



## **Holy Cross Catholic Primary School**

# **Policy for Health and Safety**

<b>Approved by</b>	<b>FGB</b>
<b>Headteacher</b>	<b>Beth Dyer</b>
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<b>Remit</b>	<b>Full Governing Body</b>

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# HEALTH AND SAFETY POLICY STATEMENT

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## SECTION A - STATEMENT OF INTENT

We recognise our duty and responsibility to comply with all relevant health and safety legislation. We will ensure the health, safety and welfare at work of all our employees and others who may be affected by our actions. The school management therefore are committed to establishing and implementing arrangements which will ensure that staff and visitors will be safeguarded when on the premises or engaged on offsite activities (e.g. visits to other areas), and that the premises for which they are responsible is safe for visitors.

It is understood that good health and safety management encourages safe practices and improves morale.

We will ensure staff are aware of their responsibilities towards health and safety by ensuring that training and good communications throughout the organisational structure are maintained.

Management have arranged Health and Safety support through Good Skills Consultants, which includes annual visits, on- and off-site support including policy development, etc.

Additional information may be found on the HSE Website: <http://www.hse.gov.uk/index.htm>, to ensure the most up to date information is used.

Signed

Signed

Head Teacher

Chair of Governors

Date:

Date

## **SECTION B - ORGANISATION**

### ***Responsibilities***

#### **The School Governors**

The Governing Body of Holy Cross Catholic Primary School has overall accountability for health and safety of the school site and has a responsibility to ensure that the school staff and premises comply with the practices contained within this policy.

#### **The Head Teacher**

- 1 Responsible for ensuring staff, pupils and other visitors (including contractors) adopt safe working practices and generally conduct themselves in such a way that they will not injure themselves or others.
- 2 Production & review of the Health and Safety Policy and review it annually.
- 3 Checking that the Health and Safety requirements are implemented, e.g. risk assessments, and keeping a record of the periodic monitoring, which is undertaken.
- 4 Ensuring that all staff have read and understood the Health and Safety Policy and any supporting documents.
- 5 Undertaking and recording Risk Assessments.
- 6 Requesting governors to carry out regular health and safety inspections, reporting back to the Headteacher and addressing any safety issues as necessary.
- 7 Receiving and dealing promptly with complaints about safety issues.
- 8 Seeing that emergency evacuation procedures are in place and that records are maintained.
- 9 Ensuring that requirements of any enforcing authorities (Fire Prevention Officer, HSE and Environmental Health Officer) are properly addressed.
- 10 Ensuring that adequate first aid provision is made.
- 11 Responsible for seeing that they themselves are adequately trained and that staff receive any necessary training determined by their 'training needs analysis'.

- 12 Responsible for ensuring records of the training are kept and having a system for ensuring that refresher training where necessary is undertaken within the prescribed time limits.

## **Appointed Person**

The Head Teacher has appointed persons responsible for managing the health and safety arrangements for the school. These persons are identified in appendix A.

The role of the appointed person is to ensure that H&S statutory duties are acted on and that any necessary records are maintained.

Where appropriate the appointed person may request the assistance of competent persons to help with specific H&S issues.

The appointed person will ensure that accident reporting procedures are followed and records maintained.

The appointed person will make staff aware of specific Health and Safety training that may be beneficial for their function and ensure records are maintained of any training.

## **Teaching Staff**

Teachers are responsible for the safety of pupils under their supervision and where provided, controls indicated by the risk assessments will be used to reduce the risk of harm.

In the event of fire their role is to lead their class to the designated assembly point or other agreed place of safety.

## **First Aid Personnel**

The role of the First Aider is to administer immediate first aid to employees, pupils and visitors to the school who may have suffered injury or ill health.

Where appropriate the First Aider will request professional medical aid i.e. an ambulance.

The First Aider will ensure an Accident record is completed and where a pupil is concerned the school first aid log is also completed.

## **Caretaking staff**

The caretaking staff are responsible for ensuring the areas of activity are safe and activities carried out are performed safely and with due regard to others who may be affected by them.

Recorded assessment of risk shall be undertaken by competent persons and made available to those employees who may be affected by the hazards identified.

Hazardous substances and the activities for which they are used have been COSHH assessed and suitable Personal Protective Equipment is used.

## **All Staff**

All Staff have a responsibility for the health and safety of themselves, their colleagues, pupils and visitors. They also have a duty under the Management of Health and Safety Regulations 1999 to report, to their line manager, any shortcomings in the employer's health and safety arrangements.

