

Queen's College, London
Queen's College Preparatory School
(including Early Years Foundation Stage)

Health and Safety Policy

Due for review during

Lent Term 2025

1. Health & Safety Management Statement

The Council of Queen's College, London ("the Council") fully recognises its collective responsibility in so far as is reasonably practicable, the health & safety of all employees, pupils, contractors and visitors.

It is therefore School policy to:

- Continually improve the School's Health and Safety performance.
- Establish and maintain a safe environment, so far as is reasonably practicable, throughout all areas used by the School to comply fully with the Health and Safety at Work Act 1974 and all relevant associated regulations, provisions and Codes of Practice.
- Develop an awareness of health and safety and an acceptance of individual responsibility among staff, pupils, visitors and contractors.
- Ensure plant rooms doors are kept locked and that the Premises Manager maintains oversight of entry to such areas.
- Provide all staff and pupils with appropriate information, instruction, training and supervision for health and safety: staff and pupils are to work safely and their contribution to the achievement and maintenance of safety standards is valued.
- Work in close collaboration and consult with safety representatives appointed by the Estates Committee.
- Seek to ensure that plant, equipment and systems of work are safe, with risks kept to the minimum that is reasonably practicable, for staff, pupils and any other persons who may come into contact with such plant, equipment or systems.
- Arrange and operate suitable procedures for the safe handling, storage and transportation of chemicals, substances and materials within the School.
- Implement effective emergency procedures and First Aid provision to meet statutory and compliance requirements.
- Obtain expert advice on any matter that is outside the knowledge and experience of School employees.
- Evaluate and review the content, operation and achievement of this Policy by presentation of
 - (i) an annual report to the Council and
 - (ii) termly reports to the Estates Committee.
- Conduct risk assessments of all relevant School activities and premises.
- Allocate sufficient funds in annual budgets to achieve the above.

2. Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), as amended, which sets out the general duties employers have to their employees;
- [The Management of Health and Safety at Work Regulations 1999](#) [UK SI 1999 No. 3242], which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training;
- [The Control of Substances Hazardous to Health Regulations 2002](#) (“COSHH”) [UK SI 2002 No. 2677], which require employers to control substances that are hazardous to health;
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013](#) (“RIDDOR”) [UK SI 2013 No. 1471], which state that some accidents or occurrences must be reported to the Health and Safety Executive, setting out the timeframe for reporting and how long records must be retained;
- [The Health and Safety \(Digital Display Equipment\) Regulations 1992](#) [UK SI 1992 No. 2792], which require employers to carry out digital screen equipment assessments, and state users’ entitlement to an eyesight test;
- [The Gas Safety \(Installation and Use\) Regulations 1998](#) [UK SI 1998 No. 2451], which require work on gas fittings to be carried out by someone on the Gas Safe Register;
- [The Regulatory Reform \(Fire Safety\) Order 2005](#) [UK SI 2005 No. 1541], which requires employers to take general fire precautions to ensure the safety of their staff; and
- [The Work at Height Regulations 2005](#) [UK SI 2005 No. 735], which require employers to protect their staff from falls from height.

The school follows [national guidance published by Public Health England](#) when responding to infection control issues.

3. Roles and Responsibilities

3.1 The Council

The Council has ultimate responsibility for health and safety matters in the school, but delegates day-to-day responsibility to the appropriate Head Teacher (the Principal at the College and the Head at QCPS). The Council has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to all activities sponsored by the school, whether on or off the school premises.

As the employer, the Council also has a duty to:

- Assess risks to staff and others affected by school activities to identify and introduce the health and safety measures necessary to manage those risks¹;
- Inform employees about risks and the measures in place to mitigate them; and
- Ensure that adequate health and safety training is provided.

The Council will take all reasonable steps to identify and reduce hazards to a minimum, but the arrangements outlined in this policy and the various other safety provisions cannot prevent every accident or remove every risk; only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. Equally all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance at all times while on school premises, and while taking part in school-sponsored activities.

