



Achievements never thought possible

HEALTH AND SAFETY POLICY

Responsible People named in this Policy

Director of Health and Safety

Peter Mepsted

School Principal

Anne Martin

ABA Supervisors

Nic Scott

Nicky Keyes

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HR Manager

Ellie Drake

School Administrator

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Zoe Rekert

Representative of Employee Safety

Joanne Allcorn

Our statement of General Policy is:

The Trustees, Board of Management and School Principal are committed to establishing and implementing arrangements which will ensure that staff and pupils will be safeguarded when on school premises, or engaged on off-site activities. Further, that the school premises, for which they are responsible, are safe for pupils, staff and visitors.

- To provide adequate control of health and safety risks arising from the schools activities.
- To consult with employees on matters affecting their health and safety.
- To provide and maintain safe plant and equipment.
- To ensure safe use, handling and storage of substances.
- To provide information, instruction and supervision for staff.
- To ensure all staff are competent to do their tasks and to provide adequate training.
- To prevent accidents and cases of work related ill-health.
- To maintain safe and healthy working conditions.
- To review and revise this policy as necessary at regular intervals, or at least on an annual basis.
- To provide sufficient resources to fulfil the requirements of this policy.

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1.0 DEFINITIONS

'Staff' or 'Staff member' refers to employees, consultants and volunteers.

2.0 RATIONALE

The purpose of this policy is to further our aim to provide a secure, safe, healthy and stimulating environment for all pupils, staff and visitors to Quest School. Stakeholders need to know that every measure will be taken to keep our pupils safe

We believe that the prevention of accidents and hazards is a key responsibility for every member of the Quest School community.

All staff, pupils and their representatives, Board of Management and Trustees will contribute to this policy. The policy is based on guidance for the DFE (formally the DCSF) and the Health and Safety Executive (HSE).

3.0 SCOPE

This policy applies to all staff, pupils, parents, trustees, visitors, volunteers, contractors, work experience participants and other stakeholders.

4.0 RISK ASSESSMENT

See separate policy.

5.0 ACCIDENTS & INCIDENTS

5.1 Definitions

An accident is an unplanned, uncontrolled event, which causes, or could cause injury, damage or loss. In most cases accidents can be avoided and it is our intentions to prevent as many as possible.

An incident (including near-miss) is defined as something which happened that could have been dangerous, actions deemed as unwanted behaviour, an action which could cause damage, loss or injury.

Some examples are:

- Loss of amenities.
- Behaviour by a pupil that challenges.
- A stranger trying to gain access to the building.
- An un-witnessed injury.

5.2 Reducing Risks

We aim to reduce the risk of accidents by:

- Making risk assessments for as many foreseeable risks as possible. By doing risk assessments we can identify hazards and look at how we can eliminate or reduce the risk.
- Ensuring that the premises are regularly checked and used properly.
- Training staff and to some extent the pupils to be aware of hazards.
- Encouraging staff and pupils to care about their environment and their colleagues.
- Training staff to identify and report hazards and risks and encourage pupils to do the same.

Appointing a Health and Safety Director to oversee all health and safety issues.
All accidents and incidents are recorded and reviewed to see if anything can be done to prevent the accident/incident happening again.

First Aid Records are kept by the Health and Safety Director in order to monitor and report accident/injury trends to the Senior Management Team and the Board of Management.

5.3 Serious injury or death and how to deal with these events

Quest School will notify Ofsted and local child protection/safeguarding children agencies of any serious accident or injury to, or serious illness of, or death of, any child whilst in their care, and act on any advice given.

We would make the notification as soon as is reasonably practical, but within 14 days of the incident occurring.

We would also notify the local child protection agency and act on any advice given.
We would always follow our accident procedures in any accident or injury.

5.4 Requirements for recording incidents

All accidents and incidents are recorded.

Quest School as an employer has a duty under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 amended 2012 to report certain serious injuries, diseases, and dangerous occurrences directly to the Health and Safety Executive.