## **Safety Representatives**

The school allows the appointment of Safety representatives if requested by 2 or more members.

Safety representatives are responsible for deciding whether they wish to have a Safety Committee if one does not exist already, in which case, the Headteacher will facilitate this.

Functions of the Safety representative:

- Investigation of hazards and dangerous occurrences in the workplace
- Examine the causes of accidents and report results to the Head Teacher
- Make representations regarding general matters of Health and Safety and welfare of employees.

The Head Teacher recognises that the safety representative may require 'in school' time to perform some Health and Safety functions.

## **Property Services**

The School is responsible for ensuring that property matters are properly dealt with (if necessary by taking premises or fixed equipment out of use). The school will ensure that periodic safety testing takes place on plant such as fixed wiring, plumbing systems and drainage. The school is responsible for managing unsafe conditions or events that may lead to an unsafe environment.

## **SECTION C - ARRANGEMENTS**

It is important that the day-by-day activities of all staff, Young persons, contractors and visitors are conducted in a way which is as safe as possible.

### ***General Practices Applying To All Staff***

#### **1. Visitors**

- 1.1. All visitors, not being pupils of this school, shall be reminded of the school's H&S procedures and accompanied by a member of school staff unless they have been authorised by the Head Teacher to be on site unaccompanied.
- 1.2. Arrangements for the signing in and out of visitors and contractors are used at this school.

#### **2. Contractors**

- 2.1. The Head Teacher will appoint a person to liaise and manage contractors. This person will ensure contractors are aware of current known hazards on the site such as locations of asbestos.
- 2.2. Only contractors who are able to demonstrate competence will be deemed suitable to work within the school environment.
- 2.3. Contractors must be able to produce a method statement and risk assessment addressing both the hazards they will present to school employees, pupils and others and detail the controls that will be adopted to protect them.
- 2.4. Contractors are not permitted to lone work.

#### **3. Fire Safety**

- 3.1. All employees gain knowledge of the Fire procedures firstly as part of a site walk with the caretaker and then through period fire drills.
- 3.2. A fire officer has been appointed to manage the fire arrangements including risk assessment, drills, alarm tests, emergency lighting tests and all fire safety equipment maintenance. The appointed fire officer is identified in appendix A.



- 3.3. Fire marshals, which will have had training in this role, have been appointed to assist the fire officer during drills and actual fire events. The role of the fire marshal is to ensure that the site buildings are clear of persons who may have been inadvertently left behind. Appointed fire marshals are listed in Appendix A.
- 3.4. Periodic checks of the fire safety systems are made and records maintained. The following fire equipment will be tested by the fire officer, or his representative. Maintenance of this equipment will be carried out only by a contractor deemed competent to do so. Records of checks and maintenance, including test certificates, will be retained in the 'Fire Record' book.
  - 3.4.1. The fire alarms are tested weekly. Each week a different call point will be used to activate the alarm which is noted in the record. Maintenance of the alarm system will be yearly.
  - 3.4.2. Emergency lighting systems will be tested monthly and maintenance carried out annually
  - 3.4.3. Smoke detectors are wired in and tested with in the annual fire alarm cycle.
  - 3.4.4. Fire-fighting equipment will be visually inspected monthly and maintenance carried out yearly.
- 3.5. Fire risk assessments are carried out as a result of an annual workplace inspection by the members of the governing body. Specific fire hazards are identified and risks determined. Where appropriate controls are implemented.

#### **4. Arson**

- 4.1. Regular external inspection of the premises is necessary to check for arson activities and potential arson risk. This check will be carried out by the caretaker.
- 4.2. All dustbins, benches and other movable items will be made immovable and not positioned against main school walls.
- 4.3. Wheelie bins are to be lid locked and chained away from main school walls.
- 4.4. Build-up of rubbish including leaves etc. will be regularly removed to prevent use as fuel.

- 4.5. Trespassers will be dissuaded from visiting the site by appropriate signage, outside illumination and a CCTV system.

## **5. Bomb Alerts**

- 5.1. The school will take appropriate evacuation action on receipt of information regarding a bomb on the site.
- 5.2. The general fire procedure will be followed and as with the fire procedure the location of the hazard or device will be avoided.
- 5.3. All staff, pupils and visitors to the school will assemble at the bottom of the field as indicated on the fire plan.
- 5.4. No attempt will be made by the school staff to handle potentially hazardous devices or objects.

