably practicable, that educational visits are undertaken as safely as possible.
- vii To formulate procedures for application in case of fire and other emergencies including plans for the safe and effective evacuation of the school premises.
- viii To lay down procedures to be followed in case of accidents.
- ix To ensure that employees are trained to the appropriate level to fulfill their health and safety responsibilities.
- x To monitor and review the effectiveness of health and safety systems with a view to continuous improvement.
- xi To ensure that staff are aware of the importance attached to Health and Safety and that management may invoke the School Disciplinary Policy in the event of non-compliance with the requirements of this Policy.

## PART II. ORGANISATION

The Management of Health and Safety in Schools requires the school staff, Board of Directors and the LEA to work together to achieve the required objectives.

### 2.1 The Board of Directors

The Academies Act 2010 gives governing bodies important powers and duties in controlling school premises and managing schools including health, safety and welfare responsibilities towards employees, pupils and visitors.

#### 2.1.1 In particular the Board of Directors is responsible for:

- i Ensuring that the Health and Safety Policy is implemented and monitored within the school;
- ii Ensuring that the school has considered its health and safety obligations and has made provision for meeting these obligations.
- iii Ensuring that the school has a clear written and signed policy statement. The policy will ensure that the school's staffing structure appropriately reflects the responsibilities for carrying out the arrangements of Health and Safety. From time to time Directors will satisfy themselves that the policy is appropriate and being implemented as agreed;
- iv Receiving health and safety information distributed by the HSE and DFE and ensuring that proper arrangements are made within the school for complying with any requirements;
- v Ensuring that regular reports of accidents and dangerous occurrences are prepared by the Head and sent to the H&S Committee, and in some cases HSE as well, and that any resulting alterations to working practices and procedures are implemented;
- Vi Ensuring that health and safety issues concerning the school are identified, decisions are taken and that effective action is carried through.
- vii Ensuring co-operation with any H&S inspection and providing information on request from officers of The 'Office for Standards in Education, Children's Services and Skills' (OFSTED), Inspectors of the Health and Safety Executive (HSE) and Health & Safety Adviser of the LEA.
- viii Ensuring that conformity to safety standards for goods purchased and equipment installed are fit for purpose;
- ix Ensuring that procedures exist for checking that any items offered and

parts of premises for use are safe;

- X Ensuring that school journeys are arranged and properly supervised in accordance with the school Journey's Policy;
- xi Ensuring that suitable health and safety provision is made for pupils with special needs in discussion with the staff involved;

#### 2.1.2 Planning and setting standards, which include:

- i Ensuring hazards are identified, risk assessments are undertaken and standards are set to achieve health and safety objectives.
- ii Ensuring clear plans for coping with sudden emergencies are developed and maintained.
- iii Developing a positive health and safety culture.
- iv Ensuring that a training plan is developed which: -
  - a Enables appropriate training to be provided to employees so that they can fulfill their health and safety responsibilities.
  - b Provides induction training for new employees including temporary, part time and supply staff.
  - c Staff is consulted by the management on Health and Safety matters.

## 2.2 Head Teacher's Responsibilities

The day-to-day responsibility for all school health, safety and welfare organisation and activity rests with the Head Teacher, who will:

- i Work in conjunction with the Board of Directors to revise and update on a continuing basis the Health and Safety Policy.
- ii Make clear any duties in respect of health and safety, which are delegated, to members of staff.
- iv Ensure that problems in implementing the health and safety policy are reported to the Board of Directors.
- v Ensure arrangements are in place for risk assessments of the premises and working practices to be undertaken, recorded and reviewed on a regular basis, and also ensure that the Head is kept informed of accidents and hazardous situations.

- vi Arrange annual review of the working documents and systems, which support the policy, such as: -
  - a Emergency procedures
  - b Provision of first-aid in the school
  - c The risk assessments,
  - d Educational visits

and make appropriate recommendations to the Board of Directors.
- vii Ensure that all known hazards are reported and stop any practices or the use of any plant, tools, equipment etc. considered to be unsafe, until satisfied as to their safety.
- viii Review regularly the dissemination of health and safety information in the school staff, paying particular attention to newly appointed and temporary staff, volunteer helpers and other users of the premises.
- ix Report to the Board of Directors
  - 1 annually on the Health and Safety performance of the school
  - 2 To secure funding for any identified Health & Safety costs
  - 3 On any Health & safety issues of concern

### **2.3 Major Risk Areas**

- 1 Catering Operations
  - i The Catering company are responsible for ensuring that the health and Safety requirements are implemented on a daily basis and will ensure that all catering staff follows the relevant parts of the school policy, especially those relating to emergency procedures.
  - ii The Head Cook/Chef will advise the Site Manager and/or the Head Teacher of any health and safety concerns immediately on identification.
- 2 Contractors
  - i Contractors will have their own health and safety procedures, and risk assessments relating to their activities, which must be followed on site, and in addition they must make themselves and their employees aware of relevant school rules, site hazards, emergency procedures and welfare facilities. They must let the school have their competence details; risk assessments and other relevant documentation if requested.