3.2 The Principal and Head

The appropriate Head Teacher is responsible for oversight of health and safety at each site, supported and advised by the Bursar and Facilities Managers. This involves:

- Implementing this policy;
- Reporting to the Council on health and safety matters;
- Ensuring that there are sufficient staff to supervise pupils safely;
- Ensuring the adequate training is provided for staff;
- Encouraging staff and pupils to promote a healthy and safe environment and culture;

- Ensuring that the premises are safe and regularly inspected;
- Ensuring that all risk assessments are completed, reviewed and, where necessary, acted upon;
- Ensuring that information about any accident or incident is appropriately recorded, using the accident book in SchoolBase and that any reporting under RIDDOR takes place as required; and ensuring that any near misses pertaining to the use and occupancy of the building are recorded on the Intranet.
- Where appropriate, ensuring that any accident or incident is investigated, the investigation properly recorded, and any resulting actions are carried out as soon as possible;
- Ensuring that all defects in the premises, plant, equipment or facilities are reported using the Every system, and that any defect which relates to or may affect the health and safety of staff, pupils or others is made safe without delay;
- Ensuring that appropriate evacuation procedures are in place for fire and other emergencies, and that regular drills take place and their results recorded;
- Monitoring cleaning contracts, and ensuring that cleaners are appropriately trained and supervised, and have access to personal protective equipment where necessary; and
- Overseeing the detailed management of health and safety by the Bursar and Facilities Managers.

In the Principal's absence, health and safety responsibilities at the College are delegated to the Senior Tutor; in the Headmistress' absence, responsibilities at the Preparatory School are delegated to the Deputy Head (Academic).

3.3 The Bursar

The Bursar is responsible to the appropriate Head Teacher for day-to-day Health and Safety management, processes and procedures at both the College and the Preparatory School.

3.4 The Estates Committee

The Bursar chairs the internal Health and Safety Committee which takes place at each school and reports its minutes to the Estates Committee of the Council. The Estates Committee of the Council have oversight of Health and Safety. The committee meets at least once every term, and more often if required.

The following items are standing agenda items for the Health and Safety Committee:

- Accidents, incidents and near misses;
- Catering, food storage and food safety;
- Staff health and safety training; and
- Evacuation and other emergency drills.

3.4 Heads of Departments that use specialist equipment

The heads of the departments specified below are responsible to the appropriate Head Teacher for the health and safety of those affected by activities under their control, This includes all areas of health and safety including, but not limited to, noise, COSHH, completion of risk assessments etc. An outline is offered below:

- Science: science activities, including flammable materials and safe use of specialist equipment (see also Section 6 for Science COSHH);
- PE: sport activities, including handling PE equipment;
- Drama: management of stage equipment and props;
- Art: COSHH and safe use of specialist equipment;
- Music: noise, hearing protection, use of instruments;

3.5 Staff

Health and Safety is as much a culture as a set of rules and regulations. It is not something that is done for staff by a few trained specialists on the Premises Team: it is everybody's responsibility. In particular:

- If you are unsure about something, ask; and
- If you see something unexpected or risky, take action – as a minimum, tell someone.

All staff at the school, whether teaching or non-teaching, have a duty to take care of the pupils, their colleagues and anyone visiting the school. They are expected to familiarise themselves with the health and safety aspects of their work and to avoid any conduct which would put them or anyone else at risk. Staff must take full and active responsibility for:

- Taking reasonable care of their own health and safety, and that of anyone else who might be affected by what they do at work;
- Understanding emergency evacuation procedures sufficiently thoroughly for them to feel confident that they could implement them in emergency;

- Cooperating with the school on health and safety matters, particularly by being familiar with and implementing this policy;
- Working in accordance with training and instructions, ensuring that health and safety routines, rules and procedures are being applied effectively by both staff colleagues and pupils;
- Using only the correct equipment and tools for a job, and ensuring that others do so;
- Not allowing any unauthorised or improper use of equipment or machinery;
- Using protective equipment and safety devices correctly, and ensuring that others do so;
- Acting as role models to the pupils for safe and hygienic practice by being observant, taking an active interest in health and safety, and suggesting ways of reducing risk;
- Reporting any defects in the facilities, plant and equipment they use or see being used, using Every reporting form that is available on every computer desktop in the school;
- Informing the appropriate people immediately of any situation which they consider represents a significant risk to health or safety, so that remedial action can be taken. The identity of the appropriate people will depend on circumstance but will always include the Facilities Manager and Bursar.

