Bedford Greenacre Independent School

Policy Document

Individual potential unleashed.
Committed to the wellbeing of every child.

Health and Safety Policy

Including fire risk and fire safety

This policy also applies to EYFS pupils and children in our Nursery Provision

The School has regard to 'Keeping Children Safe in Education'

Statement of safety policy, organisation and arrangements

In formulating this policy, the school has referred to the current document Health and Safety, responsibilities and duties for schools (April 2022)

1 *Scope*

Bedford Greenacre Independent School recognises and accepts our responsibility for providing a safe, healthy workplace and working environment for all employees and pupils and any others affected by activities - contractors, visitors, neighbours and members of the general public.

2 *Key areas*

Bedford Greenacre Independent School will take all reasonable steps to meet the responsibility to provide a safe place of work and learning and safe working practices and will provide such resources as necessary to meet this intention.

In particular we will pay special attention to:

- identifying the roles of local management in health and safety.
- identifying safety procedures so that they can be carried out without difficulty.
- developing suitable and sufficient risk assessments to ensure that risks are adequately controlled.
- identifying health and safety training needs of employees.
- identifying the competent person to assist with health and safety in the school.
- developing effective communication systems throughout the school.
- ensuring that employees are aware of all relevant health and safety documents.
- enabling the identification and allocation of resources necessary to improve the health and safety performance of the school by setting standards based upon risk assessments and best practices.
- developing effective inspection/monitoring procedures to ensure compliance with our own safety standards, national best practice and legislative requirements.

SIGNED .....Principal

SIGNED .....Chairman of School Council

DATE.....

Organisation

3 *Accountabilities*

- The Principal as the day-to-day manager accepts full responsibility for the entire site within the resources provided and in accordance with priorities set by the School Council. In the Principal's absence, this responsibility is delegated to the Deputy Head Teacher.
- Persons with a post of special responsibility whether teaching or non-teaching will be required to develop suitable and sufficient risk assessments and to prepare, implementand monitor safety policies, practices and procedures within their particular areas and within their sphere of control.
- Class Teachers are expected to exercise effective supervision of the pupils, to know the emergency procedures, to check their classrooms are safe and equipment is safe before use and to ensure safe procedures are followed.
- The School Council, as governors, have responsibility for health and safety as defined in the national standard "Health and Safety Guidance for School Governors and members of School Boards."
- Without detracting from the primary responsibility of the Principal and other staff of the school, Bedford Greenacre Independent School have appointed a Health and Safety Advisor who will provide competent technical advice on health and safety matters where necessary.
- No safety policy can be successful unless it actively involves everyone. All employees are reminded they have a duty under the Health and Safety at Work Act to co-operate with the Principal and their officers and to assist them in so far as is necessary in meeting their delegated responsibilities. To this end all employees are required to:
    i. keep their own work area free of all unnecessary hazards.
    ii. comply with all safety rules which may be in force.
    iii. use all safety equipment or personal protective equipment which may be issued and report any defects found in the equipment.
    iv. report all hazards, injuries, dangerous occurrences or near miss accidents to their manager.
- Bedford Greenacre Independent School recognise they owe a special duty of care to their pupils, but likewise expect them to exercise personal responsibility for their own health and safety and that of their classmates. To obey all school rules, in particular those on safety and emergencies, and not to wilfully misuse, or interfere with anything provided for their safety or the safety of others.
- BGI Trained Fire Safety officer is Michael Logan
- Fire alarm systems and emergency lighting are tested annually. Fire alarms are tested weekly.

4 *Consultation*

Bedford Greenacre Independent School encourages full and effective consultation on health and safety with all its employees by operating a health and safety committee which meets regularly to discuss health and safety issues and the safety performance of the School.

Arrangements

5 *Resources*

The Principal, through the Governing Body, will be required to allocate sufficient resources to overcome, so far as is reasonably practicable, deficiencies within his sphere of control after undertaking a suitable and sufficient risk assessment. The school will make and implement such arrangements as are appropriate for activitiesincluding:

- effective planning
- effective organisation.
- effective control; and
- effective monitoring and review of preventative and protective measures.

6 *Governors*

The School Council may need to prioritise health and safety matters and ensure that major decisions form part of any school development plan. Health and Safety will be a standing item on the agenda of governor's meetings.

7 *Training needs*

The Principal will ensure, where appropriate, after consultation with the appropriate employee, that adequate health and safety training will be given to enable the employee to carry our his/her duties: this applies to all employees, both teaching and non-teaching.

In particular, Health and Safety Training/Instruction will be given:

- upon induction; and
- when being exposed to new or increased risks because of:
    i. increased responsibility.
    ii. new or changed work equipment.
    iii. new work systems.
    iv. new technology.

Staff are trained in Inset sessions and as part of the school induction. Visitors are given clear instructions on arrival in reception.

8 *Staff meetings*

Health and Safety will be a standing item on the agenda of termly staff meetings and recorded in the minutes.

9 *Health and Safety documents*

Bedford Greenacre Independent School produce a variety of documents on health and safety issues and it is the Principal's responsibility to ensure that all teaching and non-teaching employees and (where necessary) governors acquaint themselves with each of these documents.

Bedford Greenacre Independent School also maintains a library of essential health and safety information

The school follows the *working at heights* and *critical incident policies.*

Premises safety

10 Hazard and maintenance book

Bedford Greenacre Independent School keep a logbook that can be used to record any hazard, or potential hazard, that may be identified in the premises. It is the responsibility of the Principal to respond to the hazard as soon as possible, even if the decision is to do nothing. Entries will be regularly reviewed by the school's health and safety committee.

11 *Workplace*

The school will maintain a safe and healthy workplace. This covers a wide range of issues such as the general conditions of the premises, floors, passages, stairs, lighting, temperatures, accommodation, workstations, sanitary conveniences and welfare facilities. Regular inspectionswill help to manage and maintain the requirements.

12 *Health and safety signs*

The school will ensure that prescribed pictogram safety and fire signs are displayed.

13 *Asbestos*

Asbestos and asbestos products may have been used in each establishment in the past. Appropriate surveys have been undertaken within the premises and the position and condition ofasbestos containing materials recorded in a register. Where contractors are used, this information must be drawn to their attention and appropriate action taken.

The school have also prepared an overall plan for the management of their asbestos risks.

14 *Hiring out of school premises*

As the School Council is deemed under section 4 of the Health and Safety at Work Act 1974 to be controllers of the premises outside of school hours they require all hirers (whether charged or not) to complete and adhere to the schools conditions of hire form.