The Health and Safety Director must be informed promptly of all accidents, incidences or injuries. Any injury, which results in unfitness for work for more than seven days, is also reportable.

The Accidents & Incidents Procedure details which events are reportable under RIDDOR.

- Date, time and place of incident
- Name of the injured person
- Details of the injury
- What First Aid was given
- What happened to the person initially
- What happened to the person afterwards, (*i.e. Went home, Resumed duties, Went back to class, or Went to hospital*)
- Name & signature of the first aider or person dealing with the incident.

6.0 FIRST AID

Current regulations define two levels of certification – a First Aider at Work (FAW) who has completed a three day training session and an Emergency First Aider at Work (EFAW) who has completed a one day training session.

Quest School appoints FAWs and EFAW as required.

Quest School ensures that a suitable and sufficient number of FAWs and EFAWs are maintained to support the requirements of the school.

Quest School aims to have one staff member who will be responsible for ensuring all equipment is maintained in good order and adequate supplies maintained.

Staff training will occur at regular intervals to update qualifications. Staff may receive first aid training as part of their professional development programme.

There is always a first aider on site at all times, who will deal with minor injuries.

First aid boxes are available within the school, Quest vehicles and portable first aid kits are carried by staff making offsite trips.

All first aid kits are checked at least monthly by a nominated person or the health and safety representative.

Emergency first aid will be provided by qualified first aider when one is present.

Quest School will notify parents and/or primary carers of any injury (especially head injuries) sustained by a pupil.

Quest School will ensure that staff are kept up to date with new developments and resources.

7.0 MEDICATION

7.1 Medication for pupils

See Managing and Administering Medication for Pupils Policy

Staff are responsible for ensuring all medicines (prescription or non-prescription) brought on site are securely in the medicine cabinet in the ABA office and are NOT to be taken into any teaching areas unless they are being administered to a pupil. Additionally, all medicines MUST be clearly marked with the individual's name. Any breach of this requirement may lead to disciplinary action.

7.2 Staff Medication

Staff bringing medication into Quest School must store it securely in their personal lockers, locked pedestal drawer, or in an envelope clearly marked with their name in the site's Medication Cabinet.

They may not carry medication on their person whilst onsite at Quest School unless it is a prescribed emergency medication e.g. a nebuliser or auto injector, and has been authorised in advance by the Board of Management.

When taking medication during the day, staff must use the Staff Room or Office to ensure privacy and to reduce the risk of exposing their medication to the pupils or clients.

8.0 HYGIENE & INFECTIOUS DISEASE CONTROL

Quest School promotes a high standard of health and hygiene in its day-to-day work with children and adults.

Routine cleaning of premises is undertaken by a nominated external contractor who is responsible for maintaining their own compliance with all relevant Health & Safety legislation and requirements.

To prevent the spread of infection, staff will ensure that the good practices outlined in the Hygiene and Infectious Disease Control Procedures are observed.

Quest School will observe current legislation regarding food hygiene, registration and training. See Hygiene & Infectious Disease Control Procedures for further information.

9.0 MAINTENANCE & REPAIR/CONTACTORS

The day to day requirements for minor maintenance are recorded on SchoolPod. Routine checks are in place to include buildings, ancillary equipment and vehicles.

Repairs will be implemented, as soon as practical, to all reported incidents and where immediate repair is not possible the area will be made safe.

Reports of unsafe items or building infrastructure may be made directly to the Board of Management. Routine statutory and ongoing major maintenance will be scheduled as required.

Specialised works (e.g. electrical repairs) may require the use of external contractors who will be authorised to work on site by the Health & Safety Director. Contractors are responsible for maintaining their own compliance with all relevant Health & Safety legislation and requirements.

Works subject to 'Permit to Work' e.g. Hot Works will require the issue of a permit from the Health & Safety Director.

10.0 SHARPS & BLADES

We believe sharps, blades, needles and syringes presents a potential health and safety risk to pupils, staff and to others who use the school site. We have a duty to ensure that every effort is made for the safe management of sharps, blades, needles and syringes and that a safe procedure is in place to assist in the prevention of needle stick injuries.