3.6 The School Nurse

The duties of the School Nurses are covered in detail in the First Aid Policy and Administration of Medicines Policy. For the purposes of this policy, it should be noted that the Nurses' duties include:

- Providing adequate and appropriate first aid material to support all activities sponsored by the school away from the school's premises (e.g. trips, PE);
- Providing any member of staff leading a trip with information on the medical requirements of all pupils planning to go on that trip, in sufficient time to allow proper the trip leader to conduct adequate risk assessment;
- Ensuring that all first aid materials distributed in the College and Preparatory School are checked regularly, with any deficiencies and out of date medicines replaced without delay;
- Completing the confidential medical section of all applicable entries in the SchoolBase accident book in a timely manner, and in all cases within 24 hours of the incident; and

- Assisting the Bursar with specialist medical input to compilation and submission of all reports to external agencies under RIDDOR and any other applicable legislation.

3.7 Pupils and Parents

Pupils and parents are responsible for following the school's health and safety regulations and advice, whether on the premises or elsewhere at an event sponsored by Queen's. Any health and safety incident, however apparently innocuous, must be reported to a member of staff.

3.7 Contractors and Hirers

Before starting work, anyone carrying out work under contract, or hiring the premises during periods when the school is closed, must make themselves familiar with this policy and with the school's health and safety practices and procedures, and sign to that effect in the contract. The Facilities Managers ensure the Contractor Induction pack, which includes this document, are shared with the Contractor. The Bursar is responsible for ensuring that no work commences without a signed contract being in place, and for informing the school's insurers in good time where required, including completion of insurance questionnaires and paperwork to cover the building work.

Contractors are responsible for:

- Ensuring safe working practices by and for their own employees;
- Participating in the site induction programme offered by the school; and
- Having due regard for the safety of all persons using the premises during the contract period, whether employed by them or not.

4. Site Security

The Facilities Managers are responsible to the Bursar for the security of the school sites, both in and out of school hours. The Premises team is responsible for ensuring that both schools are unlocked and locked according to the agreed schedule during term time, and at weekends and during school holidays as required.

Ordinarily, the Premises team will lock the site but, on some occasions, a member of the cleaning team or another member of school staff might undertake this task. Where this has been the case, the Premises team take responsibility for ensuring site safety before the school's usual operation. The team will also ensure full training is given to those who require it for the setting of the school alarms and the locking or unlocking procedures.

Out of hours, the school's alarms are monitored by Spy Alarms under contract. If an alarm is triggered, Spy Alarms will contact school staff to inform them that the alarm has gone off; the Facilities Managers are responsible for providing Spy Alarms with a priority ranked list of should be contacted in such an event. The list also contains all codes required for entry, alarm silencing, reset, and so on.

While the school's staff are being contacted, Spy Alarms will despatch one of their team to inspect the school and (if nothing untoward is found) reset the alarm; sometimes, therefore, the alarm might be reset before school staff are even aware, depending on how close the Spy Alarms staff happen to be at the time and how long it takes them to establish contact with school staff.

5. Fire

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessments of the premises are carried out by Assurity Consulting at least once per year with findings and recommended actions being shared with the Estates Committee who monitor progress. The fire exit procedures are updated as required and the contents of the risk assessment are shared with staff through the Health and Safety Committee minutes.

Emergency evacuations are practised at least once a term at both the College and QCPS with the results recorded so that lessons can be learned, documentation can be updated, and trends identified.

Further details of fire safety, responsibility, prevention and risk assessment procedures can be found in the separate **QCL & QCPS Fire Procedures** document.

6. Control of Substances Hazardous to Health (COSHH)

6.1 COSHH All schools are required by law to control hazardous substances. These can take many forms, including (but not limited to):

- Chemicals;
 - Products containing chemicals (e.g. cleaning fluids);
 - Fumes;
 - Dust;
 - Vapours;
-

- Mists;
- Gases, including asphyxiating gases; and
- Germs that cause diseases, such as leptospirosis or legionnaires' disease.