Contractors

15 *Awarding contracts*

Bedford Greenacre Independent School recognises its responsibility for ensuring appropriate health and safety standards in any specifications and conditions of contract that they let. Contractor selection will be based on:

- competence for the task.
- performance/equality standards.
- safety policy, procedures, and method statements.
- legal indemnity; and cost.

16 *Controls*

In general all contractors and sub-contractors must report to the office as soon as they arrive onsite. They will be briefed on the school's emergency procedures. If their work involves any risks to employees or other persons, then suitable arrangements must be made to protect them.

17 *Transport – vehicles on school site*

All staff, parents and visitors must be aware of the danger of vehicle movement around themain school entrance and playground where pupils are likely to be.

Before commencing work any contractors and sub-contractors must discuss with the Principal/School Business Manager (or their deputies) the movement and times when vehicles will be allowed on the school sites(s). (This includes buses and deliveries).

Emergency procedures

18 *First aid/medical*

The schools have the benefit of medical advice from First Aiders inc paediatric first aiders whom should be consulted inthe case of injury or accident or illness. A First Aid record book

will be scrutinised by the Health and Safety Committee for any possible patterns each term.

19 *Appointed persons – Emergency first aid training.*

A number of persons will be trained and appointed as First Aiders to render first aid assistance where necessary. Training is renewed every three years.

20 *First aid equipment*

The school sites will post notices displaying the location of the nearest first aid room/equipment and any arrangements for contacting the First Aiders.

It is the responsibility of the First Aiders to ensure the school has all the first aid equipment needed. All staff are aware of the nearest first aider and kit.

21 *Accidents*

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

All accidents (including minor ones) to employees and visitors (including contractors, Sub-contractors, trainees) MUST be recorded in the school's accident book kept by the First Aider. The First Aider will then generate the school's accident report form which is to be completed by the head of department (or person responsible for visitors or contractors) as soon as possible and copied to the Office, the Health and Safety Advisor and the First Aider.

Certain injuries and conditions, details of which are listed in Appendix C, must be notified immediately by the First Aider by telephone to the Health and Safety Executive (HSE) on 01582 444200 and reported in writing within seven days to the HSE on the prescribed form F2508 by the First Aider.

Accidents to members of the public (including pupils) that result in them being taken directly from school to hospital must also be notified directly by telephone to The. HSE (tel 01582 444200).

Minor injuries to members of the public (including pupils) should be recorded in the School's accident book held by the First Aider.

Where, as the result of an accident or work related ill health, an Employee is absent from normal duties for more than three days the First Aider will notify the HSE on the prescribed government form F2508 (at H.S.E, 14 Cardiff Road, Luton, Beds LU1 1PP).

Implementation of this policy is most important together with the implementation of the Critical Incident Plan/Emergency Plan (e.g. death of a pupil or the school has to be closed), Working Alone Policy and At Height Policy must be adhered to at all times.

Fire safety

Fire drills are held at least once per term for each site.

22 *Fire Risk Assessment*

The school fire safety folder will contain the fire risk assessment and all supporting documentation such as fire warning and evacuation arrangements. The school will make any necessary arrangements to comply with recommendations, such as frequency of fire drills, testing of appliances etc.

Equipment safety

23 *Standards of equipment purchasing and maintenance*

It is the policy of Bedford Greenacre Independent School whenever practicable to purchase and maintain equipment as recognised by British or European Standards.

24 *Work Equipment*

The Principal will ensure that annual inspections are made of all work equipment, and that suitable records are kept. When necessary, this equipment will be repaired and maintained to prescribed standards.

25 ***Electricity at work – electrical testing***

The Principal will ensure that the annual inspection of portable electrical equipment is made by competent persons and that adequate records are kept.

26 ***Gas safety***

All gas systems will be inspected annually by a competent person (CORGI registered) and any maintenance or repairs will be undertaken by such a competent person.

27 ***Substances Hazardous to Health***

All substances/materials will have had a suitable and sufficient risk assessment made before being used. It is the school's objective to eliminate hazardous substances and to substitute them with safer alternatives.

28 ***Lifting Equipment***

A competent person (Insurance Engineer) will examine on site such equipment as is specified in legislation and report his findings to the school. It is the Principal's responsibility to ensure that any and all safety defects are rectified before the equipment is used.

29 ***Pressure Systems***

A competent person (Insurance Engineer) will examine such equipment on site as is specified by legislation and report his findings to the school. The Principal/Head of School will need to ensure that safety defects are rectified before the equipment is used.

30 ***Non-ionising Radiation***

Equipment such as mobile phones, microwave ovens, infra-red lamps, welders, photocopiers, laser printers, CD players, and multi-media computers in schools can emit non-ionising radiation in the form of radio-waves, micro-waves, infra-red heat, visible light and ultra-violet. Prolonged-exposure to these can be harmful. The school will ensure all such equipment is properly maintained by a competent person.

Personal health and safety

31 ***Risk Assessment***

Bedford Greenacre Independent School:

- will make a suitable and sufficient risk assessment for all its activities where a significant risk is identified. (Appendix D);
- will take the necessary preventative and protective measures to adequately control risk and comply with the other requirements made under this and other Health and Safety Regulations.

32 ***Persons with special needs***

Bedford Greenacre Independent School will undertake an assessment of a person's special needs as necessary for that particular individual and take actions as appropriate to ensure their health, safety and welfare when employed or based in the school.

33 ***Smoking on school premises***

The school does not permit smoking/vaping in any building used by pupils. This rule applies

to all persons on the whole of the school site at all times.

34 Young Persons

The school, when offering to take a work experience student, will undertake the necessary risk assessments required to ensure that all placements are low risk.

A parent of a student under the minimum school leaving age (16) will need to receive comprehensible and relevant information concerning any risks the student may be exposed to and the control measures introduced by the school to minimise the risk.

35 Food safety

The schools operate under the Food Safety Act and other Food Hygiene Regulations. Persons involved in regular food presentation and/or the serving of food will undertake appropriate training to comply with these requirements. Whole school including the EYFS follows safer eating arrangements and allergen handling protocols (Separate policy)

36 Lone workers

The School will identify individuals "at risk" and make a suitable and sufficient risk assessmentto ensure that appropriate arrangements are in place to overcome problems lone-workers face on and off the school sites.

37 Visitors to school

All visitors to the school are required to report to the office and sign in electronically. If they are new to the school, visitors are asked to take a procedures card to familiarise themselves with the various safety/emergency procedures that may affect them. All visitors should wear a distinctive identification badge when they are on the school site.

