

Longdean School



Health and Safety Policy

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Health and Safety Policy

Policy statement

The policy of Longdean School is to promote health and safety and to actively seek the involvement and co-operation of staff and students. The school will endeavour to provide conditions that comply with all statutory requirements and approved codes of practice to ensure good standards of health and safety.

In order to achieve this we will: -

- ◆ Nominate a responsible person for implementing and reviewing policy & procedures
- ◆ Implement formal procedures to support our policy
- ◆ Undertake regular Health & Safety audits, reviews and initiate appropriate corrective actions
- ◆ Provide appropriate training and information on Health & Safety matters
- ◆ Establish a school wide Health & Safety committee with every reasonable effort made to ensure broad representation
- ◆ Provide all protective equipment as and where necessary

Whilst schools are considered 'low risk' injuries and associated illnesses can happen and it is the school's objective to eliminate or minimise these risks.

Responsibilities for carrying out the school Health and Safety Policy

The School Governors

- a) Shall appoint the Headteacher as the person to be directly responsible for the establishment and maintenance of the School Health and Safety programme.
- b) Take direct interest in the programme and publicly support all persons carrying it out.
- c) Provide adequate staff, funds and materials to meet the Health and Safety requirements for the school.
- d) Through the Premises Committee, measure, appraise and where necessary correct the safety performance of the site.
- e) Ensure that the School Health and Safety programme is understood at all levels.
- f) Ensure that responsibility is properly assigned and accepted at all levels.

The Headteacher

- a) Shall be directly responsible for the establishment and maintenance of the School Health and safety programme.
- b) Ensure that the School Health and Safety programme is communicated and understood at all levels.
- c) Ensure that responsibility is properly assigned and accepted at all levels.

- d) Ensure adequate staff, funds and materials to meet the Health and Safety requirements for the school.
- e) Ensure adequate welfare facilities are provided and maintained to a satisfactory standard.
- f) The place of work is maintained in a clean and tidy condition.
- g) Identify and supply any training requirements.
- h) Ensure a safe means of access and egress to the school is provided.
- i) Adequate first aid provisions are available and maintained under the control of a competent person.
- j) Ensure a critical incident/disaster recover plan is in existence, communicated and reviewed annually.
- k) Establish a site safety committee ,consisting of union representatives, general staff and representatives from the student body, to:
 - review all incidents and trends.
 - receive reports of actions required
 - communicate actions plans
 - carry out safety audits

The Management Team

A Deputy Head Teacher

- a) Will be appointed as the competent person to oversee all off site activities and to ensure and authorise that:
 - Assessments of risk for all activities off site are carried out
 - Funding is available for all activities

The Resource Manager (Finance)

- a) shall periodically review insurance and loss records and advise when action is necessary to correct adverse trends.
- b) must ensure that all liability is covered by insurance.
- c) Shall recommend the funding for the school to function.

The School Leadership Team

Ensure that the policy is carried out and that work necessary to ensure Health and Safety of employees and students is carried out promptly.

- a) Review the Safety committee reports and take action to reduce unfavourable trends.
- b) Review the Accident Reports and be satisfied that they are correct and that appropriate action is taken.

- c) Periodically accompany the Premises Manager on safety inspections to ensure that they are carried out thoroughly.
- d) The SLT are to ensure that sufficient First Aiders are trained to meet the current and future requirements.
- e) Periodically check that First Aid facilities are adequate and that records of treatment are being properly kept.
- f) Must ensure that adequate supervision is available at all times, particularly where young or inexperienced workers are utilised.
- g) Arrange adequate numbers of staff to operate the documented Fire Fighting procedures relating to equipment and the evacuation of the building.
- h) Ensure that the restrictions on the hours of work are complied with.
- i) Communicate to staff the policy for lone working.
- j) Ensure that personal safety equipment is issued to employees as required.
- k) Ensure that visitors to the site are given all information relating to safety and to include fire control and site rules.
- l) Ensure that the Food and Hygiene regulations are complied with.
- m) Ensure that adequate safety and First Aid facilities and staff are available and equipment maintained.
- n) Ensure that all fire equipment is regularly inspected and serviced.
- o) Shall supervise the school policy relating to fire and to include:
 - Publish fire evacuation instructions
 - Publish the fire procedure instructions
 - Ensure that fire alarm tests are carried out and recorded
 - Ensure that fire drills are carried out termly and recorded