## **2.4 Classroom Teacher, or Adult in charge of a Class, Obligations**

Class teachers are expected to:

- i check their classroom area is safe
- ii where reasonable check equipment used is safe before use and after use
- iii ensure safe procedures are followed
- iv give clear instructions and warnings to pupils, based on a risk assessment(s) for the activities, as often as necessary
- v report defects in equipment to the Site Manager
- vi Avoid introducing personal items of equipment (electrical, mechanical) into school.
- vii Follow safe-working procedures and carry out the relevant risk assessments.
- viii Ensure classrooms are left in a safe state at the end of lesson

## **2.5 Obligations of all Employees under the Health and Safety at Work Act 1974.**

All employees are expected

- i To be familiar with the school Health and Safety Policy and arrangements to be followed in their own classrooms.
- ii To observe standards of dress consistent and appropriate with safety and/or hygiene.
- iii To exercise good standards of housekeeping and cleanliness
- iv To know and to apply procedures in respect of fire, first aid and other emergencies.
- v To use and not willfully misuse, neglect or interfere with things provided for his/her own health and safety and/or the health and safety of others.
- vi To co-operate with other employees in promoting improved health and safety arrangements in the school.
- vii In the event of an incident to co-operate with the Trade Unions Health and Safety Representatives and the officers of the Health and Safety

Executive or the LEA.

- viii To report all accidents, defects, dangerous occurrences and near misses and safety concerns to the Site Manager/ Headteacher.

## 2.6 **Site Manager Responsibilities**

- i Have general responsibility for the application of the school's health and safety policy to their own area of work (e.g. Fire, water, asbestos, work equipment, risk assessments etc.).
- ii To ensure all actions arising from inspections, audits etc form part of the school maintenance plan and adequate priority is assigned to areas of key risk in the school.
- iii will ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training, supervision, to enable themselves and any other employees and pupils to avoid hazards and contribute positively to their own health and safety, as part of the schools health and safety training requirements.
- iv Will, where appropriate, ensure relevant advice and guidance on health and safety matters is sought.
- v Manages, and oversees, contractors coming on-site in the school.

## **PART III. ARRANGEMENTS FOR IMPLEMENTATION**

### **3.1 Distribution of Health and Safety Information**

- i Risks are managed using risk assessments and then discussed and communicated with those involved in the activities.
- ii The master copy of the Safety Policy, Risk Assessments, COSHH Assessments, Working Documents, Codes of Practice and guidance will be kept in the school office. Staff are encouraged to refer to these documents and seek advice whenever they are considering health and safety issues.
- iii All permanent staff will be expected to familiarise themselves with the contents of the Health & Safety Policy. Any temporary staff will have access to the Health and Safety policy and the related documentation. All are briefed on joining the school as to their H&S responsibilities.
- iv The Head and the Site Manager will issue updates, new guidance and approved revisions as soon as they become available.
- v All new staff including part time, temporary and supply staff will be sign posted to the H&S Policy and will receive induction training, which will include relevant health and safety issues.
- vi The Health & Safety Law poster is displayed on the notice board in the staff room.

### **3.2 Accidents, Dangerous Occurrences and Near Misses**

- i Immediate first aid  

Accidents involving injury or ill health effects will be notified immediately to nominated person or the nearest first aider (see appendix 1) to facilitate first aid treatment. Where injuries are serious enough to warrant hospital treatment staff must telephone 999 for an ambulance to transport the patient to hospital, inform the next of kin and the Headteacher.
- ii Internal Reporting and Investigation – Major incidents  

A member of staff who witnesses, or is first on the scene or first to be informed of any major accident, dangerous occurrence or near miss will complete the accident book as soon as possible after the incident. The headteacher will investigate all major incidents reported by staff. Investigations may involve consultation with safety representatives with the aim of identifying the cause and implementing preventative strategies.

iii Compliance with RIDDOR regulations

The Head will comply with the requirements to notify the Health and Safety Executive (<http://hse.gov.uk/pubns/indg453.pdf>) under the "Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

The relevant incident has to be reported to the enforcing authority within 15 days of the incident. In the event of a major injury or fatality the notification must be immediate. [<http://www.hse.gov.uk/riddor/>]

### 3.3 Asbestos

- i It is the policy of the school any material, which contains or may contain asbestos, shall not have any intrusive work of any kind causing the release of fibre into the atmosphere.
- ii The Control of Asbestos at Work Regulations 2002 require that all materials containing or having the potential to contain asbestos will be identified and their location marked. The survey to comply with these requirements, which may be a desktop survey, will be carried out by the Site Manager with support from a competent person when required.