## 6. First Aid/Illness

6.1. First Aid boxes are stocked as per HSE guidance and are located in main office area and high-risk areas:

- First floor; Y5/6 Corridor
- Medical Room (standard box as well as two mobile kits for school trips)
- Annex Lobby area
- Playing field
- Minibus
- Kitchen – responsibility rests with Caterlink, the catering provider
- Contents are as per the legal requirements for the appropriate bag.

6.1.1. checked and maintained by an appointed person (see Appendix A).

6.1.2. First aid instructions and named First Aiders (see Appendix A) are posted next to the First Aid box.

### 6.2. First Aiders

6.2.1. Responsibilities of the First Aiders are to ensure persons injured or ill at the school are adequately treated and where necessary make other appropriate special arrangements.

6.2.2. Ensure any accidents are reported to an appointed person (see Appendix A)

6.2.3. Recording of all first aid treatments shall be maintained and held in the main admin office.

6.3. Parents will be informed of any injury or illness to their child by their teacher or appointed person.

## **7. Accident Reporting and Recording**

- 7.1. Accidents, injuries, near misses, reportable disease or work-related illness must be recorded on the Good Skills on-line reporting system and to the HSE if necessary by the school's appointed person (See appendix A).
- 7.2. All employee accidents will be recorded on the BI50 Accident Form and the Good Skills on-line accident reporting system. Copies of the BI50 Accident Form will be retained in the main admin office.
- 7.3. Non-employee accidents will be reported on the Good Skills on-line reporting system only.
- 7.4. A 'Responsible Person' has been appointed to identify any incident as being reportable to the HSE under the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013 (RIDDOR). The Responsible Person will submit the RIDDOR report to the HSE using the online reporting tool.

## **8. Housekeeping**

- 8.1. The buildings will be cleaned by an employed cleaner at least once per week. Though the responsibility for ensuring the work environment is kept clean and tidy is applied to all staff.
- 8.2. The disposal of small amounts of waste can be treated as ordinary household waste i.e. placed in appropriate bins within the building and its surrounds, and removed each day by the cleaners to the designated storage area prior to removal by a Refuse Service Contractor.
- 8.3. Stacking and Storage
  - 8.3.1. Materials, equipment and any other items will be kept in appropriate storage areas. Where this is not possible for temporary reasons, the staff responsible for those materials will ensure that they are stacked tidily, to a height which does not constitute a hazard and in such a way that they do not impede the movement of staff or visitors.
- 8.4. Stairs, Cloakrooms and Exits etc., will be kept clear of obstructions (including electrical cables and other trip hazards).
- 8.5. Main reception area

- 8.5.1. All staff are requested to be vigilant in regard to identifying any potential hazards in this area as visitors are not so familiar with the surroundings.

## **9. Lifting and Handling**

- 9.1. Injuries can be caused by incorrect lifting and handling of objects, (which need not be large or heavy). Therefore, any operation where lifting or handling is involved should be avoided where possible.
- 9.2. Both generic and where appropriate specific risk assessments are undertaken for all potentially hazardous handling activities, including objects and people.
- 9.3. The moving of people is of particular concern and specialist advice is available from Medina House School or St Georges Special School (see section D).

## **10. Control of Substances Hazardous to Health (COSHH)**

- 10.1. Any hazardous substances on the school site must be managed safely and to do this all of them will be identified.
- 10.2. Substances which are hazardous will be assessed for risk to employees and those who may be affected by them. The datasheets will be located in a health & safety file located in the main office.
- 10.3. Assessed hazardous substances will be stored safely in appropriate storage areas and be locatable from a plan in the Fire Risk Assessment.
- 10.4. Persons trained to carry out these assessments are listed in Appendix A.

## **11. Asbestos and Legionella**

- 11.1. A survey has been carried out for the presence of asbestos containing materials (ACM), and where necessary identification labels placed.
- 11.2. Any areas where ACM have been identified have been addressed to determine the risk to person who may be exposed and where necessary removed. Where removal is not

necessary periodic monitoring for condition will be instigated and a record maintained.