We have a duty to make all staff aware that there is a risk of infection should they receive an injury when attempting to handle certain hazardous items. All discovered sharps, blades, needles and syringes will be removed to a safe and secure place prior to disposal.

Quest School will ensure that every effort is made for the safe management of sharps, blades, needles and syringes.

If required Quest School will put procedures in place to minimise the possibility of needle stick injuries.

Quest School will ensure compliance with all relevant legislation connected to this policy.

11.0 SAFE HANDLING AND USE OF SUBSTANCES (COSHH)

11.1 General

The Health & Safety Director, Principal and other senior staff will be responsible for identifying all substances which require an assessment.

Hazardous substances, materials, chemicals and clearing liquids are not permitted to be used or brought in to use on site unless a documented COSHH assessment has been undertaken by the Health & Safety Director.

Assessments will be reviewed every year, when a different product is required or when the work activity changes, whichever is soonest.

A Material Safety Data Sheet (MSDS) to accompany any new product which is to be used on site. These are to be kept in the COSHH file in the Admin Office and shared with appropriate personnel.

Hazardous substances in use at Quest School, storage and the control measures are to be found in the COSHH File in the Admin Office.

When using a harmful substance, whether it is a material, cleaning fluid or chemical substance, staff must ensure that adequate precautions are taken to prevent ill-health in accordance with the COSHH assessment completed for that hazardous substance.

Staff must never attempt to use a harmful substance unless adequately trained to do so, and the only when using the safe working practices and protective equipment identified in the COSHH assessment.

All hazardous substances are to be stored in the appropriate storage when not in use which is the cleaning stores on the mezzanine, which are to remain locked at all times.

It is important to ensure that all hazardous substances, including body fluids and blood, whether infected or not, are handled and disposed of safely using the appropriate methods.

11.2 Asbestos

All buildings have been certified as free from asbestos by the landlord.

Any item suspected of containing asbestos must be reported immediately to the Health and Safety Director or Principal.

If required, an Asbestos Management Plan will be completed and notified to relevant staff.

12.0 PERSONAL SECURITY

Staff working away from Quest School must take the following precautions:

- Ensure you notify your destination to your line manager
- Contact your line manager on arrival, if appropriate
-

Do not carry laptop PCs, mobile phones or other valuables in a manner that may draw attention. In the event that someone attempts to take equipment from you, or from the premises, do not resist.

13.0 EMERGENCY CLOSURE OF QUEST SCHOOL

The Principal or Board of Management has responsibility for deciding on the emergency closure of Quest School, for example in the event of loss of electricity/water/heat or severe weather.

Every effort will be made to contact staff, pupils and their parents/primary carers before normal opening hours. This may be done via phone, email or text.

14.0 ELECTRICITY AT WORK

Electrical equipment must be used for its intended purpose only.

The condition of plugs and leads on electric items are routinely PAT checked.

There are various chargers, fans etc. available which are poor quality and from questionable sources which can be plugged into the USB connections on laptops and PCs. There are reports of overheating and several small fires caused by the use of these items. These devices should not be allowed onto Quest School premises without the permission of the Health & Safety Director or Principal.

Second hand equipment and all personal electrical appliances (including laptops, phone and laptop chargers) may not be used until PAT checked.

Any faults should be reported immediately to the Health & Safety Director or Principal and recorded. The faulty appliance is not to be used until it has been repaired.

It is important that all electrical/gas appliances are switched off correctly and that staff ensure that their hands are DRY before touching electrical switches.

No person may use any electrical or gas appliance before proper instruction and training is given.

15.0 PEOPLE MOVING & HANDLING

Staff are to avoid manual handling whenever possible. Obtain assistance before attempting any manual handling task. Staff receive information regarding correct posture and safe lifting techniques.

We understand that manual is the movement of a load (inanimate objects as well as pupils/clients) by means of bodily force which includes lifting, supporting, carrying, putting down, pushing and pulling.

