

Signs in School Policy

Date:	December 2014	Review Date:	December 2015
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We recognise that clear and informative signs and signage is an essential part of the health and safety procedures for this school in order to ensure the safety of pupils, school personnel and visitors. Signs are also used to direct and inform everyone using the school building.

We recognise that safety signs must comply with:

- Health and Safety (Safety Signs and Signals) Regulations 1996
- British Standards 5378 (Parts 2 and 3) specifications

We are aware that when a risk assessment has identified a risk and that there is no other means of control then safety signage will be used.

We have undertaken a survey of the school and we have identified specific areas where signs will be used to indicate:

Health & Safety	Direction	Information
<ul style="list-style-type: none">• Fire Exits• Fire Equipment• Assembly Points• First Aid• Flammable Material• Hot Water• Head Protection• Fire Exits for Disabled People	<ul style="list-style-type: none">• Traffic Routes• Car Parking• Access Ramps• School Entrance• School Office• Classrooms• Staff Room	<ul style="list-style-type: none">• Toilets• Disabled Toilets• Parking for Disabled People• No Smoking• Fire Evacuation

Aims

- To ensure that there are sufficient signs in place and they comply with the law.

Procedure

Role of the Governing Body	<ul style="list-style-type: none">• The GB has:<ul style="list-style-type: none">▪ delegated powers and responsibilities to the Resources Committee and to the headteacher to oversee the deployment and positioning of signs with in the school
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Role of the Headteacher	<ul style="list-style-type: none"> • • The Headteacher working with the Resources Committee will ensure that: <ul style="list-style-type: none"> ▪ we comply with the law; ▪ external signs comply with road traffic legislation and LA guidelines; ▪ the school building is regularly inspected; ▪ risk assessments are undertaken; ▪ signs are positioned correctly so that they can be seen by everyone; ▪ fire signs and notices are in place
Role of the Premises Manager	<ul style="list-style-type: none"> • The Premises Manager will ensure that: <ul style="list-style-type: none"> ▪ all signs are regularly checked and maintained; ▪ broken signs are replaced; ▪ a stock of replacement signs is kept; ▪ contractors use appropriate warning signs when working on the school premises
Role of School Personnel, Pupils and Visitors	<ul style="list-style-type: none"> • School personnel, pupils and visitors will conform to and abide by all school signs. • School personnel will: <ul style="list-style-type: none"> ▪ attend appropriate training sessions; ▪ report to the Premises Manager any damaged or defaced signs; ▪ report the need of reviewing or undertaking new risk assessments on signage
Purchase of Signs	<ul style="list-style-type: none"> • All signs will: <ul style="list-style-type: none"> ▪ be purchased from a competent supplier; ▪ comply with Health and Safety (Safety Signs and Signals) Regulations 1996 and; ▪ British Standards 5378 (Parts 2 and 3) specifications
Monitoring the Effectiveness of the Policy	<ul style="list-style-type: none"> • Annually the effectiveness of this policy will be reviewed, or when the need arises, and the necessary recommendations for improvement will be made to the governors.

Headteacher:		Date:	
Chair of Governing		Date:	

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Body:			
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