The Facilities Managers are responsible to the Bursar for ensuring COSHH standards and procedures are followed across the school. Whilst this includes having oversight through the Health and Safety Committee of the completion of risk assessments, storage of items and the collation and storage of associated product data sheets, it should be noted that Heads of Department are responsible for ensuring that COSHH standards are followed within their respective areas.

Risk assessments and product data sheets should be stored in the designated online system with a paper copy also retained at Reception to be made available to the Emergency Services as required. The Facilities Managers are responsible for ensuring that suitable COSHH cupboards/storage facilities are available as required across the site.

The Facilities Managers are responsible for liaising with the third-party cleaning contractors to ensure COSHH documentation for products is in place and that it is available in the same way to the Emergency Services. The responsibility for the upkeep of such documentation is the responsibility of the third party.

Emergency procedures, including clear instructions detailing what to do in the event of a spillage, are displayed nearby all areas where hazardous products are routinely used or stored.

For further information, please refer to the **QCPS and QCL Control of Substances Hazardous to Health (COSHH) Procedures** document.

6.3 Gas Safety

Installation, maintenance and repair of gas appliances and fittings may only be carried out by a competent Gas Safe registered engineer. The Facilities Managers are responsible to the Bursar for checking the registration of any contract engineer before any contract is let.

Gas pipework, appliances and flues are inspected and maintained on a regular cycle recorded in Every. All rooms containing gas appliances are checked to ensure that they have adequate ventilation. Each laboratory is fitted master gas isolation valve, clearly labelled, near the main exit from the room.

6.4 Legionella

The Facilities Managers are responsible for conducting regular testing for legionella, and recording it in Every and the water log book at each site. A separate risk assessment, specific to legionella, is conducted at least annually by an external contractor, including reviewing processes for testing and management. The risk assessment will be revised whenever any significant changes are made to the water system at either school.

Further information is available in the **QCL & QCPS Legionella Management Plan**.

6.5 Asbestos

Queen's College recognises the health risks resulting from exposure to asbestos fibres in air and the need to protect persons from such exposure. It is the policy of the School and College to manage the risks from asbestos in order to eliminate or reduce to the lowest level practicable the health risks to employees, contractors, and customers.

Regular audits are carried out by our approved consultant. A survey of the location of all known asbestos on the two sites is updated annually; the Facilities Managers hold this survey and are responsible to the Bursar for ensuring that any changes are recorded.

An accurate Asbestos Register will be maintained for the School and the College by the Bursar supported by the Facilities Managers. This register will identify areas of the buildings or plant either as containing asbestos or being asbestos free. Insulation materials must be regarded as containing asbestos in the amphibole form unless specifically identified otherwise.

The asbestos register should be updated when any changes occur, e.g. removal and replacement with non-asbestos material. The Bursar will ensure that any amendments to the register or plans are promptly issued and will update the register on site.

It is the policy of School and College that all asbestos containing materials that are damaged, or in poor condition, shall be removed, or permanently sealed within the building and any remaining asbestos containing materials that have above a low potential to release fibres if disturbed shall be encapsulated.

Please refer to the QCL & QCPS Asbestos Management Plan.

7. Equipment

All equipment and machinery are to be maintained in accordance with the manufacturer's instructions. Routine maintenance is programmed into Every, including the procedure to be followed. When any new equipment is procured, it is checked to ensure that it meets appropriate standards.

7.1 Electrical Equipment

All staff are responsible for ensuring that they use and handle electrical equipment in a safe and sensible manner. Any pupil who handles an electrical appliance does so under the supervision of the member of staff who directs them to do so.

Any potential or suspected electrical hazards must be reported to the Premises team immediately; if it is possible safely to disconnect or isolate the affected equipment, then this should be done. **However, if there is any doubt whatsoever that it is safe to do this, the equipment must not be touched by anyone other than a qualified electrician.**

Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed. All isolator switches are clearly marked to identify the machine to which they are connected.