All contractors must check available information before commencing work on site.

### 3.4 Contractors

All Contractors will:-

- i adhere to their own health and safety policies, risk assessments and procedures and will give a set to the school if requested.
- ii report to the Site Manager and sign in at Reception on arrival
- iii comply with the general requirements of the school health and safety policy particularly in relation to emergency procedures
- iv examine asbestos information prior to commencing any work on site
- v comply with the requirements of the Construction (Design & Management) Regulations 2007 where required.
- vi report to the Site Manager and sign out at reception when leaving
- vii seek advice and assistance as needed.
- viii cooperate with the school on all Health and Safety matters.

### 3.5 **COSHH – Control of Substances Hazardous to Health Regulations 2002**

- i The school will carry out the Risk Assessments required under COSHH on all hazardous substances.
- ii In the vast majority of commercially available chemicals the presence of a warning label will indicate whether COSHH is relevant. Such labelling is required under the Chemicals (Hazard Information and Packaging for Supply) Regulations 2002 (CHIP). These Regulations also require the supplier to provide a safety data sheet so that COSHH assessments may be easily carried out.
- iii COSHH also applies to biological agents connected to the workplace e.g. Legionella, dust in harmful concentrations and substances produced in chemical processes.
- iv As a general principle, wherever possible, safer alternatives are considered when purchasing hazardous substances.

### 3.6 **Display Screen Equipment**

- i The Health and Safety (Display Screen Equipment) Regulations 1992 require employers to minimise the risks for staff who habitually use DSE as a significant part of their normal work
- ii Workstation risk assessments will be carried out by the user and those assessments will be analysed by a competent person who will offer the relevant advice.
- iii Eye tests should be paid for, by the school, for those staff falling within the regulations in accordance with the DSE guidance issued by the HSE.
- iv Staff using DSE must ensure that the adjustable elements of their workstation are set to promote ease of use and comfort e.g. screen, mouse and keyboard position, height of seat, avoidance of glare and reflections, etc.

### 3.7 **Electricity at Work**

The Electricity at Work Regulations 1989 requires that electrical installations be maintained to prevent danger.

- i Fixed installations will be inspected and tested at 5 yearly intervals and in the event of a fault developing.
- ii Portable equipment shall be checked in accordance with the guidance issued by the HSE (currently annually)
- iii In addition to the safety checks detailed above all staff using portable

equipment should take notice of the condition of plugs and flexes each time a particular piece of equipment is used and should report any faults identified to the Site Manager.

### 3.8 **Emergency Procedures**

#### 1 **Evacuation**

- ii In the event of a suspected fire and other emergencies, the alarms will be operated but in other cases such as a gas leak emergency contact procedures will operate to evacuate all buildings without sounding the alarms or operating any electrical equipment.
- iii In all cases buildings will be evacuated by the nearest fire exit route that is safe to the approved assembly points identified
- iv The Head and or Site Manager will determine when it is safe to re-occupy the buildings.
- v Any pupil with special needs or disability will receive special assistance in the event of an evacuation. This will be planned for and discussed with teachers in advance.
- vi Major emergency incidents are stated below.

#### 2 **Fire**

- i All fire safety appliances (extinguishers, alarms, emergency lighting, call points) will be checked at the prescribed intervals by specialist maintenance personnel.
- ii All fire stop doors must be free swinging at all times so that they are normally closed, unless they are fitted with automatic closers. Fire exit doors must be unlocked and easily accessible and openable from within the building.
- iii The fire alarms will be tested on a weekly basis using a different call point each time and the results should be recorded.
- iv Fire Drills will be held once per term, when the Fire Marshals will record the evacuation time and the general performance of the drill.
- v Appropriate members of staff will be trained how to use relevant fire extinguishers. Site Manager and the Headteacher will identify fire-training needs and will incorporate that information into the Health & Safety Training Plan.
- vi Clear instructions must be issued to staff regarding the nearest fire call point, fire extinguisher, the means of escape and assembly points during fire drills. These instructions must be issued on the first day of

employment as part of the induction process.

