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**Signed:** A Whittle

**Chair:** *Alison Whittle*

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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 (eg visits to other area's), and that the premises for which they are responsible is safe for visitors including young persons.

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

We will ensure all 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 the Isle of Wight LA.

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

Signed

Signed

Headteacher

Chair of Governors

Date:

Date

## **SECTION B - ORGANISATION**

Binstead Primary School are committed to sharing a common objective to help keep the children and staff of the school safe. We ensure that consistent effective safeguarding procedures are in place to support children, families and staff of the school. All policies should be read in conjunction with the Safeguarding and Child Protection Policy.

### **Accountability**

The Isle of Wight Council has overall accountability for health and safety as employer. School leaders have responsibility for ensuring that the school is safe for use by employees and visitors on a day to day basis.

### **Responsibilities**

#### **Head Teacher**

The Head Teacher is responsible for ensuring that 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.

#### **School Governors**

The governors have a responsibility to ensure that school health and safety management complies with statutory requirements and the school health and safety policy; to ensure the health and safety of persons on the school premises or when taking part in any external school activities.

## The Headteacher

- Ensure the Health and Safety Policy is reviewed annually.
- Ensure that the Health and Safety requirements are implemented, e.g. risk assessments, and keeping a record of the periodic monitoring which is undertaken.
- Ensure that all staff have read and understood the Health and Safety Policy and any supporting documents.
- Ensure the undertaking and recording of relevant risk assessments.
- Ensure regular health and safety inspections are carried out and any safety issues are addressed as necessary.
- Receiving and dealing promptly with complaints about safety issues.
- Ensure that emergency evacuation procedures are in place and that records are maintained.
- Ensuring that requirements of any enforcing authorities (Fire Prevention Officer, HSE and Environmental Health Officer) are properly addressed.
- Ensure that adequate first aid provision is made.
- Responsible for seeing that they themselves are adequately trained and that staff receive any necessary training determined by their training needs analyses.
- 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 Headteacher has appointed a person responsible for managing the health and safety arrangements for the school. This person is 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 to 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 H&S 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 ie 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 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.

Ensure hazardous substances and the activities for which they are used have been assessed in accordance with COSHH and suitable Personal Protective Equipment is used.

## **All Staff**

All Staff have a responsibility for the health and safety of themselves, their colleagues 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 by recognised unions.

Recognised unions:

Unison

National Education Union

National Association of School Masters and Union of Women Teachers

Secondary Heads Association

Professional Association of Teachers

National Association of Head Teachers

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 Headteacher
- Make representations regarding general matters of H&S and welfare of employees.

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

## **Property Management**

The school will ensure that periodic safety testing takes place on plant such as fixed wiring, plumbing systems and drainage.



## **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. Young Persons**

- 1.1. The supervision policy must be followed in order to ensure the safety of young persons (16 to 18 years) within the premises &/or if supervised by a member of staff outside of the premises.
- 1.2. Assessment of risk is necessary for hazards to which young persons may be exposed. Records of these will be maintained in the main admin office.

#### **2. Visitors**

- 2.1. All visitors, not being pupils of this school, shall be accompanied by a member of school staff unless they have been given a Health and Safety induction, hold a DBS clearance and the visitor has been authorised by the headteacher to be on site unaccompanied.
- 2.2. Arrangements for the signing in and out of all visitors and contractors are used at this school.

#### **3. Contractors**

- 3.1. The headteacher 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.
- 3.2. Only contractors who have been approved by the Property Services or be able to demonstrate competence will be deemed suitable to work within the school environment.
- 3.3. 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.
- 3.4. Contractors are not permitted to lone work.

## 4. Fire Safety

- 4.1. All employees gain knowledge of the Fire procedures firstly as part of the health and safety induction process and then through periodic fire drills.
- 4.2. 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 (Appendix A).
- 4.3. Fire marshals, who 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 (Appendix A).
- 4.4. 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.
  - 4.4.1. The fire alarms are tested weekly. Each week a different call point will be used to activate the alarm and identified in the record. Maintenance of the alarm system will be yearly.
  - 4.4.2. Emergency lighting systems will be tested monthly and maintenance carried out six monthly.
  - 4.4.3. Smoke detectors are tested weekly.
  - 4.4.4. Fire fighting equipment will be visually inspected monthly and maintenance carried out yearly.
- 4.5. Fire risk assessments are carried out as a result of an annual workplace inspection by members of the governing body. Specific fire hazards are identified and risks determined. Where appropriate controls are implemented.