We have a duty under the Manual Handling Regulations 1998 to reduce the risk of manual handling injuries and provide guidance on the measure that should be taken to ensure safe lifting and carrying by staff.

We endeavour to reduce risk to staff by undertaking risk assessments.

We believe it is essential that this policy clearly identifies and outlines the role and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

To reduce the risk of manual handling injuries and provide guidance on the measures that should be taken to ensure safe lifting and carrying by staff.

To ensure compliance with all relevant legislation connected to this policy.

16.0 LIFTING OPERATIONS & LIFTING EQUIPMENT (LOLER)

All equipment identified as being used for 'lifting' within the Lifting operations & Lifting Equipment Regulations are subject to examination as required.

Records of Thorough Examination will be maintained by the Health and Safety Director.

17.0 WORKING AT HEIGHT

In general, there is no requirement (excepting for maintenance and IT) to carry out any 'work at height' and staff are instructed to comply with this requirement.

When work at height is required, it will be risk assessed to ensure that falls from height are prevented and that should a fall occur that the distance and consequence of a fall are minimised by providing suitable work equipment or other measures.

18.0 TRAFFIC MOVEMENTS

All pupils arrive on site either by taxi or transported by parents/carers. No pupils arrive on foot or by public transport.

Areas around the premises are subject to traffic movements by other vehicles using The Hop Farm.

The arrival and departure of pupils is closely monitored by staff and all vehicles are required to adhere to strict procedures.

Designated parking areas are provided to staff and visitors.

19.0 DISPLAY SCREEN EQUIPMENT (DSE)

Staff will be given information and guidance in the setting up and use of DSE.

Risk assessments will be carried out for employees with 'significant and habitual' use of DSE. Staff designated as users are entitled to an eye and eyesight test, the cost of which will be borne by Quest School. If staff are required to have corrective appliances specifically for use with DSE, the company will bear the basic cost. Foot and wrist rests will be provided as necessary.

20.0 PROVISION & USE OF WORK EQUIPMENT (PUWER)

The Health and Safety Director will be responsible for identifying all equipment needing maintenance and for ensuring maintenance procedures are drawn up.

The Health and Safety Director will be responsible for ensuring that all identified maintenance is implemented and recorded and that all equipment requiring external testing and certification is tested according to regulation and a record kept.

Any problems found with plant/equipment should be reported to the office and on SchoolPod. The Health and Safety Director will check that any new plant/equipment meets health & safety standards before it is purchased.

21.0 NOISE

Noise has been described as an unwanted sound, which may be distracting, annoying or cause physical damage to the body (e.g. temporary or permanent hearing damage).

'Noisy' areas, work activities or processes where there is likely to be risk from noise exposure must be assessed by a competent person. The findings of the assessment should be compared to the action and exposure limits.

An assessment will also be required where noise become intrusive for most of the working day, for example where a vacuum cleaner runs continuously throughout the day, or where employees have to raise their voices to hold a normal conversation 2m away from each other. In many cases noise measurements will not be necessary and sufficient information about noise emissions may be obtained from equipment manufacturers and suppliers.

If the assessor is satisfied that noise levels are below the first action value of 80dB(A) then this should be recorded. No further action is required other than to ensure that there are no changes to the area, process or activity, or to take action if changes do arise.

22.0 PERSONAL PROTECTIVE EQUIPMENT (PPE)

Personal Protective Equipment (PPE) is provided free of charge to all employees as identified by either risk assessment or COSHH assessment.

Individual employees are required to wear PPE at all times where the requirement has been identified.

Information, instruction and training will be provided to employees.

Employees have a legal duty to wear PPE as specified in specific site rules and failure to comply is considered as a disciplinary matter.

Defects or malfunctions of PPE must be reported to the Principal, Health and Safety Director and school office.

23.0 SMOKING

Quest School has a no smoking policy at all sites, inside and outside of the buildings.

24.0 SAFEGUARDING CHILDREN & CHILD PROTECTION

See separate policy.