- 11.3. The survey report is available for reference to all persons who may potentially disturb ACM during their work i.e. electrical contractors.
- 11.4. The asbestos survey report is available to view in reception area and attached to it is a signature record for contractors and others to sign as proof of reading. These records are retained in a file alongside the survey report.
- 11.5. A survey has been carried out on the water systems within the school to identify potential areas of the system that may promote uncontrolled Legionella bacterium growth.
- 11.6. Higher risk of bacterium growth is likely through long warm holiday periods and therefore maintenance is required to flush the water systems prior to school recommencing. A record is maintained of this maintenance.

## **12. Premises and Equipment**

- 12.1. The Headteacher will periodically arrange for a visual inspection of the premises and equipment. Risk Assessments will have been carried out for premises and these may be reviewed during the visual inspection. Where immediate action is required to prevent injury the Head Teacher will ensure arrangements are made to address the hazard.

## **13. Electrical Plant and Equipment**

- 13.1. The Headteacher will arrange for all portable electrical equipment to be checked on a regular basis and a record kept. A schedule/checklist of inspection timescales will be maintained in the statutory record book located in the main office.
- 13.2. The competent person or organisation responsible for the testing of portable appliances is included in Appendix A.
- 13.3. The Headteacher is responsible for ensuring the electrical installation has been tested and certificated as safe.
- 13.4. Staff are required to report any damaged electrical equipment or wiring - including portable equipment and permanent wiring.
- 13.5. They must, under no circumstances, attempt any repairs unless the Headteacher is satisfied that they are competent to do so. Personal mains-powered electrical equipment

must not be brought onto the School premises, unless it has been subjected to the same tests as School equipment.

## **14. Risk Assessments**

- 14.1. Risk assessment shall be undertaken for all activities which present a potential to cause harm.
- 14.2. The risk assessment will identify the hazard, the risk and the controls which are present or remedial action planned to reduce the likelihood of injury / ill health.
- 14.3. Only persons deemed competent to carry out risk assessments have been authorised to do so by the Head Teacher, these persons are listed in Appendix A.
- 14.4. Area's where risk assessment shall be carried out include:
  - 14.4.1. Premises
  - 14.4.2. Areas on the site with specific hazards present.
  - 14.4.3. Fire & Arson
  - 14.4.4. Technology equipment (cooking, sawing, etc.)
  - 14.4.5. Control of Substances Hazardous to Health (COSHH)
  - 14.4.6. Caretaking activities including working at height.
  - 14.4.7. PE activities
  - 14.4.8. Educational visits
  - 14.4.9. Well-being
  - 14.4.10. Manual Handling
  - 14.4.11. Display Screen Equipment (DSE)
  - 14.4.12. New and expectant mothers

## **15. Working at Height**

- 15.1. All staff are asked not to carry out work at height unless it is agreed by their line manager that it is necessary.

- 15.2. Working at height does pose a higher than normal risk of injury to those carrying out the work and those below them. It is therefore necessary to carefully consider whether there is a real benefit or necessity to carry out this work before starting.
- 15.3. The Working at Height Regulations requires all work required where access equipment, such as ladder or step stool, is required above or below floor level to be assessed for potential risk and controls implemented to mitigate injury.
- 15.4. Risk assessment will be carried out by a competent person (identified in Appendix A) for all working at height activities. In some cases, these will need to relate to specific activities though in most cases such as display work it may be acceptable to produce a generic assessment.
- 15.5. All employees who carry out any work at height will have some training, appropriate to the task, which will be recorded within the school safety training records this training will include the use of any risk assessments that may be available for the task.
- 15.6. Employees who are unhappy with carrying out any form of work at height are not expected to do so unless it explicitly forms a part of their terms of employment.
- 15.7. The person appointed to oversee and advise on all working at height activities is shown in Appendix A.

## **16. Slips and Trips**

- 16.1. The school site internally and externally shall be assessed at least annually for potential hazards that may cause slip or trip accidents. This assessment may be carried out by a competent person trained in risk assessment (identified in Appendix A) and others such as Head Teacher and Governors etc.
- 16.2. Inspection results shall be used to identify priority for remedial action.

## **17. Well-being**

- 17.1. Stress is acknowledged by the school as a potential cause of staff illness and all efforts are made to reduce it. This is in part done by management openness in counselling and supporting staff with work related problems and yearly employee survey which is designed to identify the sources of stress and address any 'work place stressors'. The Head teacher is responsible for ensuring arrangements are in place for the wellbeing survey.



- 17.2. Guidance on workplace stress and wellbeing can be sought from Good Skills, the school Health and Safety Service provider.