38 Violence to staff

Bedford Greenacre Independent School does not approve of any form of violence to staff or pupils and will treat all such incidents with the utmost seriousness. This may include reporting such incidents to the appropriate authorities as they occur.

39 Security

The School will take all reasonable steps to protect their staff and (especially) its pupils against trespassers, intruders and like persons and will comply with their own guidelines on this issue atall times.

40 Manual Handling

The school will identify employees who need to move loads as part of their work, undertake risk assessments, and determine any appropriate steps including the provision of lifting equipment or training, to prevent the risk of injury during manual handling

41 Display Screen Equipment

The school will undertake the appropriate risk assessments for all DSE users and action the recommendations.

42 Personal Protective Equipment

Bedford Greenacre Independent School will provide and maintain all necessary and appropriate personal protective equipment required to ensure that its activities are carried out safely and without risk to health.

43 Managing Stress in School

It is recognised nationally that stress related problems in education are costly. The school will positively examine stress levels by undertaking a risk assessment and take appropriate action

as necessary.

44 *Environmental Protection*

The School will dispose of their waste in accordance with both national and local guidelines and legislative requirements.

45 *Working Time*

Bedford Greenacre Independent School will comply with the requirements identified in the Working Time Regulations.

46 *Educational Trips and Activities*

Staff responsible for developing schemes of work will implement risk assessments and monitor their effectiveness for all hazardous activities taken on or off site. The Schools will apply the same rigorous criteria for risk assessment and control to educational visits as they do to all educational activities.

47 *Minibus use and transporting children in staff cars*

The School will comply with its own general rules on minibus use and additionally the Principal will ensure a suitable and sufficient risk assessment is undertaken before each journey.

A fortnightly inspection is to be carried out by the nominated person when the following checks areto be made:

1) Oil coolant levels and fuel
2) Battery
3) Tyres (including spare)
4) Steering
5) Brakes
6) Lights
7) Indicators
8) Fire extinguisher and first aid kit
9) Breakdown checklist

In addition, the vehicle manufacturer's Maintenance Schedule is to be adhered to and with specialist servicing carried out at the recommended intervals.

Where children are transported in cars owned and driven by members of staff the schools will make appropriate checks on the competency and suitability of the driver, and that there is thenecessary cover for insurance in place.

Regular checks for all minibuses are undertaken in the required timescales – new 2024 regulations.

Inspections and Monitoring

48 *Monitoring arrangements*

The Principal will develop an effective system for monitoring Health and Safety. This will include:

a. inspections.
b. surveys
c. investigation of incidents/practices/documents.
d. record keeping.

e. regular audit of the policy and management systems by a competent person.
(see Appendix E: Inspection Form)

49 Allergens/Benedict's law.

From September 2016, whole school allergen risk management feeds into the H and S policy and risk assessment framework at BGI

50 ***Martyn's law –*** refer to separate policy n school lockdown procedure.

Appendix A

HEALTH AND SAFETY INFORMATION

Suggested Publications

- "Health and Safety Guidance for School Governors and members of School Boards"
- "Management of Health and Safety in Schools"
- "Managing Work Related Stress - A Guide for Managers and Teachers in Schools"
- "Safety in Outdoor Education"
- "Safety Practice in Physical Education"
- "Make it Safe"
- "Be Safe"
- "Essentials of Health and Safety at Work"
- "Safety in Science Education"
- "Topics on Safety"
- "Code of Practice for Health and Safety in Workshop of Schools and similar Establishments"

Appendix B

EMERGENCY CONTACT PERSONS and EMERGENCY ISOLATION POINTS

CONTACT	NAME	TELEPHONE NUMBER
Michael Logan, Maintenance	BGI New site	01234 352031
Jonathan Peters, Maintenance	Nursery site	01234 267272

BGI New site

ISOLATION POINTS – ELECTRIC	LOCATION
Main Isolation to the whole building	Main switch of MDP in room GF-104
Main Block Ground Floor Lighting & Power	@DB/00/LP03 in room GF-104
Main Block 1st Floor Lighting & Power	@DB/01/LP03 in room FF-1028
Sports Hall Lighting and Power	@DB/00/LP03 in room GF-104
Senior Block Ground Floor Lighting & Power	@DB/00/LP02 in room GF – 133
Senior Block 1st Floor Lighting & Power	@DB/01/LP02 in room FF – 1035
Junior Block Ground Floor Lighting & Power	@DB/00/LP01 in room GF -155
Junior Block 1st Floor Lighting & Power	@DB/01/LP01 in room FF – 1053
Lower Ground Lighting & Power	@DB/LG/LP01 in room B1-005
Lower Ground Kitchen Power	@DB/LG/K in room B1-011
Main Block Ground Floor Prep Kitchen Power	@DB/00/FR in room GF-114
Main Block Roof Plant	@DB/00/P in room GF-104
Roof plant between Main & Junior Block	@DB/01/LP02 in room FF – 1035
External Lighting upper carpark	@DB/00/EXT1 in room GF-104
External Lighting lower carpark & windy path	@DB/00/EXT External Kiosk
ISOLATION POINT – GAS	
Main Building Isolation Valve (Manual)	Ground Floor Plant Room
Main Building Solenoid Valve (Shuts on Fire Alarm)	Ground Floor Plant Room
Gas Fired Water Heaters	First Floor Plant Room
Science Labs	Above ceiling in corridor for each room
Science Labs – Solenoid Valve	In each Room linked to gas safe panel
ISOLATION POINT – WATER	
Complete Building	Ground Floor Plant Room

Useful Numbers for Major Emergencies

- GAS, 0800 111 999
- WATER, 08457 145145
- ELECTRICITY, 0800 056 9090 or 0800 7 838838

Nursery SITE

Various water points are also located outside the buildings and are shown on the site agents detailed plans of the buildings.