The Premises Manager

- a) Shall help coordinate the school Health and Safety programme.
- b) Will ensure that safe systems of work are in place for all maintenance activities.
- c) Will not allow visitors or contractors to enter parts of the site without the relevant and suitable safety equipment.
- d) Ensure that all contractors, service engineers, visitors and employees, read, understand and accept the relevant parts of the School Safety Rules detailed in this document.
- e) Ensure that where required work is controlled through a permit to work e.g. Asbestos.

- f) Ensure all statutory checks are carried out and on time and that a register is kept of all checks e.g. Emergency lights
- g) Ensure risk assessments are carried out for all maintenance activities.
- h) Shall carry out safety inspections of the site periodically.
- i) Shall make reports and recommendations to the Headteacher and the Premises committee.
- j) Shall ensure safety data is available for all substances hazardous to health.
- k) Shall keep all records relating to Health and safety.
- l) Help in the investigation of all incidents.
- m) Ensure that all office furniture and equipment complies with current safety legislation.

Directors of Learning

- a) Co-operate fully with regard to the Health and Safety programme.
- b) Ensure that all accidents are fully reported, (correct forms filled in) investigated and any recommendations to stop a recurrence followed.
- c) Must ensure that his/her staff are competent to carry out their work and are fully aware of any hazards.
- d) Ensure new employees are placed into the site induction programme as soon as practicable.
- e) Ensure all staff in their control are trained for the work being undertaken.
- f) Must ensure that adequate supervision is available at all times, particularly where young or inexperienced workers are utilised.
- g) Review absences due to accidents or injury on the premises and inform the head teacher of any unfavourable trend.
- h) Ensure risk assessments are carried out for all activities within their departments and especially offsite visits.
- i) Must ensure that all fire fighting equipment in their department is in the correct position, not visibly damaged and seal etc in place.
- j) Must ensure that all employees know the whereabouts of first aid facilities and rules.
- k) Shall continually develop safe practises to ensure maximum safety for everyone under their supervision.
- l) Must ensure that Substances Hazardous to Health have Safety Data sheets and that no substances are introduced without an assessment by the Premises Manager
- m) shall ensure that :--- " If any portable electrical equipment 110volt or 240 volt or other is purchased, loaned, supplied on hire, supplied as part of work that contractors are undertaking

on our behalf, or even personal equipment that is to be used on site then this equipment must have a current test certificate before it can be used

- n) Shall ensure that all machinery and equipment is frequently inspected properly maintained and is safe to use.
- o) Shall ensure that all defects are promptly reported and rectified.
- p) Shall maintain good housekeeping within his/her department at all times
- q) Shall consider all representation regarding concerns about safety and health and pass these to the safety committee or premises manager.

All Employees:

NOTE: The term 'employee' includes all salaried and hourly paid personnel.

Compliance with the School Health and Safety Policy is a condition of employment.

- a) shall take reasonable care of their own safety and the safety of any other persons who may be affected by their actions.
- b) shall make themselves familiar with and conform to the Health and Safety programme at all times.
- c) shall observe the appropriate Safety Rules at all times.
- d) shall wear appropriate safety equipment and use appropriate safety devices as the situation demands or as instructed.
- e) shall conform to all instructions or requests given in relation to Health and Safety.
- f) shall report all incidents and near misses.
- g) shall report all accidents and incidents involving damage to the school property to the Premises manager, whether injury to persons has occurred or not.
- h) may make suggestions to improve health and safety on the site.
- i) must follow the rules regarding lone working.
- j) shall ensure that a first aider/ or relevant person is made aware of any personal health problem. (Failure to do this may mean that first aid applied in the course of an incident may not be as effective as it could be.) eg food allergy
- k) are advised to inform their manager if they are new or expectant mothers so that steps can be taken to ensure their health and welfare.