### 3 **Bomb Threat**

- i In the event of a warning the Head teacher and/or the Site Manager will institute emergency evacuation procedures. Personal belongings should be taken out at the same time if that can be achieved without causing undue delay. This will facilitate the search process.

Any suspicious objects and packages should be reported to line managers or directly to the Site Manager or The Head. Under **no** circumstances should the object be touched or moved. Do not use a mobile phone near the object/package.

### 4 **Chemical or Biological Incident**

- i In the event of an incident involving chemicals or biological material, which may affect the school, procedures will be implemented to close all windows and doors and to keep all personnel within the building until the emergency has passed.
- ii Any chemical or biological incident within the school will be dealt with according to the scope and seriousness of the incident. Appropriate emergency measures will be applied by the Site Manager in consultation with the Head teacher.

### 5 **First Aid**

- i First Aid boxes will be maintained in the school by the school office in liaison with the designated first aiders.
- ii It is the policy of the School that there will be sufficient numbers of trained First Aiders on the site at all times.
- iii A record of treatment given must be maintained by the qualified first aider or appointed person and shall be used in conjunction with the accident reporting and investigation procedures as a means of accident prevention. In addition good records of initial treatment may be valuable if further medical attention is required, or if legal action is considered by those involved in an accident.
- iv For a head injury where treatment may be required, parents are to be informed immediately (and asked to collect the child where appropriate). A sticker is to be placed in a prominent position on the child's clothing.
- v If there are any doubts about the severity of any injury, do not move a

child and always consult a First Aider, Senior Management or the Head Teacher.

- vi If a child is seriously injured (in the playground), send another child or available adult to summon help
- vii In the event of a minor injury the child should be accompanied to the office, where possible, by an adult
- viii The Contractors are expected to maintain their own first aid boxes and provide their own trained first aiders. They will be allowed to use the school first aid boxes either in an emergency or after negotiation with the school. If the first aid box is used, the appointed person must be notified so that replenishment can be organized.

### 3.9 **Glass and Glazing**

- i Doors, which can be pushed open from either side, should have a viewing panel appropriate to users so that a clear view of the area close to both sides is allowed.
- ii Where windows and transparent or translucent surfaces in walls, partitions, doors, etc. pose a risk of injury they should be made of safety material or otherwise protected against breakage.

### 3.10 **Monitoring and Audit and Review of Performance**

- i The Headteacher, The Directors and the Site Manager will meet at least once per term.
- ii The Head Teacher will monitor the school's performance on Health and Safety issues.
- iii The Directors and any other safety representative will be invited to participate in the walk about process. Findings will be reported to the Board of Directors.

### 3.11 **Management of Health and Safety**

- i The Head ensures that health and safety becomes an integral part of the daily operation of the School and to that end it is essential that all employees comply with Section 7 and 8 of the Health and Safety at Work Act 1974.

This section imposes duties on employees to take care of their own health, safety and Welfare and that of others who may be affected by their actions or omissions. In demonstrating that care staff will be expected to follow advice and training given and to report to their

immediate line manager any hazards, incidents or near misses

### 3.12 **Manual Handling**

- i Manual Handling causes over one third of all reported injuries. It is the policy of the Board of Directors that management and staff will comply with the requirements of the Manual Handling Operations Regulations 1992 and the guidance issued by the HSE.
- ii The general principles are to avoid manual handling wherever possible, to assess the risks where manual handling is necessary and to reduce those risks to the lowest level which is reasonably practicable.
- iii Training will be a key part of reducing the risks for those staff involved in manual handling.

### 3.13 **Personal Protective Equipment**

- i The requirements of the Personal Protective equipment at Work Regulations 2002 will be followed.
- ii The circumstances where these regulations apply are fairly limited within school premises but where the risk assessment has identified that any personal protective equipment is necessary it will be supplied by the school. Employees must then ensure that it is worn at appropriate times
- iii Abuse of any PPE supplied is a direct offence under Section 8 of the Health and Safety at Work Act 1974.