ISOLATION POINTS – ELECTRIC	LOCATION
Walmsley House Ground floor	Cellar entrance
Walmsley House First floor	Cupboard opposite Classroom 8
Walmsely House Ground floor	Cupboard into walkway (backing onto room21)
ISOLATION POINT – GAS	
ISOLATION POINT – WATER	
Walmsley House ground floor	Far left hand corner by back exit off kitchen corridor

Appendix C

REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS 1995

Reportable Major Injuries

A All Fatalities

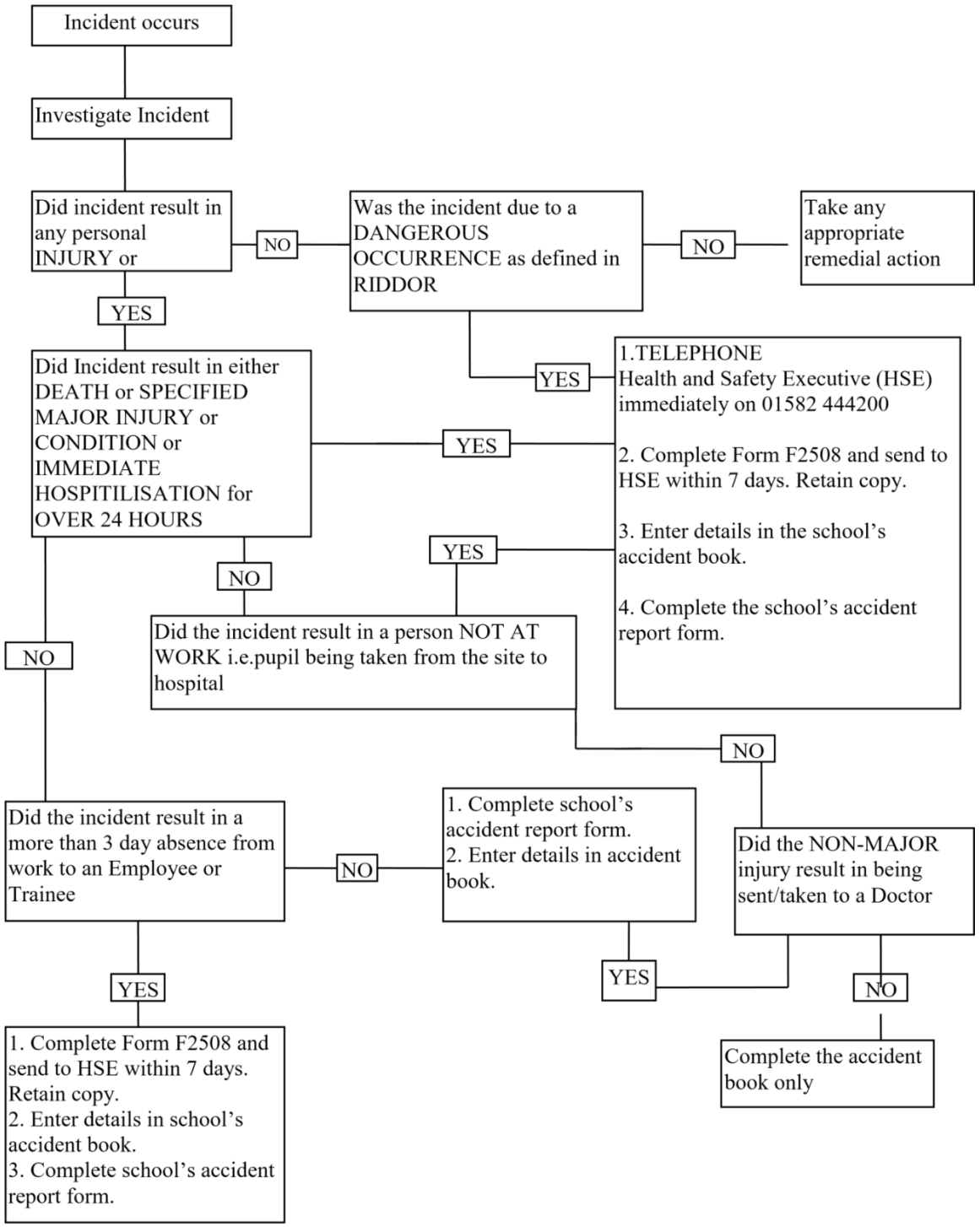
B Major Injuries

1) Any fracture other than to fingers, thumbs or toes.
2) Any amputation.
3) Dislocation of the shoulder, hip, knee or spine.
4) Loss of Sight (whether temporary or permanent).
5) A chemical or hot metal burn to the eye or any penetrating injury to the eye.
6) Any injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance or hospital for more than 24 hours.
7) Any other injury
    a) leading to: Hypothermia, Heat induced illness or to unconsciousness.
    b) requiring resuscitation: or
    c) requiring admittance to Hospital for more than 24 hours.
8) loss of consciousness caused by asphyxia or exposure to a harmful substance or biological agent.
9) Absorption or any substance by inhalation, ingestion or through the skin leading to acute illness requiring medical treatment or loss of consciousness.
10) Acute illness requiring medical treatment when there is reason to believe this resulted from exposure to a biological agent or its toxins or infected material.

ACTION REQUIRED: TELEPHONE HEALTH AND SAFETY EXECUTIVE IMMEDIATELY ON 01582 444200.

Appendix C

REPORTING PROCEDURES FOR ACCIDENTS AT WORK



Appendix D

RISK ASSESSMENT RECORD

a) Activity/Process/Operation	
b) What are the Health and Safety Hazards?	
C) What risks do they pose and to whom? (Seecheckpoint 2)	Estimate risk level H/M/L (see point 3)
d) What measures have been taken to reducethe risk (see checkpoints 1-4, 5-11.)	Level Achieved H/M/L
e) What further action is necessary to reduce the risk (stateaction/specific dates)	

Name of Assessor..... Signed .....

Job Title.....Principal/Head of Dept (12, 13 & 14)

Date of Assessment..... Date .....

Review Date (13).....

Checkpoints see over the page

CHECKPOINTS

1 Has all health and safety information been obtained?

2 Consider the number of persons exposed.

3 Estimate initial risk level-high, medium, or low.

4 Consider if elimination or safer substance could be achieved.

5 Consider all necessary control measures including procedural and technical controls.

6 Are the above controls to the required standard and regularly maintained.

7 Have emergency action plans been considered.

8 Have employees (and others) been adequately trained/instructed/informed.

9 Has adequate supervision been provided

10 Consider if personal protective equipment is required.

11 Is health surveillance required.

12 What arrangements have been made for monitoring the assessment.

13 How often is the assessment to be reviewed.

14 Has the assessment been drawn to the attention of all who need to see it.

Appendix E **HEALTH AND SAFETY INSPECTION**

Site.....

Place.....

Inspection,.....

Time.....

Date.....

Inspected by.....

Title.....