Persons other than Site employees (or employed on their behalf) on the school premises shall:

- a) not enter the school premises before reporting to the Reception area to sign in and collect a visitor badge and a Safeguarding Children leaflet.
- b) Visitors may be asked to show a form of identification when signing in.
- c) observe the school Safety Rules.
- d) wear protective clothing and use safety equipment where required.
- e) observe the instructions given by persons enforcing the school Health and Safety Policy.
- f) observe all instructions given to them regarding asbestos around the site.
- g) not be allowed to work alone on the premises.
- h) not work on the premises until the relevant Safety Rules are read, understood and accepted.
- i) not be permitted to work on the premises until adequate insurance is produced.

NOTE: Visitors are the responsibility of the person inviting them into the School. Proper arrangements must be made to ensure their Health and Safety whilst on the premises.

Maintenance of safe working conditions

Safety Inspections

All reasonable action is to be taken to ensure a safe and healthy working environment. To achieve this, inspections are to be carried out regularly in addition to the normal Health and Safety activity.

The Premises Manager

- a) accompanied by a member of the senior team and/or school governor will carry out an inspection of every department once a year. In addition to general Health and Safety matters, these inspections will cover housekeeping, fire equipment and fire exits.
- b) A check will also be made to ensure that all applicable regulations are being complied with.
- c) A report of any findings will be made to the Head teacher

Heads of Departments will carry out regular inspections detailed on page 7

First aid arrangements

The arrangements for First Aid are as follows:

- a) The names and workplaces of qualified First Aiders are displayed on the staff room notice board, together with clear instructions for summoning outside medical facilities.
- b) The First Aid Post is in the administration office and is accessible to all employees and students.

- c) The First Aid Post is to be equipped to the approved standard. A list of the approved contents is to be placed in the First Aid box and no other items are to be included. The approved guidance note is to be clearly displayed.
- d) First Aiders are to be trained and appointed and are to be responsible for ensuring that the post is fully equipped at all times.
- e) The SLT are to ensure that sufficient First Aiders are trained to meet the current and future requirements.
- f) The first aider attending an injury must ensure that the relevant report form, detailing the injury, is completed and for severe injuries the senior member on duty is informed so that he or she can start the investigation procedure. A copy of any completed form must be given to the Premises Manager.
- g) First Aid treatment should normally be carried out by qualified First Aiders only.
- h) The First Aider and/or Senior Duty Manager will ensure that personnel suffering from serious injuries or illnesses are transported to the hospital and/or skilled medical attention is obtained.
- i) All persons sent for hospital treatment or other medical attention, and who subsequently return to work on the same day, MUST report to their Departmental Manager BEFORE commencing work.

NOTE: Only approved First Aid treatment, using approved First Aid materials and substances are to be used. **Medication and drugs of any kind may NOT be dispensed by a First Aider or any other employees.**

Arrangements regarding critical incidents

The school, as part of the safety programme, is committed to provide for all contingencies that may affect the site. The Head Teacher with the Senior Team has identified areas of risk as follows:

- ❖ Extreme weather conditions e. g Gales, Snow
- ❖ Flooding
- ❖ Loss of electricity
- ❖ Loss of heating
- ❖ Loss of water
- ❖ Fire
- ❖ Bomb threats

With regard to severe weather the head will receive advice from HCC on the need to close the school, however the final decision will be his.