### 3.14 **Building and Staff Security and Safety**

- i Separation of Vehicular and Pedestrian movement
  - a The Site Manager will ensure that car parking arrangements including those for disabled persons do not compromise the safety of children, staff or visitors.
  - b The Site Manager will ensure that when contractors are on site that their activities and vehicular movements do not compromise the safety of children, staff or visitors.

iii Visitors

Visitors must sign in at reception and will be issued with a visitor's badge, which must be returned on leaving the site

### 3.15 Supervision of Pupils

- i The Head teacher shall take all reasonable steps to ensure that appropriate staff supervision is provided for pupils during lessons and off-site activities.
- ii The Headteacher shall take all reasonable steps to ensure appropriate supervision by lunchtime staff at break time and lunchtime.
- iii All staff will share the responsibility for ensuring that pupils adhere to the school code of conduct in terms of their behaviour.
- iv Staff supervising pupils in and around where practical activities take place, eg. PE, cooking, outdoor learning, etc will be responsible for ensuring that pupils behaviour is safe and in accordance with the school code of conduct

### 3.16 Visitors

- i Employees will ensure that all reasonable steps are taken to safeguard visitors and that they are made aware of emergency procedures. Visitors are normally supervised or escorted whilst on site.
- ii In the event of an evacuation, visitors should accompany the employee they have come to see to the approved assembly point

## Appendix 1: Competent Persons & Relevant Locations

<b>RESPONSIBILITY</b>	<b>COMPETENT PERSON</b>	<b>LOCATION</b>
First Aid Box Locations		<ul style="list-style-type: none"> <li>- Medical Room</li> <li>- Reception classes</li> <li>- On all school visits</li> </ul>
First Aiders		
Accidents Notified to	Headteacher or Deputy	Office
Accident Book Kept by	Office Manager	Office
RIDDOR Notifications by	Headteacher	Office
Fire Marshals	Site Manager Head Teacher Deputy Head Other nominated and trained staff	
Assembly Points		School Playground
Asbestos Survey	Site Manager	
Asbestos Log Kept by	Site Manager	

## Appendix 2: Classroom Checklist

<b>Questions you should ask:</b>		<b>Yes</b>	<b>Further action needed</b>	<b>N/A</b>
<b>Movement around the classroom (slips and trips)</b>	Is the internal flooring in a good condition?			
	Are there any changes in floor level or type of flooring that need to be highlighted?			
	Are gangways between desks kept clear?			
	Are trailing electrical leads/cables prevented wherever possible?			
	Is lighting bright enough to allow safe access and exit?			
	For stand-alone classrooms: <ul style="list-style-type: none"> <li>■ Are access steps or ramps properly maintained?</li> <li>■ Are access stairs or ramps provided with handrails?</li> </ul>			
<b>Work at height (falls)</b>	Do you have an 'elephant-foot' stepstool or stepladder available for use where necessary?			
	Is a window-opener provided for opening high-level windows?			
<b>Furniture and fixtures</b>	Are permanent fixtures in good condition and securely fastened, eg cupboards, display boards, shelving?			
	Is furniture in good repair and suitable for the size of the user, whether adult or child?			
	Is portable equipment stable, eg a TV set on a suitable trolley?			
	Where window restrictors are fitted to upper-floor windows, are they in good working order?			
	Are hot surfaces of radiators etc protected where necessary to prevent the risk of burns to vulnerable young people?			
<b>Manual handling</b>	Have trolleys been provided for moving heavy objects, eg computers?			
<b>Computers and similar equipment</b>	If you use computers as part of your job, has a workstation assessment been completed?			
	Have pupils been advised about good practice when using computers?			
<b>Electrical equipment and services</b>	Are fixed electrical switches and plug sockets in good repair?			
	Are all plugs and cables in good repair?			
	Has portable electrical equipment, eg laminators, been visually checked and, where necessary, tested at suitable intervals to ensure that it's safe to use? (There may be a sticker to show it has been tested.)			
	Has any damaged electrical equipment been taken out of service or replaced?			
<b>Asbestos</b>	If the school contains asbestos, have details of the location and its condition in the classroom been provided and explained to you?			
	Have you been provided with guidance on securing pieces of work to walls/ceilings that may contain asbestos?			
<b>Fire</b>	If there are fire exit doors in the classroom, are they:			

	<ul style="list-style-type: none"> <li>■ unobstructed;</li> <li>■ kept unlocked; and</li> <li>■ easy to open from the inside?</li> </ul>			
	Is fire-fighting equipment in place in the classroom?			
	Are fire evacuation procedures clearly displayed?			
	Are you aware of the evacuation drill, including arrangements for any vulnerable adults or children?			
<b>Workplace (ventilation and heating)</b>	Does the room have natural ventilation?			
	Can a reasonable room temperature be maintained during use of the classroom?			
	Are measures in place, for example blinds, to protect from glare and heat from the sun?			