## **18. Alcohol, Drugs and Smoking**

- 18.1. The abuse of alcohol or drugs is a safety hazard and if there is any suspicion that a member of staff or visitor is under the influence of either, then this must be reported to the Head Teacher who will take the appropriate disciplinary action.
- 18.2. Smoking within the school site is prohibited including the use of e-cigarettes and signs are posted at entrances.

## **19. Violence and Aggression**

- 19.1. Violence and harassment in both physical and verbal forms will not be tolerated within the school. Either between employees or between employees and non-employees.
- 19.2. Employees shall report all incidents of this type to their line manager. Appropriate action will in the first instance be taken by the school.
- 19.3. Disciplinary action will be taken against employees being the source of such behaviour.
- 19.4. Action against non-employees who are the source of violent, harassing or threatening behaviour may be by prohibiting them entry to the school. The Local Authority may be requested to provide advice on the best course of action.
- 19.5. The person responsible for ensuring the process of recording and follow up action is listed in appendix A.

## **20. Display Screen Equipment (DSE)**

- 20.1. Workers who regularly use DSE as a significant part of their normal work (daily for continuous periods) will be risk assessed for suitability for individual employee use. (See Appendix A).

- 20.2. Where appropriate, equipment shall be provided or replaced to ensure the user is not put at risk of illness or injury.
- 20.3. Records of all assessments will be maintained and held in the main admin office.
- 20.4. Eyesight testing is offered to persons identified as habitual users.

## **21. Training**

- 21.1. The Head Teacher will ensure that employees with responsibilities for health and safety are competent. This will be reinforced by appropriate training.
- 21.2. The responsibility for safety training and/or refresher training rests with the Headteacher.
- 21.3. Training records will be maintained for all employees and periodic examination of these takes place and if training needs are identified, then appropriate training shall be provided.
- 21.4. Information on Health & Safety courses can be obtained from Good skills Training and the LA Workforce Development Team.

## **22. Lone Working**

- 22.1. It is recognised that staff may at some point be required to work outside of normal working hours. The school has 16 designated key holders (See Appendix A). Staff without access rights wishing to access or leave the building outside normal operational times need to contact one of the key holders to facilitate their working pattern.
- 22.2. Staff undertaking lone working should ensure their next of kin or other emergency contact is aware of their movements.
- 22.3. Staff undertaking lone working should ensure they have their mobile phone with them at all times.
- 22.4. Staff undertaking lone working should ensure their emergency contact has the mobile phone number of the key holders as indicated in Appendix A.

## **23. Educational Visits**

- 23.1. The school recognises that educational visits, away from the safety of the school site, expose school employees, pupils and non-employee volunteers to potentially unknown risk. Therefore, a separate Educational Visits Policy is available.
- 23.2. All visits will be recorded in the school's 'Evolve' risk management system.
- 23.3. For all educational visits a competent Group Leader is appointed by the Head Teacher. The Group Leader will ensure all arrangements are made and that all appropriate requirements of the Educational Visits Policy are met.
- 23.4. A person appointed as the Educational Visit Coordinator (EVC), will oversee the arrangements obtaining advice from the Hampshire Outdoor Education Team (see Appendix A).
- 23.5. Injuries occurring during an offsite visit must be handled as those at school. Information about injuries must be relayed back to the school as soon as possible so that requirements for accident reporting are met within specified timescales.

## **24. New and Expectant Mothers**

- 24.1. The school recognise the fact that new and expectant mothers (NEM) are at an increased risk of a) injury to themselves and their unborn child b) injury to others who may be affected by their actions.
- 24.2. To ensure the safety of the NEM the management of potential risks required. This is done by a risk assessment carried out by a competent person and the implementation of controls to eliminate or reduce risk.
- 24.3. The NEM will be allowed to take as appropriate rest breaks and a safe place to rest.

## **SECTION D – CONTACTS and INFORMATION**

### **Health and Safety Advice**

Good Skills Training

Barry Grant, Tel: 01983 640142 or Mob: 07519 729311

### **Outdoor Education Advice**

Hampshire Outdoor Education Team

Claire Dobbs, Service Manager -Tel: 01962 876218 or Mob: 07701 020336

### **Insurance Services -**

Isle of Wight Council Insurance Manager – Rod Warne, Tel: 01983 823625

### **Fire & Arson advice -**

Community Safety – Sandown Fire Station, Tel: 01983 823399

### **Moving Children -**

Medina House School on Tel: 01983 522917 or

St Georges Special School on Tel: 01983 524634

### **Information source for IOW schools -**

[www.HSE.gov.uk](http://www.HSE.gov.uk)