Should the school be affected by one of the above (or other) the school may be evacuated using the school alarm system (see full policy) and a decision made to close the school the following procedure will be followed:

For students

- ❖ If possible students will be given notes explaining the closure
- ❖ Local radio stations will be advised of the closure and agree to announce the closure during drive time slots throughout the day

Stations are:

Chiltern Radio (97.6FM 828AM)

Mercury FM (96.6FM)

BBC Three Counties Radio (103.8FM/95.5FM or 630MW/1161MW)

BBC Radio Cambridgeshire (96FM)

Heartbeat FM (106.7 106.9FM)

Ten 17FM (101.7FM)

Mix 96(96.2FM)

Q103 (103FM and dab digital)

For employees

Employees have been allocated a member of the Senior Leadership Team from the team. Once the decision to close has been made each senior manager will make contact with his group of employees to outline the situation.

Note: Dependant on risk essential staff may be asked to still work on site to ensure services are maintained.

The reverse of this procedure will be used to ensure students and staff are made aware when the school is to re-open

Arrangements for new or expectant mothers

In order to protect new or expectant mothers from health and safety risks the school will:-

- a) Assess whether the work expected could affect a woman who is pregnant or breastfeeding.
- b) Assess if there is a risk from any chemicals or substances in their workplace activities.
- c) Amend the work if possible to avoid risks occurring.
- d) Change working hours or conditions or offer suitable alternative work.
- e) Provide rest facilities and periods to comply with current legislation.

Arrangements for lone working

From time to time there may be a need to work alone at the school, if this is the case it is important to consider the implications and whether it is appropriate to do so. If the decision is yes then decide what measures needed to be in place to ensure that you are safe. Wherever possible, plan in advance. There will be times when this is not possible but it is still important to consider the basic issues.

When assessing the risk some of the things to be taken in to account are:

- How secure is the building?
- Who knows you are there?
- How would you summon help if you needed it?
- Are the tasks you are undertaking hazardous?

- How will you leave the building safely?

Some control measures to action are:

- Let someone know where you are going, when you plan to leave and when they should expect you
- Ensure you know the appropriate emergency telephone numbers particularly after the reception closes
- Where possible carry a mobile phone and make sure the number is known to others
- Assess if it is appropriate to carry out the tasks on your own
- Make sure you have a well lit route out of your workplace
- At the very least let the caretaker know you are there so that he can check on you from time to time

We all need to:

- Try to anticipate situations where we will be alone in the school
- Work with our manager when assessing the risk
- Ensure we comply with the requirements identified by the risk assessment

DOLs must:

- Anticipate the circumstances under which any of their staff will be working alone in the school
- Undertake an assessment of the risks involved and take any action necessary to ensure the level of risk is acceptable
- Ensure staff are aware of the requirements identified by the assessment of risks
- Monitor the situation and review the risk assessment from time to time and as circumstances change

Site Safety Rules

Every endeavour is made to make the employee's place of work as safe as possible and we must have their co-operation to keep it safe. The following rules have been designed to ensure safe and healthy working conditions and **MUST** be complied with by all employees. Compliance with these rules is a Condition of Employment and disregard for these rules will be considered as gross misconduct and will result in disciplinary action and could seriously influence a claim for compensation should an injury occur.

General Rules

- a) Employees must NOT run.
- b) Employees wishing to work on the site alone must follow the policy for lone working.
- c) Any spillage is to be reported or cleaned up immediately by the person responsible.
- d) Practical jokes and "horseplay" are prohibited.
- e) The throwing of any object is prohibited.