Quest School's Safeguarding Children & Child Protection Policy is an overarching policy which encompasses Health and Safety, Child Protection, Bullying, Racism, Safer Recruitment and Accident Reporting.

All work with pupils or clients is guided by the Children Act 1989. The welfare of the child is paramount.

25.0 DRIVING

See separate policy

26.0 FIRE SAFETY

See separate policy.

See separate documents, Fire Safety Procedures and Fire Risk Assessment.

It is a requirement that staff have their Quest Door Key on their person at all times. This is the only means of escape for you and our pupils and a failure to have this with you is considered a policy breach.

27.0 HEALTH AND WELLBEING

The Quest School is committed to ensuring the incidents of work related ill-health are minimised and implement a positive culture of encouraging good health and wellbeing.

The HR Manager and Health & Safety Director collaborate on initiatives to encourage and support this commitment.

External providers are engaged to provide staff access to various medical and information services as well as providing counselling and confidential advice.

28.0 MATERNITY

See separate Family Leave policy.

The Quest School will take all reasonable steps to safeguarding the health, safety and welfare of women of childbearing age, new and expectant mothers, and of their unborn children.

Where they may be exposed to any processes, working conditions or physical, chemical or biological agents, which may adversely affect their health, safety or welfare, Quest School will assess the risk and implement the appropriate control measures where reasonably practicable.

29.0 SITE SECURITY & ACCESS

All members of staff have a responsibility for maintaining awareness of buildings and grounds security and for reporting concerns that may come to light. We operate within a whole-school community ethos and welcome comments from pupils/students, parents and others about areas that may need improvement as well as what we are doing well.

Appropriate checks will be undertaken in respect of visitors coming into school as outlined within guidance. Visitors will be expected to sign in and out via the office visitors log and to display a visitors badge whilst on school site. Any individual who is not known or identifiable should be challenged for clarification and reassurance.

The school will not accept the behaviour of any individual (parent or other) that threatens school security or leads others (child or adult) to feel unsafe. Such behaviour will be treated as a serious concern and may result in a decision to refuse access for that individual to the school site.

30.0 LONE WORKING

Under normal circumstances staff would not be working alone on school premises.

However, there may be exceptional occasions where staff may need to work on their own, outside normal working hours. In this eventuality, staff must ensure that external doors are secured and regular contact is maintained with their line manager or other appointed person.

31.0 IMPLEMENTATION

31.1 Distribution

This policy will be made available to the public and all stakeholders via the Quest School's website and to all staff via the intranet.

31.2 Training & Information

Induction training will be provided for all employees by the Health & Safety Director, Child Protection Officer and the HR Manager.

Induction training will include the following:

- Employer's legal responsibilities and duty of care
- Employees' legal responsibilities (to themselves and others, and co-operation with their employer)
- The significant risks identified from the risk assessment
- The control measures devised
- Key health and safety personnel
- First-aid arrangements
- The health and safety policy statement, organisation and arrangements
- Fire procedures
- Emergency arrangements
- General dos and don'ts
- Accident, ill-health and other incident reporting arrangements

For further information, refer to the Employee Induction and Probation Procedure.

Training will be identified, arranged and monitored, and training records will be kept by the Health and Safety Officer and HR Department.

The Health and Safety Law poster is displayed along with insurance, liability, health & safety certificates and other Health & Safety related information.

Health and Safety advice is available from Line Management and/or Health and Safety Officer.

Specific training is required for:

- Mini Bus Driving
- Managing Challenging Behaviour
- First Aid
- Medication Administration
- Child Protection/Safeguarding
- Fire Warden

31.3 Consultation with Employees

Consultation with employees on matters affecting their health and safety will be provided by the Health & Safety Director via staff meetings and staff training days.

The Health & Safety committee meet at least three times per year and consists of representatives from all sectors of School activities. The minutes from the meetings are made available for staff.

31.4 Quality Monitoring

To check our working conditions and ensure our safe working practices are being followed, we will carry out inspections of the workplace, carry out spot checks, and investigate accidents and cases of work related ill health.