### **DfE Support –**

Web address: [www.education.gov.uk](http://www.education.gov.uk)

## APPENDIX A – Persons with specific H&S responsibility

Name	Job Title	Responsibility
Mark Wild	Site Manager	Appointed Person Fire Officer and Fire Marshall Managing Contractors Risk Assessments PAT testing DSE assessment Daily check on safety of site Key holder – Mob: 07805 779 948
Kerrie Margetts	School Business Manager	Managing Contractors, Accident reporting Policy review and monitoring of H&S Monitoring H&S issues Risk Assessments Full First Aid Trained Liaison with Good Skills Training Key holder – Mob: 07415 717 688
Katie Lucas	Administrative Assistant	Managing Contractors, Accident reporting
Jane Neill	HLTA	Fire Marshall & Key Holder: 07368399149
Peter Ball	Parent Governor	Appointed governor for H&S Policy review and monitoring of H&S
All Teachers		Educational Visits Risk Assessments
Sophie Collings	Asst Head – RE Lead	Educational Visits co-ordinator Violence and Aggression reporting Key Holder – Mob: 0707592887758
Kathy Mather	Year 6 Teacher & Maths Lead	Key Holder – Mob: 0707818220893
Michaele Muncer	Year 5 Teacher	Key Holder for main building – Mob: 07790700734
Becci Heng	Year 4 Teacher	Paediatric First Aider Key Holder Main building – Mob: 07876142149
Lucie Banks	Year 2 Teacher	Key Holder Main school building – Mob: 07513508836
Imogen Downer	Year 1 Teacher	Key Holder – Mob: 07513508836
Sarah Wild	EYFS Lead and Reception Class Teacher	Paediatric First Aider Key Holder – Mob: 07949330723
Becky Hall	Cleaner	Key Holder – Mob: 0774878554

Emma Rayner	Cleaner	Paediatric First Aider Key Holder for annex – Mob: 07534021356
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## APPENDIX B - Fire Safety

### 1.1. Fire Instructions

- 1.1.1. These are placed where staff can easily read them.
- 1.1.2. Emergency Exits, Assembly Point and Assembly Point Instructions shall be clearly identified

### 1.2. Fire Alarm

- 1.2.1. In case of fire dial 999
- 1.2.2. The fire alarms are tested weekly every Thursday.
- 1.2.3. A Fire Test Record Book is maintained and held in the main admin office

### 1.3. Fire Drills

- 1.3.1. Are carried out at least once per term.
- 1.3.2. Assembly point is the playing field.
- 1.3.3. Records are maintained of drills and are held in the main admin office.

### 1.4. Fire Fighting

- 1.4.1. Teachers supervising children must not attempt to fight fires as they are expected only to evacuate the area safely.
- 1.4.2. Untrained staff are not expected to "have a go", but only to tackle small fires only if no undue risk to life and limb, and there is always a clear escape path available.

### 1.5. Fire Hazards and Fire Risk Assessments

- 1.5.1. Storage cleaning substances only in a locked cupboard.

### 1.6. Maintenance of Fire safety equipment is carried out by competent contractor;

- 1.6.1. Emergency lighting – Wight Fire Co.
- 1.6.2. Fire extinguishers maintained – Wight Fire Co.
- 1.6.3. Fire alarms Maintained – Wight Fire Co.
- 1.6.4. Fire Safety Signs and identification of escape routes – Wight Fire Co.

## Staff with specific responsibilities for Fire Safety Procedures:

Job Title	Responsibility
Head Teacher/ Assistant Head Teacher	Fire Evacuation Co-ordinator. Calls 999.
School Business Manager	Fire Evacuation Co-ordinator in case of absence of headteacher/ Assistant Head Teacher
Site Manager	Fire Officer Reviewing site safety daily Unlocking Fire Exits before the start of the school day.
Class Teacher	Taking class to assembly point and register
School Administrator	Take class registers to the Assembly Point. Take Data Collection Sheets to the Assembly Point. Central point of contact during Evacuation procedure for register, missing children, etc.
LSA Year R/1	Inform School Secretary of Fire Alarm in Annex
LSA Main Building	Inform Annex of Fire Alarm in Main Building
LSA Y5/6	Check 1 <sup>st</sup> floor corridor after registration to ensure clear passage way.