- f) Equipment and machinery must NOT be interfered with in any way or worked upon without permission.
- g) Sensible clothing should be worn.
- h) Where issued, approved overalls will be worn and properly fastened.
- i) Loose clothing, hats, scarves, woollen garments and jewellery must be removed or secured by anyone entering high risk areas e.g. technology
- j) Any person dispensing or using acids and other toxic liquids/substances will wear protective clothing and eye protection.
- k) Ear protection must be worn in all areas affected by excessive noise especially areas where statutory signs are displayed.
- l) Places of work, gangways and fire exits MUST be kept clear of obstructions at all times.
- m) Compressed air can be dangerous and must not be directed at any part of the body. Use of compressed air for dusting down clothing is prohibited.
- n) Vehicles and trolleys must NOT pass over electric cables, air lines or any other piped services. Proper bridging arrangements are to be made when necessary.
- o) Inside the school perimeter the speed limit for any vehicle is 5 miles per hour (a fast walking pace) which must NOT be exceeded.
- p) Machine safety interlock systems and guards must be checked regularly and not Interfered with
- q) Any malfunction should be reported immediately to the Premises Manager
- r) A machine must be stopped and safety interlocked before any setting takes place.
- s) All defects discovered during setting operations must be promptly reported to the management.
- t) No person is to operate a machine unless it is properly and effectively guarded.
- u) Ventilation and extraction system are to be properly maintained and a weekly check for effectiveness carried out. The systems must be switched on whenever the plant is in use.
- v) Face, hands and other parts exposed to substances or solvents are to be washed after work and prior to eating.
- w) Food is to be consumed in designated areas only.

Rules for electrical testing

- a) Electrical testing is to be confined to specified areas of the site
- b) Electrical test areas are to clearly marked and where possible, physically separated from other areas.
- c) Only persons trained and authorised will carry out electrical testing. All other employees are

prohibited from test areas.

- d) A list of employees authorised to carry out electrical testing will be maintained by the premises manager together with the appropriate tests they are qualified to carry out.
- e) Where possible, testing will be carried out using low voltage and/or special purpose test equipment. When this is not possible, the full requirements of the Health and Safety Executive booklet HS (G) 13 must be met.
- f) All test equipment must be inspected regularly and kept in good working order.
- g) A poster giving instructions to follow in the event of electric shock must be posted in or near test areas and everyone concerned must be familiar with the requirements.

Rules for welding/soldering

- a) A hot work permit must be issued before any maintenance work involving hot working is allowed to take place.
- b) Safety equipment (specifically safety glasses) and protective clothing that is provided must be worn during all welding operations.
- c) All combustible materials must be removed from the vicinity before work begins.
- d) Discarded welding rod stubs must not be left on the floor, but must be put in the scrap bin.
- e) Precautions must be taken when chipping hot slag to protect eyes, skin and clothing the
- f) Gas cylinders must be "turned off" after use.
- g) All welding operations must be shielded to prevent damage to other people's eyes.
- h) Gas bottles whether full or empty must be secure at all times.
- i) Safety guards must be on at all times.
- j) Any area that is involved in welding or soldering operations must be fire checked for at least an hour after work has ceased.

Rules for Storage Areas

- a) Industrial gloves should be used when handling fabrications and all components with sharp edges.
- b) All stock must be stacked in such a way that the stack will not fall apart or become dangerous to other people.
- c) Maximum height restrictions of combustible materials must NOT be exceeded.
- d) Good housekeeping is a major part of the stores function, and must be practised at all times.
- e) Fire alarms, fire exits and fire equipment are to be kept clear at all times

Maintenance and Repair Procedures

Because of the nature of the work carried out by Maintenance people, the repair work they do causes them to be at more risk than others. They have to work at height, with uncovered hazards of all kinds, frequently working alone, and sometimes do not have enough information about the job. The following rules recognise these dangers, and are designed to eliminate them. All personnel working on maintenance **must** comply with the safe systems of work, and managers with responsibility for maintenance **must** ensure that this is done.

General Rules

- a) All plant and machinery is to be stopped and electrically isolated before any maintenance, repair, adjustment or cleaning takes place.
- b) Before working anywhere they are likely to be out of general view, or where there is likely to be any risk, personnel working on maintenance are to inform a responsible person and place 'Men at Work' signs as appropriate.
- c) All tools and equipment are to be maintained in good condition. Portable electric tools should be identified; inspected regularly, marked with inspection dates and records kept of these inspections by the Premises Manager.
- d) Before any portable electrical item is to be used it should be visually inspected. If wires are loose or the cable damaged in any way it must not be used and passed to the premises department for repair.
- e) Personnel working on maintenance are to take particular care when dealing with plant, equipment and systems with which they are not familiar. Where necessary they are to ask for assistance.