A programme of portable appliance testing (PAT) is conducted each year and recorded in Every. The plug of every portable appliance carries a label showing the date of test and when the next test is due. **No portable appliance may be used in the school until it has been tested.**

A member of the Premises team is qualified to carry out like-for-like replacement of electrical equipment and to check connectors and plugs. The Facilities Managers are responsible to the Bursar for ensuring that any maintenance, repair, installation and disconnection work associated with electrical equipment (whether permanently installed or portable) is carried out by a qualified and competent person.

7.2 Display Screen Equipment (DSE)

The H&SL ensures that staff undertake annual health and safety training which includes information regarding display screen equipment (DSE) and includes a link to the online DSE Assessment form. Display Screen Equipment refers to devices such as desktop computers, laptops, phones, tablets. The DSE assessment will analyse workstations to assess and reduce risk (e.g. fatigue, eye strain and upper limb problems) and ensure adequate controls are in place.

The School will:

- Provide relevant training for staff upon appointment or relevant change of role, or when DSE equipment changes.
- Upon request to the Bursar, pay for eye tests for staff who are regular and specific DSE users where tests are carried out by qualified optometrists and where payment is requested by the employee.
- Contribute to the cost of PPE eyewear where a prescription item is required.
- Provide footstools, wrist rests, improved chairs etc. if required as an outcome of a DSE assessment subject to the approval of the H&SL. A risk assessment of the workstation might be undertaken prior to considering the request so that appropriate controls can be considered.
- Keep a record of completed DSE assessments.
- Conduct regular internal audits to ensure that this policy is being implemented.

8. Accident Reporting

8.1 Accident Log

Whenever an accident or incident occurs that results in injury, **the person witnessing it** must report it by completing the accident record form on SchoolBase (via the “Maintenance” menu, which is available to all users).

The witness or witnesses should complete the form as soon as practically possible. If the only witness was a pupil, then the member of staff to whom they report the accident, incident or near miss should give the pupil supervised access to the accident log section of SchoolBase.

If the accident resulted in a visit to the School Nurse, then the Nurse will also complete a separate section of the form, describing any injuries and the medical treatment administered, if any. It is emphasised that completing the initial accident report is the responsibility of whoever witnessed the incident, NOT the School Nurse (who probably did not see the incident, so cannot be expected to give an account of it).

Whenever a near miss occurs i.e. an unplanned event that has the potential to cause, but does not actually result in human injury, environmental or equipment damage, or an interruption to normal operation, it should be recorded on the form provided on the Intranet.

Near Misses and accident/incident logs are reviewed by the Health & Safety Committee.

8.2 RIDDOR: Reporting to the Health and Safety Executive (HSE)

The College has a legal duty to report to the HSE any accident which results in a reportable injury, disease or dangerous occurrence as defined in the regulations. This must be done as soon as is reasonably practicable, and in any event within 10 days of the incident. The Bursar (and in his absence, the Facilities Managers) is responsible to the appropriate Head Teacher for submitting RIDDOR timely and accurate reports.

Note that RIDDOR includes dangerous occurrences where injury does not actually result, but might have done. The primary route for reporting is online, but a telephone service³ is provided for reporting fatalities and major incidents **only**.

The SchoolBase accident record form includes a section for RIDDOR reporting, if applicable.

Reportable injuries, diseases or dangerous occurrences include:

- Death;
- 'Specified injuries', namely:
 - Fractures, other than to fingers, thumbs and toes;
 - Amputations;
 - Any injury likely to lead to permanent loss of sight or reduction in sight;
 - Any crush injury to the head or torso causing damage to the brain or internal organs;
 - Serious burns (including scalding);
 - Any scalping requiring hospital treatment;
 - Any loss of consciousness caused by head injury or asphyxia; and
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours.
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days.

- Where an accident leads to someone being taken to hospital.
- Where something happens that does not result in an injury, but could have done.
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

8.3 Keeping Parents Informed

The parents of any pupil who is involved in an accident, sustains any injury or requires medical treatment are to be informed as soon as is reasonably practicable. At the College, the Deputy Head (Pastoral) is responsible to the Principal for this task: at QCPS, the Deputy Head (Pastoral) is responsible to the Headmistress.