	Not Applicable	Fault		Comment
		Y	N	

1 First Aid and Staff Facilities a) First Aid b) Seats provided with backrests c) Cleanliness assured d) Means for making hot drink e) Means for heating food f) Facilities for pregnant/nursing employees g) Non smokers/smokers separate facilities h) Disabled facilities i) Evacuation needs for disabled users 2 Working Space a) Space allows ease of movement b) Over-crowded c) Safe access to high shelves d) Storage area and stacking is safe 3 Floor and Pedestrian Traffic a) Sound construction b) Changes in levels highlighted c) Nothing to cause slips/trips/falls in area d) Holes etc protected by barriers/signing e) Slip resistant where necessary f) Drainage where necessary g) Open sided staircases protected h) One handrail at least per staircase i) Vehicle/pedestrian segregation in car park j) Any routes obstructed k) All access/egress points clearly defined l) Final exits easily operable 4 Lighting a) Adequate light for safety b) Adequate light to protect eyestrain c) Adequate light during hours of darkness d) Any shadows causing hazards e) Emergency lighting satisfactory 5 WorkingTemperatures a) Heating satisfactory b) 16° c min in offices/classrooms c) 13° c min where physical work carried out d) Is local heating recognised e) Is local cooling required f) Fumes from heating 6 Ventilation a) Ventilation sufficient b) Fresh Air				

c) Purified Air d) Draught Free 7 Windows and glazing a) Glazed areas secure against breakage b) Marked to make them noticeable c) Protected by Film/barriers d) Can be opened safely e) Risk of falling out when open f) Juts out, to be walked into when open g) Can be cleaned safely inside and out 8 Doors and Gates a) Doors have vision panels b) Sliding doors cannot come adrift c) Doors cannot close or fall on anyone 9 Sanitary Conveniences a) Enough of them b) Lit up and ventilated c) Clean d) Separate for male/females if necessary e) Privacy ensured (lockable) f) Soap, towels provided 10 Washing Facilities a) Hot/cold/warm water provided b) Soap or other cleaner provided c) Means of drying d) Ventilated and lit e) Clean f) Showers or baths needed g) Shower heads regularly cleaned 11. Drinking Water a) Available b) Signed as drinking water c) Drinking vessels provided, if not a fountain 12 Clothing Accommodation a) For home clothing b) For work clothing c) Accommodation clean/dry/warm/ventilated d) Accommodation secure e) Facilities for changing 13 Fire a) Alarm present and tested b) Fire doors kept closed c) Fire exits kept clear d) Extinguishers in place and tested e) Highly flammables properly kept f) Disabled person safety g) Smoking prohibited h) Fire notices posted				

14 Electrical a) Portable Appliances regularly tested b) Portable Appliances properly connected c) Plug connections properly made d) Any damaged sockets/plugs/leads e) Electrical mains cupboards secure f) Electrical mains cupboards free of obstructions Mains switches clearly labelled h) Record of Electrical Mains and Switch Gear tests 15 Mains Gas LPG a) Mains Gas Available b) LPG used c) (LPG only) Cylinders stored safely/securely d) Any Gas appliances e) Gas appliances checked/maintained regularly f) Maintenance carried out by CORGI installers g) All ventilation grills/air bricks clear and free from obstruction h) All external flues clear and free of obstructions i) Emergency cut-off valves accessible and labelled j) Written emergency procedure for gas leaks etc k) Is there plan of mains gas supply runs 16 Water Systems a) Is there a plan of water services b) Is there a record of quarterly/annual inspection c) Is there a record of corrective actions d) Is water sampling carried out for legionella 17 Cleaning and Waste a) Furniture, fittings, floors kept clean b) Any accumulations of dirt c) Spillages, leaks quickly cleaned up d) Waste disposed of properly 18 Vehicle Routes a) Unobstructed routes available b) Low clearances highlighted c) Speed limits/humps used d) Reversing avoided e) Structures sensitive to impact protected f) Barriers where children may run into vehicles g) Adequate lighting g) Any blind spots				

Fire instructions

1 Fire Alarm System

1.1 The main site/s –

- The main site/s are fitted with alarm systems. When a call point, or automatic detecting device, is activated then the system will sound the alarm siren continuously in all areas.

1.2 Siren note

- If the siren note is continuous in a building than all persons in that building must evacuate immediately

Each area is than divided into a number of zones so that the location of a fire can be quickly identified.

2 Procedures In the Event of a Fire

2.1 Sounding the alarm

- The member of staff in the vicinity should clear the immediate area and sound the alarm by breaking the glass in the 'Break glass box'.
- The alarm will now sound continuously in all buildings.

2.2 Evacuation (continuous sound)

- The teacher in charge of the class or group at the time of the alarm is responsible for the pupil's movement to, and arrival at, the assembly point.
- Pupils must be led out in single file and a strict no talking rule maintained
- Coats, bags, books etc. will not be taken out
- When possible, close, but do not lock, all windows and doors. On reaching The Assembly Point the teacher will check the roll (if a register is available) and maintain their pupils there as a disciplined group until further instruction is given.
- No one is to go back into the building without the express permission of The Head or School Business Manager

2.3 Evacuation of all Buildings

Whenever full evacuation of all buildings has taken place, form teachers will then move to their own form class and check the roll with registers. The Office Staff will bring registers to the senior playground.

2.4 Non- teaching staff

- Non-teaching staff will evacuate any building where the siren is sounding continuously and proceed to the assembly point.
- The First Aider is responsible for the evacuation of any pupils from the medical room. If assistance is required then he/she will use the radio and contact the main office for help.
- Kitchen staff will turn off/make safe all equipment and close windows before evacuating.
- Office staff will contact both the playing field and inform them of the emergency on the main site. They will also contact the First Aider to see if assistance is required in evacuating patients. They will then close windows, collect the registers, pupil signing out book, visitors book, and pupil details file and proceed to TheAssembly Point.
- Visitors on site will be escorted to the assembly point by the nearest available member of staff

3 Designated Responsibilities

3.1 The School Business Manager

- The School Business Manager/Principal (or in their absence the maintenance staff) are responsible for checking the main panel to see where the alarm has been activated.
- He/she will check if the alarm is 'real' or 'false' and take the decision whether to cancel the alarm or order a full evacuation in consultation with the Principal (if available).
- When full evacuation is necessary, the School Business Manager will telephone the fire brigade using the standard message (Appendix A) and then proceed to the school's main entrance to await the arrival of the brigade and prevent others from entering the school.

3.2 Maintenance staff

- Maintenance staff - when an alarm sounds will immediately cease their activities (and make them safe where appropriate), pick up their radios, and await instruction. When an evacuation of all buildings has been ordered the maintenance staff will make their way to the assembly point as other non-teaching staff.

3.3 The Principal

- If an emergency occurs at a time when the Principal teaching then he will take charge of their pupils as outlined above. In other situations, the Principal will proceed to the main office and assist the Business Manager in assessing and controlling the

emergency. When a full evacuation has been ordered the Principal will proceed to the assembly point and collate all form registers and any reports of missing persons for the fire brigade

4 Assembly Point

- The assembly point for all years and non-teaching staff is the car park off Manton Heights

5 School Trips

- The teacher concerned is responsible for passing the names of pupils who have permission to be out of school to the school office.