Rules for Electrical Work

- a) All fuse boxes and electrical isolators must be clearly marked so that they are readily identified.
- b) No electrical work is to take place until either the isolating switch has been turned off, or the fuses withdrawn. Further to this, safety notices should be placed on the switch or fuse box concerned to avoid any misunderstandings.
- c) Electrical work is **ONLY** to be carried out by persons qualified to do the work.
- d) All electrical work carried out must conform to the Institute of Electrical Engineers regulations and where necessary circuits tested after installation and results passed to the Premises manager.
- e) Only approved tools and equipment must be used for electrical work and these must be frequently checked or tested as appropriate.

Rules for Working above Ground Level

- a) All staff are authorised to use small steps for short duration working. Only authorised/trained personnel are allowed to use tall steps, ladders or the scaffold tower.
- b) All ladders, steps and other access equipment must be identified and inspected regularly and records of such kept by the Premises Manager.
- c) No person is to use a ladder unless it is properly secured or 'footed' by another person.
- d) Ladders must NOT be used as working platforms in situations where the work requires the use of both hands, unless a safety harness is worn.
- e) Ladders must only be used on a firm level base, and where they can be erected at a safe angle.
- f) Tower scaffolds must always be properly constructed and fitted with the appropriate guard rails and boards.
- g) Ladders and steps must NOT be used on tower scaffolds.
- h) All fragile roofs must be clearly marked at prominent places.
- i) No person is to go onto a roof, for any purpose, until a safe means of access has been provided.
- j) Anyone authorising work to be carried out must ensure that 'live' electrical supply cables cannot be fouled by the access equipment, or reached by those during work.

Control of substances hazardous to health (COSHH)

This section outlines how the School complies with COSHH Regulations in particular:

- a) The collection of up-to-date information on the potential hazards of all toxic substances used on the site.
- b) The limiting of exposure to, and where necessary, monitoring of use of substances hazardous to health as an ongoing priority.
- c) The exercise of care in the introduction of new substances with an assessment of risk as required.
- d) Control of storage

Definition of Substances

- a) A substance which is listed in 1A of the approved list of as dangerous for supply within the meaning of the Classification, Packaging and Labelling of Dangerous Substances Regulations 1984, as very toxic, toxic, harmful, corrosive or irritant.
- b) A substance for which a maximum exposure limit is specified in schedule 1 or for which the Health and Safety Executive has approved an occupational exposure standard.

- c) A micro-organism which creates a hazard to the health of any person.
- d) A dust of any kind when present at a substantial concentration in the air.
- e) A substance not being a substance mentioned above, which creates a hazard to the health of any person which is comparable with the hazards created by the substances mentioned.

Responsibilities

a) All Directors of Learning

- ❖ When a new substance is to be brought into the School for use, a safety data sheet must be obtained
- ❖ All new substances must be vetted by the Premises Manager before being purchased
- ❖ It will then be their responsibility to inform staff under their control of the risk involved, and carry out training as necessary to ensure good working practices are adhered to.

b) The Premises Manager

- ❖ Will ensure that safety data is available to all first aiders and employees and assist in acquiring information where necessary.

Noise Exposure Control

- a) The school Policy is to reduce noise at source to the lowest level possible.
- b) Where this is not possible, protection will be achieved by reducing exposure to noise.
- c) The provision of hearing protection may be required in certain areas or on certain jobs to achieve as satisfactory level of protection.
- d) These areas and jobs will be clearly identified. In the interest of your Health and Safety and to meet the legal requirements (Noise at Work Regulations), the wearing of protection will be compulsory in the marked areas.
- e) All employees exposed to the First Action Level (80 decibels) may be issued with hearing protection at their request. The wearing of protection at this level is in your own interest, but it is not compulsory.
- f) The Second Action Level areas (85 decibels) will be clearly marked. The wearing of protection in those areas is required.