## 5.

## **Arson**

- 5.1. 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.
- 5.2. All dustbins, benches and other movable items will be made immovable and not positioned against main school walls.
- 5.3. Wheelie bins are to be lid locked and chained away from main school walls.
- 5.4. Build up of rubbish including leaves etc will be regularly removed to prevent use as fuel.
- 5.5. Trespassers will be dissuaded from visiting the site by appropriate signage, outside illumination.

## **6. Bomb Alerts**

- 6.1. The school will take appropriate evacuation action on receipt of information regarding a bomb on the site.
- 6.2. The general fire procedure will be followed and as with the fire procedure the location of the hazard or device will be avoided.
- 6.3. All staff, pupils and visitors to the school will assemble at the designated secondary assembly point as shown on the fire plan.
- 6.4. No attempt will be made by the school staff to handle potentially hazardous devices or objects.

## **7. First Aid/Illness**

7.1. First Aid boxes are stocked as per HSE guidance and are located in main office area, in cupboards in main office area and high risk areas.

7.1.1. Contents are checked and maintained by an appointed person ( Appendix A).

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

7.2. First Aiders

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

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

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

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

## **8. Accident Reporting and Recording**

8.1. Accidents, injuries, near misses, reportable disease or work related illness must be recorded.

8.2. All employee accidents will be recorded in the Accident Book (BI510). The tear out report will be filed in a lockable cabinet.

8.3. Non employee accidents will be reported in the schools incident book located in the main office.

8.4. 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.

8.5. Accident and incident records will be retained in the main admin office.

## 9. Housekeeping

- 9.1. 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.
- 9.2. The disposal of small amounts of waste can be treated as ordinary household waste ie 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.
- 9.3. Stacking and storage of materials, equipment and any other items will be 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.
- 9.4. Stairs, Cloakrooms and Exits etc., will be kept clear of obstructions (including electrical cables and other trip hazards).
- 9.5. All staff are requested to be vigilant in the main reception to identify any potential hazards in this area as visitors may not be familiar with the surroundings.

## 10. Lifting and Handling

**NB: no lifting beyond what is comfortable with hands. Caretaker has trolley for heavier loads.**

- 10.1. 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.
- 10.2. Both generic and where appropriate specific risk assessments are undertaken for all potentially hazardous handling activities, including objects and people.
- 10.3. 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).

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

- 11.1. Any hazardous substances on the school site must be managed safely and to do this all of them will be identified.
- 11.2. Substances which are hazardous will be assessed for risk to employees and those who may be affected by them. The assessment record will be located:
  - a) at point of use,
  - b) at point of storage and
  - c) in a master record file located in the main office in case of fire.
- 11.3. Assessed hazardous substances will be stored safely in appropriate storage areas and be locatable from a plan in the main office master record book.
- 11.4. Persons trained to carry out these assessments are listed in Appendix A.

## **12. Asbestos and Legionella**

- 12.1. A survey has been carried out for the presence of asbestos containing materials (ACMs), and where necessary identification labels placed.
- 12.2. Any areas where ACMs 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.
- 12.3. The survey report is available for reference to all persons who may potentially disturb ACM's during their work ie electrical contractors.
- 12.4. 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.
- 12.5. 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. Where necessary water system pipe work improvements have been undertaken and regular treatment of the water system is carried out.
- 12.6. 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.

### **13. Premises and Equipment**

- 13.1. 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 Headteacher will ensure arrangements are made to address the hazard.

### **14. Electrical Plant and Equipment**

- 14.1. All portable electrical equipment is checked on a regular basis and a record is kept. A schedule/checklist of inspection timescales will be maintained in the record book located in the main office. The competent person or organisation responsible for the testing of portable appliances is included in appendix A.
- 14.2. The electrical installation will be tested and certificated as safe every 5 years.
- 14.3. Staff are required to report any damaged electrical equipment or wiring - including portable equipment and permanent wiring.
- 14.4. Staff must, under no circumstances, attempt any repairs unless 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.

