



HEALTH AND SAFETY AT WORK

Code of Conduct

September 2017

Code of Conduct

- Conform to the health and safety at work policy, all health and safety rules and signs, fire precautions and emergency procedures.
- Ensure that you understand and follow the safe operation of your duties; ask if you do not understand any aspect of these.
- Report all accidents, near misses, potential hazards and damage immediately.
- In the event that personal protective equipment or clothing is provided, it must be used and properly looked after.
- Do not interfere with or misuse anything provided for the health and safety of employees.
- Do not act in a way that could endanger yourself or others; do not play practical jokes; do not 'mess around'.
- Do not run, especially on stairs or steps. Use handrails; never read while walking.
- Keep your work area tidy and clear of obstruction; do not leave things lying around.
- Clean up any spilt liquids, walked in rain, etc., immediately.
- In the event of your being called upon to handle bulky or heavy objects, only lift or move what you can easily manage (you should never lift a weight of 25kg or more); always bend your knees and keep your back straight – take the stress in your legs, not your back. If in doubt, ask for assistance. Do not over-reach; do not climb on anything not meant for the purpose; use steps or a ladder.
- Electrical equipment is regularly checked and is normally safe when properly used, BUT:
- Never touch electrical equipment with wet hands.
- Always disconnect electrical equipment before moving it.
- Never attempt electrical repairs.
- Always keep electrical supply cables and wires away from wet areas or from where they could be walked over, etc. Always switch off equipment if not in use; disconnect from the mains outside normal working hours unless instructed otherwise.
- Information on any specific hazards and precautions will be issued, as appropriate by the Health and Safety Officer. Training in dealing with hazards will be conducted on a termly basis.

This policy will be reviewed annually.

Reviewed: September 2013 By: Carol Eveleigh - Principal

Reviewed: September 2014 By: Carol Eveleigh - Principal

Reviewed: September 2015 By: Carol Eveleigh - Principal

Reviewed: September 2016 By: Carol Eveleigh – Principal

Reviewed: September 2017 By: Joanne Allen – Vice Principal

Next review: September 2018 By: Carol Eveleigh - Principal