Fire Prevention

- a) The School Fire procedures will be posted in strategic positions and must be complied with at all times.
- b) Fire exercises will be carried out as required by legislation and termly.
- c) The Head teacher is to ensure that adequate wardens are in place and trained
- d) At induction all new employees will be told what to do in the case of fire.

- e) Department Heads must be fully conversant with all fire equipment in their department and must ensure that all employees in their department know the Fire procedure and their role during an alarm condition
- f) The Premises Manager is responsible for ensuring that the fire alarm system is tested regularly. A record must be kept of this activity which is to be available for inspection.
- g) The SLT is responsible to ensure a fire drill is carried out termly and a record kept.
- h) All fire alarm and fire points should be sited and clearly marked by the Premises Manager as follows:

FIRE ALARM

FIRE EXIT

FIRE POINT

These signs will be sited so that they can be seen from the relevant part of the building.

Fire evacuation instructions must be posted in all classrooms around the site

FIRE

Fire Equipment Checks

- Daily:** Departmental Heads will ensure access to Fire Points and Emergency Escape Routes in their areas are maintained.
- Weekly:** All equipment visually checked and recorded. A book on Fire Point signed by the Premises manager
Fire Alarm tested/recorded
- Termly:** Evacuation/Fire Drill to be carried out (all staff to comply)
- Annual Inspection:** Of all equipment by a registered fire protection company

Fire Procedure

If you discover a fire

Immediately operate the nearest fire alarm call point.

On hearing the alarm of fire

Leave the building and report to the person in charge of the assembly point at the A site field gate area, next to the staff room

The Head Teacher or deputy will ensure that the Fire Brigade has been called and that all persons have left their premises.

USE THE NEAREST AVAILABLE EXIT

DO NOT STOP TO COLLECT PERSONAL BELONGINGS

DO NOT RE-ENTER THE BUILDING

CLOSE ALL DOORS ON LEAVING THE BUILDING

Instructions for calling the Fire Service

A member of the response team will be responsible for informing the Fire Brigade

1. Turn off equipment, other than lighting. Where possible close doors and windows.
2. Proceed in an orderly manner to the assembly point.

Fire Fighting

Only attempt to fight fire if there is no risk, or when the fire prevents your escape from the building.

Never go to a fire without an extinguisher and if possible:

- a) Never go alone
- b) Ensure that another extinguisher is to hand
- c) Look at the label to check that you have the correct extinguisher for the type of fire in progress.

If you have to tackle a fire get as close as possible and aim for the base of the burning material.

When travelling through smoke keep down near the floor where the air is clearer and breathing and visibility easier.

Do not open doors or windows near the fire unless instructed by a fire officer that it is safe to do so. When opening doors to areas in which there may be a fire, make sure that you shield yourself.

When moving over a floor where there is a fire, keep close to the walls to retain your sense of direction and avoid pitfalls.

Hot air, smoke and fumes can damage the lungs so breathe through the nose, or stuff a handkerchief in your mouth and breathe through that.

If a person's clothes are on fire throw them to the floor, tripping them up if necessary, and roll them on the floor in a coat or blanket, if one is to hand.

If extinguishers are not immediately to hand a fire blanket, sack or similar material can often be used to smother or temporarily hold small fires

In small tanks or trays immediate smothering can often be accomplished with a sheet of metal or even a wood cover if it has no holes.

A fine spray from fire hoses and diffuser nozzle is useful in helping to clear a way through heat and smoke out of a building.

By holding your face near a nozzle you can make some use of the entrained air brought in by the jet.

Don't lose your head. Get out to avoid becoming a liability.

Procedure for amendments to the Health and Safety at work Policy

- ❖ The policy will be subject to a review by the board of governors every third year.
- ❖ For any amendment required within the three year period a change will be authorised by the board of Governors and any amendment communicated to staff.
- ❖ A notice will be posted on the Health and safety notice board giving details of the amendment/revision.
- ❖ The person responsible for administration will be responsible for ensuring that an updated copy of the Health and Safety Policy is kept in the employee staff manuals.