If the accident is sufficiently serious to come into the category of “critical incident”⁴, then the appropriate Head Teacher must be told immediately. The Managing a Critical Incident Policy contains procedures to be followed in this case, and should be consulted as early as possible.

9. Lone working

Wherever practicable, the College discourages lone working – but it is impossible to avoid it altogether. People working late (such as cleaners or a caretaker closing up the school), coming in at the weekend or simply working in a single-occupancy office are classified as lone workers under health and safety guidance.

If lone working is to be undertaken, then the relevant line manager must ensure a risk assessment is completed and that effective control measures are in place. The document should be stored on the Intranet and be communicated to other relevant members of staff. Control measures might include: informing a colleague that they have departed; ensuring their own medical fitness to work alone; informing a friend or

family member that they will be working alone and are expected to return at a given time; providing training in conflict resolution so that any risk of violence is minimised.

No work that is potentially dangerous, such as where there is a risk of falling from height, should be undertaken when working alone. If a lone worker has any doubt whatsoever about the task to be performed, then that task should be postponed until a colleague is available to share the task or act as a safety supervisor.

10. Working at Height

The Facilities Managers is responsible to the Bursar for ensuring that any work at height is properly planned and supervised and is carried out by competent people with the skills, knowledge and experience to do the work safely.

Ordinarily, it would only be members of the Premises team who might work at height as other staff are advised against it. In any event, a risk assessment for the specific task must be in place and relevant checks should have been carried out on any equipment being used.

The risk assessment should include control measures such as: ensuring two people support the activity; using appropriate equipment for the task; the use of PPE; the wearing of appropriate footwear etc.; the provision of appropriate training; protecting others from falling objects etc.

Pupils are prohibited from using the school's ladders in any circumstances.

Access to high levels, such as roofs, is only permitted by trained persons wearing appropriate personal protection equipment (harnesses, hard hats etc.) and where relevant permits to work, risk assessments and method statements are in place.

The Facilities Managers are responsible to the Bursar for ensuring that proper mechanical aids and lifting equipment are available in the school, and that staff are trained in their use and more generally in manual handling per se. Through a planned maintenance programme they are responsible for ensuring that equipment is in working order. A general risk assessment should be in place but specific assessments may be required for certain tasks.

It is up to individuals to gauge whether they are fit to lift or move equipment or furniture. Any member of staff in any doubt whatsoever that they can lift or move something heavy without injuring themselves, should not attempt it. In particular, anyone with an existing condition should take extra care.

Staff are expected to adhere to the following basic manual handling procedure:

- Plan the lift: take time to assess the load; if required, use a mechanical aid such as a trolley, and/or ask another person to help;
- Ensure that the work area is clear **before** commencing the task and plan the route and task sequence;
- When lifting, knees should be bent with the back straight, feet apart angled out at roughly the “ten-to-two” position to give you a firm base. The load should be held close to the body. The lift should be slow with the avoidance of twisting, stretching or reaching;
- **If in doubt, do not lift.**

12. Early Years Foundation Stage

Health and Safety

Medicines

(Refer to First Aid and Medical Policies, including Administration of Medicines Protocol)

First Aid in the Early Years Foundation Stage

All children requiring first aid treatment in our Early Years Foundation Stage classes are seen by Paediatric First Aiders. These first aiders have received training which complies with DfE and EYFS guidelines. A first aid pouch, which is replenished regularly is kept in each Reception classroom. All first aid treatment is recorded by the School Nurse and parents are informed of any first aid treatment given.

Safety of Environment and Equipment

All staff in the Early Years Foundation Stage Team act in accordance with QCPS Health and Safety Guidelines. Children are not allowed to perform activities unless supervised by a responsible adult. In addition:

- Any chemicals or COSHH related liquids should be kept in a safe and secure place.
- Adults should demonstrate the safe use of any activities that may be carried out in class or outside and a risk assessment should be carried out.

- A daily check is made of the indoor area to support the risk assessment. Records of this are kept in the classrooms.