6 Absences During the School Day

- Any pupil leaving the school for an appointment that involves absence during the school day must inform their form teacher; and sign out in the main office,
- Members of staff leaving school during the school day must inform the school office.

7 Mobile Phones

- Nobody (staff or pupils) is to take it upon themselves to unilaterally phone the fire brigade unless instructed to do so by the Principal or the School Business Manager.

8 Emergency Accommodation

- In the event that school buildings cannot be reoccupied the school has made arrangements for Bedford Heights business park to offer temporary accommodation for pupils.

9 Playing Field

- On being informed of an emergency in the main school, the member of staff in charge will retain the pupils at the field until further instruction.

10 Outside of Normal School Hours

- Anyone Working in the school after normal school hours or during holidays must visit or ring the office to record their presence, and likewise when they leave. Staff should also be aware during holiday times only limited exits are open and available for use in an emergency – check where they are.

11 School Functions

- A member of staff must be nominated to take charge of fire arrangements for every school function. They will complete The fire Checklist (Appendix C) and take responsibility for explaining the fire arrangements to The audience and attendees, and for phoning the fire brigade and keyholder in the event of an emergency

12 Standard message for fire brigade

- "This is Bedford Greenacre School at Manton Heights, reporting an outbreak of fire and requesting the attendance of the fire brigade. Our telephone number is 01234 352031
-

13 Fire exit routes (During School Holiday Periods)

- All Staff must report to the office on arrival and on departure.
- We need to be made aware of all personnel on the premises at all times so that they can be accounted for and to enable us to unlock and lock the appropriate exits as necessary.

Checklist for performances

Although the above title states performances this will also include **ANY** activity outside school hours including P.T.A activities. This check has to be done on any activity which is inviting members of the general public onto school premises and MUST BE CHECKED ON EACH PERFORMANCE OR ACTIVITY.

THIS IS A LEGAL REQUIREMENT for Insurance, Health and Safety.

Performance:				
Organiser:		Date:		
Please provide a brief description of layout:				
Fire Exit 1.	Fire Exit 2.	Fire Exit 3.	Fire exit 4.	Fire Exit 5.
Electrical Equipment Used:				
	Checked:		Signature:	
Staging check:		Signature:		
Audience Capacity:		No. Performers:		

No. Backstage Helpers:		Notes:	
Co-ordinator:			

N.B. Please attach ticket list, performers list and helpers list to this sheet.

ARRANGEMENTS FOR VISITORS

- Each visitor, contractor must always be booked in through reception, and the person to whom the visitor is assigned to whilst on the School Premises, will ensure that any Fire Safety Instructions' are clearly made to them as what to do in the event of the Fire Alarm Evacuation, and must also be instructed to report to the person in charge at the nearest Assembly Point, should the need arise

ARRANGEMENTS IN THE EVENT OF A POWER FAILURE OR FIRE SYSTEM FAILURE

- In the event of a power failure, emergency escape lighting will guide all occupants to Fire Exits
- If the Fire Alarm fails to activate, it will be necessary for the person discovering the Fire to raise the alarm by shouting "FIRE, FIRE" as they pass through the building, and follow normal evacuation
- procedures, also inform reception of the situation, who will then inform the Site Support Staff
- Pupils should be made aware of the procedures to be followed in the event of a system failure

CHECKING AND REPORTING PROCEDURES AT ASSEMBLY POINTS

The procedure at the assembly point (Clapham Road Car park) is as follows:

a) Line up in classes
b) Keep silent
c) Class check/head count to be taken (mark those who appear to missing with * or in some way easily identifiable
d) Await further instructions from the senior person in charge

- Each Teacher in charge of a class will check/head count their respective class/classes, visitors and contractors, and report findings to the person in charge at the Assembly Point
- The building must not be reoccupied until you are told it is safe to do so by the person in charge, under the direction of the Fire Brigade Senior Officer (or by the person conducting the Fire Drill)

FIRE BRIGADE ARRIVAL ON SITE

The Site Agent will receive the Fire Brigade on site, and will direct them to the area or building of where the incident has been reported. This is to enable a level of communication with the Fire Officers present, and to also assist with information gathering, the Business Manager will be called if the incident is an Actual Incident/Fire situation

FIRE SAFETY TRAINING

- Fire safety training, including the use of fire extinguishers will be held annually
- Practical sessions will be held by the Business Manager at various times during the year
- Any member of staff wishing to receive some practical training on the use of fire extinguishers should contact the Business Manager
- Each member of staff is responsible for instructing pupils in their class regarding fire safety in the building
- Wire wardens are trained by the fire officer

GENERAL FIRE SAFETY IN THE BUILDING

- In the event of an alarm sounding, the building must be evacuated
- Sources of ignition in this building are generally electrical appliances
- Be careful not to overload adaptors, make sure that you only use properly fused extension leads, and make sure all electrical appliances have been PAT tested, annually
- Switch off electrical items at the end of the school day and especially during holiday periods
- Do not store combustible items next to sources of ignition
- Be careful not to display combustible materials on fire exit routes
- Each member of staff is responsible for ensuring high standards of housekeeping, and it is everyone's responsibility to keep us safe whilst in the workplace,.

Walmsley House FIRE ESCAPE ROUTES

- Keep Fire Escape routes clear of combustible storage at all times
- Never block Fire Exit Doors
- Ensure that the children and staff within your area are fully aware of escape routes, and the position ofthe Assembly Point for your building

Fire Exits in your area are located:

1. Reception main entrance this leads to the front of Walmsley House
2. To the left by the kitchen, down the passage double doors out to the playground

ARRANGEMENTS FOR FIGHTING THE FIRE

- BEFORE YOU EVEN START have you read the instructions on the extinguisher, and is it the correct extinguisher to use?
- Members of staff may attempt to put out the Fire, but only if they feel confident, and feel it is (SAFE TODO SO), you must always use the correct Fire Extinguisher, AND only if the Fire is small enough to tackle like a waste paper basket size fire and it has not yet started to spread
- If you do attempt to put out a Fire with a Fire Extinguisher, ensure that you have a clear exit for you to retreat into a safe area, and an exit route to a Fire Exit Door, which will lead you to be external of the building, as quickly as possible
- Under no circumstances are children to attempt to put out a Fire