The Health & Safety Director or Principal is responsible for investigating accidents and work-related causes of sickness absence along with the HR Manager when necessary, and for acting on investigation findings to prevent a recurrence.

The Health & Safety Director and Principal will report to Board of Management and Board of Trustees on health & safety and produce reports on any health & safety incidences or issues.

31.5 Roles & Responsibilities

A record is maintained of all activities relating to ensuring health and safety, including dealing with accidents and incidents.

The Principal is responsible for ensuring that all health and safety procedures are followed.

The Board of Management will ensure that:

- All members of staff understand and fulfil their responsibilities to ensure a safe learning environment.
- Staff are aware of their responsibilities and receive appropriate supervision, instruction and training.
- Staff and pupils and others are encouraged to promote health and safety.
- Risk Assessments are carried out for activities on and off Quest School site.
- LA and DfE guidance is followed for all school trips and visits.
- Sufficient resources are allocated to meet Health and Safety priorities.
- Health and Safety inspections take place in consultation with the health and safety director and reports are prepared for the Board of Management.
- All defects and/or hazards are made safe in a timescale commensurate with the risk they pose.
- Specialist advice is sought as and when necessary.

All staff will:

- Be familiar with the Health and Safety Policy and all safety regulations laid down by the governing body.
- Take reasonable care for their own health and safety and that of others who may be affected by their actions.
- Make regular safety inspections of their areas of work and report to their line manager and/or the Health and Safety Director, and danger to health and safety, whether serious immediate or not.
- Only use equipment they are competent to use.
- Follow instructions when using any equipment, dangerous substance or safety device.

Take an active interest in promoting health and safety and suggest ways of reducing risks.

All pupils and visitors to Quest School will be expected to take reasonable care for their own health and safety and that of others who may be affected by their actions.

32.0 RELATED LEGISLATION & GUIDANCE

The following legislation is applicable to this policy:

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- Health and Safety at Work Act 1974.
- Employers' Health and Safety Policy Statements (Exception) Regulations 1975.
- Safety Representatives and Safety Committees Regulations 1977.
- Health and Safety (Consultation with Employees) Regulations 1977.
- Management of Health and Safety at Work Regulations 1999.
- Education (School Premises) Regulations 1999.
- School Premises (England) Regulations 2012.
- The Occupiers' Liability Act 1984.
- Manual Handling Regulations 1998.
- Lifting Operations & Lifting Equipment Regulations 1998.
- Display Screen Equipment Regulations 1992.
- Provision and Use of Work Equipment Regulations 1998.
- The control of Substances Hazardous to health Regulations 2002
- The reporting of Injuries, Diseases and dangerous Occurrences Regulations (RIDDOR) 2013
- The Gas Safety (Installation and Use) Regulations 1998
- The regulatory Reform (Fire Safety) Order 2005
- The Work at Height Regulations 2005

The following guidance is also related to this policy
Managing for Health and Safety (HSE) – HSG65

33.0 RELATED INTERNAL DOCUMENTATION

- Emergency procedures
- Fire Risk Assessment & Procedures
- Positive handling & physical intervention
- Managing & administering medication
- E-safety & information Systems
- Waste & Recycling
- External contractors procedures

APPENDICES

Basic Do's & Don'ts

DO

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- Always keep your Door Key on your person AT ALL TIMES
- Report loose carpets especially on stairs.
- Report any debris or rubbish blocking access or exit doors or passageways.
- Use proper ladders or steps when reaching high shelves.
- Switch off portable electrical appliances at night and when not in use.
- Learn your escape routes in case of fire.
- Keep fire and smoke doors closed at all times.
- Store flammable/hazardous liquids in original storage containers.

DONT

- Obstruct fire exits or passageways.
- Cover vision panels on doors.
- Use fire extinguishers to prop doors open.
- Overload or tamper with electrical supply points.
- Trail leads for portable appliances over walkways.
- Leave drawers of filing cabinets open.
- Use chairs or boxes instead of steps/ladders