### **15. Risk Assessments**

- 15.1. Risk assessment shall be undertaken for all activities which present a potential to cause harm.
- 15.2. 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.
- 15.3. Only persons deemed competent to carry out risk assessments have been authorised to do so by the Headteacher, these persons are listed in Appendix A.
- 15.4. Areas where risk assessment shall be carried out include:
  - 15.4.1. Premises (slips & trips)

- 15.4.2. Areas on the site with specific hazards present.
- 15.4.3. Fire & Arson
- 15.4.4. Technology equipment
- 15.4.5. Control of Substances Hazardous to Health (COSHH)
- 15.4.6. Caretaking activities inc working at height. Not above step ladder.
- 15.4.7. PE activities (from BAALPE guidance)
- 15.4.8. Educational visits
- 15.4.9. Stress
- 15.4.10. Manual Handling
- 15.4.11. Display Screen Equipment (DSE)
- 15.4.12. New and expectant mothers
- 15.4.13. Young persons working (16-18yrs) ie on work experience.

## **16. Working at Height**

### **No higher than step ladders (checked by caretaker)**

- 16.1.1. All staff have been asked not to carry out work at height (WAH) unless it is agreed by their line manager that it is necessary.
- 16.1.2. WAH 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.
- 16.1.3. The WAH Regulations requires all work 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.
- 16.1.4. Risk assessment will be carried out by a competent person (see Appendix A) for all WAH 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.
- 16.1.5. Employees who carry out any WAH will have some training, appropriate to the task. This will be recorded in the school safety training records. Training will include the use of any risk assessments that may be available for the task.
- 16.1.6. Employees unhappy with carrying out any form of WAH are not expected to do so unless it explicitly forms a part of their terms of employment.
- 16.1.7. The person appointed to oversee and advise on all WAH activities is shown in



## **17. Slips and Trips**

- 17.1. 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 Headteacher and Governors etc.
- 17.2. The risk assessment shall include areas such as:
  - 17.2.1. Internal and external steps and stairways
  - 17.2.2. Carpets and floor coverings
  - 17.2.3. Dining hall cleanliness and spillages
  - 17.2.4. Caretaking and cleaning activities
  - 17.2.5. Outside paving, walkways and other hard surfaces
  - 17.2.6. Grounds including pitches
  - 17.2.7. External lighting effectiveness
- 17.3. Risk assessment results shall be used to identify priority for mitigation of potential injuries and shall be shared with all employees.

## **18. Stress**

- 18.1. 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 'stressors'. The Head Teacher is responsible for ensuring arrangements are in place for regular stress survey.

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

- 19.1. 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.
- 19.2. Smoking within the school site is prohibited as per the law.

## **20. Violence and Aggression**

- 20.1. 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.

- 20.2. Employees shall report all incidents of this type to their line manager. Appropriate action will in the first instance be taken by the school.
- 20.3. Disciplinary action will be taken against employees being the source of such behaviour.
- 20.4. 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.
- 20.5. The person responsible for ensuring the process of recording and follow up action is listed in appendix A.

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

- 21.1. All DSE equipment and workstations will be assessed for suitability for individual employee use.
- 21.2. Where appropriate, equipment shall be provided or replaced to ensure the user is not put at risk of illness or injury.
- 21.3. Records of all assessments will be maintained and held in the main admin office.
- 21.4. Eyesight testing is offered to persons identified as frequent users.

## **22. Safe Systems of Work (SSW)**

- 22.1. To ensure some types of work, such as working at height, is done safely, it is necessary for us to prepare a SSW, a procedure which details how the work shall be carried out.
- 22.2. This will be used along with the risk assessment to ensure all potential hazards are known about and how to conduct the work as safely as possible.

## **23. Training**

- 23.1. The Headteacher will ensure that employees with responsibilities for health and safety

are competent. This will be reinforced by appropriate training.

- 23.2. The responsibility for safety training and/or refresher training rests with the Dept Manager and the employer.
- 23.3. 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.
- 23.4. Information on Health & Safety courses can be obtained from IW LA Health and Safety and the LA Workforce Development Team.