RESPONSIBLITIES OF STAFF

- If you are an appointed Fire Warden for your building/area, you can conduct your search, if it is safe todo so
- The areas should be swept, and should take no more than two minutes, and it is advised that this isdone whilst also heading for the nearest exit, leading out of the building or part thereof
- If the appointed Fire Warden is absent, then the person standing in for that person's duty/work etc, willassume responsibility for ensuring that all children and staff have vacated the building
- All rooms used by the Aftercare should be checked to make sure they have been vacated, but notthoroughly searched

- If a door is locked, bang on the door shouting **'FIRE, FIRE'** so as to alert potential occupants
- Do not forget such areas such as toilets etc
- On completion of the search, report findings to the person in charge at the Assembly Point
- DO NOT RE ENTER THE BUILDING, FOR ANY REASONARRANGEMENTS FOR VISITORS

- Visitors to Before School and Aftercare are generally just dropping off/picking up children and do not remain on the premises, but if for any other reason they stay or move to another part of the building, they must be advised to be booked in, as being on site, either through your department, or the other person/persons they have an appointment
- All visitors who remain on the premises must be made aware of Fire Safety Instructions, and what to do in the event of the Fire Alarm sounding, and also where the position of the Assembly Point is shouldthe need arise

ARRANGEMENTS IN THE EVENT OF A POWER FAILURE OR FIRE SYSTEMS FAILURE

- In the event of a power failure, emergency lighting will guide all occupants to Fire Exits
- If the Fire Alarm fails to activate, it will be necessary for the person discovering the Fire to raise the alarm by shouting **"FIRE, FIRE"** as they pass through the building, and follow normal evacuation procedures, also inform **Main School** reception up to 5pm, and after that time ring **07738014524** the Site Agent
- Children should be made aware of the procedures to be followed in the event of a system failure

CHECKING AND REPORTING PROCEDURES AT ASSEMBLY POINTS

The procedure at the assembly point is as follows:

a) Line up
b) Keep silent
c) Check/count to ensure all are present (mark those who appear to be missing with * or in someway easily identifiable
d) Await further instructions form the senior person in charge

- Each person in charge of a particular group of people, who attend the assembly point, will check theirrespective group of people, and report findings to the person in charge at the Assembly Point
- The building must not be reoccupied until you are instructed, it is safe to do so by the person in charge,under the direction of the Fire Brigade Senior Officer, (or by the person conducting the Fire Drill)

FIRE BRIGADE ARRIVAL ON SITE

The senior person present, will need to receive the Fire Brigade on site, and direct them to the area or part of the building where the incident has been reported, this is to enable a level of communication with the Fire Officers present. It would be also advisable to call 07738014524 so as the Site Agent can lend assistance to the Fire Brigade. The Business Manager will be called if the incident is an Actual Incident/Fire situation

FIRE SAFETY TRAINING

- Fire safety training, including the use of fire extinguishers will be held annually
- Practical sessions will be held by the Business Manager at various times, as time allows
- Any member of staff wishing to receive some practical training on the use of fire extinguishers shouldcontact the Business Manager
- Each member of staff is responsible for instructing children in their care regarding fire

safety in yourarea of the building

GENERAL FIRE SAFETY IN THE BUILDING

- In the event of an alarm sounding, the building must be evacuated
- Sources of ignition in this building are generally electrical appliances such as computers, televisions etc
- Be careful not to overload adaptors, and make sure that you only use properly fused extension leads,and also make sure all electrical appliances are PAT tested
- Switch off electrical items at the end of the day and especially during holiday periods
- Do not store combustible items next to sources of ignition
- Be careful not to display combustible materials on fire exit routes
- Each member of staff is responsible for ensuring high standards of housekeeping, and it is everyone'sresponsibility to keep us safe whilst in the workplace, or this learning establishment

THE FOLLOWING RELATE TO THE NURSERY SITE

Fire Emergency Plan for Nursery
Walmsley House Annexe 23 Kimbolton Road Bedford MK40 2NY

RESPONSIBLE MEMBER OF STAFF

The person responsible for implementing and disseminating this plan is The Principal/Business

Manager/Nursery Manager

FIRE WARNING

When the Fire Alarm is activated it will emit a continual high-pitched noise throughout the building.

RAISING THE ALARM

Upon discovering a Fire, the senior person present must:

- Operate the nearest call point immediately
- Immediately Evacuate the building, via the shortest exit route
- Call the Fire Brigade on '(9-999)' giving the full name and address of the building concerned (Nursery Annexe Walmsley House
- 23 Kimbolton Road Bedford MK40 2NY)

ON HEARING THE FIRE ALARM

- Switch off electrical appliances, close windows and doors behind you (IF SAFE TODO SO)
- Leave the building through the nearest Fire Exit, DO NOT RUN, report to the Assembly Point in front of the Nursery off Kimbolton Road.

EVACUATION OF PREMISES

- Staff are responsible for ensuring that children in their charge evacuate the building without delay, this building has one staircase and an external Fire Exit staircase fromthe first floor, all Fire Exits should be used (IF SAFE TO DO SO)
- All occupants should exit in single file, through the nearest Fire Exit
- Report to the senior person present at the Assembly Point
- Remain on the playground, whilst all persons are accounted for, and wait for further instructions
- NEVER, NEVER, RE ENTER THE BUILDING

FIRE ESCAPE ROUTES

- Keep Fire Escape routes clear of combustible storage at all times
- Never block Fire Exit Doors
- Ensure that pupils and new staff are made fully aware of all escape routes and wherethe Assembly Point is for your building

Fire Exits are located:

1. Normal staircase to the First Floor
2. External Fire Exit from room 23 (The carpeted room) First Floor
3. Ground floor Toddlers area normal entry door
4. Ground floor Toddlers area door into Nursery entrance corridor

ARRANGEMENTS FOR FIGHTING THE FIRE

- BEFORE YOU EVEN START have you read the instructions on the extinguisher,and is it the correct extinguisher to use?
- Members of staff, may attempt to put out the Fire, but only if you feel confident, and feel it is SAFE TO DO SO. You must always use the correct Fire Extinguisher, AND only if the Fire is small enough to tackle like a waste paper basket size fire and has not yet started to spread
- If you do attempt to put out a Fire with a Fire Extinguisher, ensure that you have a clear exit for you to retreat into a safe area, and an exit route to a Fire Exit Door, whichwill lead you out of the building as quickly as possible