## **24. Lone Working**

- 24.1. It is recognised that staff may at some point be required to work outside of normal working hours. If this is necessary then staff must either ensure there is another person in the building with them or they must use the 'Lone Working' procedure.
- 24.2. The lone working procedure is located in Appendix C.

## **25. Educational Visits**

- 25.1. 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.
- 25.2. For all educational visits a competent Group Leader is appointed by the Headteacher. The Group Leader will ensure all arrangements are made and that all appropriate requirements are met.
- 25.3. A person appointed as the Educational Visit Coordinator (EVC), will oversee the arrangements and advise of documentation required for the particular type of visit.
- 25.4. 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.

## **26. New and Expectant Mothers**

- 26.1. The school recognise the fact that new and expectant mothers (NEMs) 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.

- 26.2. 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.
- 26.3. The NEM will be allowed to take as appropriate rest breaks at a safe place.

## **27. Transport**

- 27.1. All employees who drive their own vehicles for work purposes, and this includes employees who attend the occasional day away from their workplace on a course for instance, shall have the following documents checked and evidence recorded of this check on an annual basis:
  - 27.1.1. Driving Licence
  - 27.1.2. Insurance (with 'Business use' stated)
  - 27.1.3. MoT (if applicable)
- 27.2. When staff transport children the following controls are necessary. Only ARM to carry children.
  - 27.2.1. A risk assessment must be carried out.
  - 27.2.2. If a child has any special needs then an additional adult must accompany.
  - 27.2.3. Male employees will not transport female pupils alone.

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

### **Health and Safety Advice**

IW LA Health and Safety

01983 822316

### **Health and Safety LA**

Health & Safety (Childrens Services)

Tel: 01983 822316 (office hours)

01983 525121 (out of hours – ask for Emergency Management Duty Officer to be paged)

### **Insurance Queries -**

Insurance Services Tel: 01983 823625

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

Community Safety – Newport Fire Station, Tel: 01983 533 834

### **Moving Children -**

Medina House School on 522917

St Georges Special School on 524634

### **DfE Support –**

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

### **Counselling services**

Call PPC anytime 24 hours a day, 7 days a week on 0800 282 193

### **Information**

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

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

Name	Job Title	Responsibility
Rebecca Chessell	Headteacher Appointed Person	Policy, management, implementation & monitoring of H&S.
Sarah Whitter	School Business Manager	H&S Provider contract, Contractors on site COSHH Forms RIDDOR Responsible Person
Sarah Whitter	Fire officer	Ensure fire arrangements are operational.
Kerry Roach	First Aider	Application of first aid Organising training Maintaining First Aid points Maintaining records
Sam Newson	Site Manager	Visual premises checks Working at height (visual ladder checks)
Kerry Roach	Fire Marshall	Ensure buildings fully evacuated
Sam Newson	ICT Facilitator	PAT testing -Test portable electrical equipment

## **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.
- 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 far end of large playground
- 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 - Landlord.
- 1.6.2. Fire extinguishers maintained - Wightcare
- 1.6.3. Fire alarms Maintained - Landlord
- 1.6.4. Fire Safety Signs and identification of escape routes - Wightcare





## Appendix C – Lone Working Procedure

### Lone Worker Instructions for Use

415360544. Dial Lone Worker free phone telephone number **0800 3586667**

415360545. Key in your personal PIN number (6 digits) \_ \_ \_ \_ \_ \_

415360546. Select one of the following options:

- Press 1 to complete a previous job or task
- Press 2 to extend a previous job or task
- Press 3 to start a new job or task

415360547. Follow the instructions, in the case of [Starting a New Job or Task](#)

415360548. Record the location you are going to be attending. Be specific whenever possible - there is no need to rush as you will have up to 30 seconds in which to speak.

415360549. Press the \* key.

415360550. Key in the time you expect to finish the job or task (using the 24 hour clock). This will be played back for you to confirm the details.

415360551. Select one of the following:

- Press 0 to activate the job or task
- Press 1 to review the information you have given
- Press 2 to cancel the job or task and information you have given

415360552. Hang up.

**REMEMBER** to prevent an **ALARM** being raised, **ALWAYS** ring in to extend or complete your job or task.