RESPONSIBILTIES OF STAFF

- If you are an appointed Fire Warden for your building, you can conduct your search, ifsafe to do so
- The areas should be swept, and should take no more than two minutes, and it is advised that this is done whilst also heading for the nearest exit, leading out of the building or part thereof
- If the appointed Fire Warden is absent, the person standing in for their duties etc, mustassume their responsibility's for ensuring that all children and staff have vacated the building
- All rooms should be checked to make sure they have been vacated, but not thoroughly searched
- If a door is locked, bang on the door shouting 'FIRE,FIRE' so as to alert potential occupants
- Do not forget areas such as toilets, and other rooms that may be being used in your building on the ground floor, that are not in constant use, but always remembering thetwo minute search rule
- On completion of the search, report findings to the person in charge at the Assembly Point
- DO NOT RE ENTER THE BUILDING, FOR ANY REASON

ARRANGEMENTS FOR VISITORS

- Each parent, visitor, or contractor must always be booked in through reception or the person to whom the visitor is assigned to whilst on the School premises. That personor persons will ensure that any Fire Safety Instructions are made clear to them as whatto do in the event of the Fire Alarm Evacuation. They must also be instructed to reportto the person in charge at the nearest Assembly Point, should the need arise

ARRANGEMENTS IN THE EVENT OF A POWER FAILURE OR FIRE SYSTEM FAILURE

- In the event of a power failure, emergency lighting will guide all occupants to Fire Exits. If the Fire Alarm fails to activate, it will be necessary for the person discovering the Fire to raise the alarm by shouting **"FIRE,FIRE"** as they pass through the building, and follow normal evacuation procedures. Also, inform Walmsley House reception of the situation, who will then inform the Site Support Staff in term time, all other times ring either 07738014524 or 07738014523 Site Team numbers.

CHECKING AND REPORTING PROCEDURES AT ASSEMBLY POINTS

The procedure at the assembly point is as follows:

a) Line up
b) Keep as silent as possible
b) Head count to be taken (mark those who appear to be missing with * or in someway easily identifiable)
c) Await further instructions from the senior person in charge

- Each person in charge of the children, visitors and contractors, must report findings tothe person in charge at the Assembly Point
- The building must not be reoccupied until you are instructed it is safe to do so by the person in charge, under the direction of the Senior Fire Brigade Officer (or by the person conducting the Fire Drill)

FIRE BRIGADE ARRIVAL ON SITE

The senior person present must make themselves available, but must also ensure that the Site Agent or a Site Assistant has been also called to attend the incident. This is to ensure all informationrequired is passed direct the Fire Officer on arrival at an incident or situation, which may be well becrucial in the gathering of all vital details. The Business Manager will be called if the incident is an Actual Incident/Fire situation

FIRE SAFETY TRAINING

- Fire safety training, including the use of fire extinguishers will be held annually
- Practical sessions will be held by the Business Manager at various times during theyear
- Any member of staff wishing to receive some practical training on the use of fire extinguishers should contact the Business Manager
- Each member of staff is responsible for instructing children/pupils in their charge regarding fire safety in the building

GENERAL FIRE SAFETY IN THE BUILDING

- In the event of an alarm sounding, the building must be evacuated
- Sources of ignition in this building are electrical appliance items used on a daily basis
- Be careful not to overload adaptors, make sure that you only use properly fused extension leads, and make sure that all electrical appliances have been PAT tested
- Switch off electrical items at the end of the School day and especially during holiday periods
- Do not store combustible items next to sources of ignition
- Be careful not to display combustible materials on fire exit routes
- Each member of staff is responsible for ensuring high standards of housekeeping, and it is everyone's responsibility to keep us safe whilst in the workplace, or this learning establishment.

ARRANGEMENTS FOR FIGHTING THE FIRE

- BEFORE YOU EVEN START have you read the instructions on the extinguisher, and is it the correct extinguisher to use?
- Members of staff, may attempt to put out the Fire, but only if you feel confident, and feel it is **(SAFE TO DO SO), you must always use the correct Fire Extinguisher, AND** only if the Fire is small enough to tackle like a waste paper basket size fire and has not yet started to spread
- If you attempt to put out a Fire with a Fire Extinguisher, ensure that you have a Clear Exit for you to retreatinto a safe area, and an exit route to a Fire Exit Door, which will lead you outside the building as quickly as possible
- Under no circumstances are pupils to attempt to put out a Fire

RESPONSIBLITIES OF STAFF

- If you are an appointed Fire Warden for a particular building, or a part of a larger building, you can conducta search of the building or part of the building under your control, providing it is safe to do so
- The areas should be swept, and should take no more than two minutes, and it is advised that this is donewhilst also heading for the nearest exit, leading out of the building, or part thereof
- If the appointed Fire Warden is absent, the person standing in for the teaching duty etc, will assumeresponsibility for ensuring that all pupils and staff have vacated the building
- All rooms should be checked to make sure they have been vacated, but not thoroughly searched
- If a door is locked, bang on door shouting **"FIRE, FIRE"** to alert any potential occupants
- Do not forget areas, such as toilets, kitchens, offices and study rooms etc
- On completion of the search, report findings to the person in charge at the Assembly Point
- DO NOT RE ENTER THE BUILDING, FOR ANY REASON

ARRANGEMENTS FOR VISITORS

Each visitor, contractor, must be always be booked in through reception, and the person to whom the visitor isassigned to whilst on the School Premises, will ensure that any **Fire Safety Instructions** are made clearto them as what to do in the event of **Fire Alarm Evacuation.** They must also be instructed to report to the person in charge at the nearest Assembly Point, should the need ever arise

ARRANGEMENTS IN THE EVENT OF A POWER FAILURE OR FIRE SYSTEM FAILURE

- In the event of a power failure, emergency escape lighting will guide all occupants to Fire Exits
- If the Fire Alarm fails to activate, it will be necessary for the person
- discovering the fire to raise the alarm by shouting **"FIRE, FIRE"** as they pass through the building, and follow normal evacuation procedures, also inform reception of the situation, enabling others to be contacted in other parts of the building, as quickly as possible, by either telephone, mobile telephone or by radio but ensuring all persons required to be informed are as quickly as possible in different parts of the building/buildings so evacuation can be done quickly and as safely as possible
- Pupils should be made aware of the procedures to be followed in the event of a system failure

CHECKING AND REPORTING PROCEDURES AT ASSEMBLY POINTS

The procedure at the assembly point is as follows:

a) Line up in classes
b) Keep silent
c) Class check/head count to be taken (mark those * who are not present as yet?)
d) Await instructions from the senior person in charge

- Each teacher in charge of a class will check/head count their respective class/classes, visitors andcontractors, and report findings to the person in charge at the Assembly Point
- The building/buildings are not to be reoccupied until you are told it is safe to do so by the person in charge,under the direction of the Fire Brigade Senior Officer (or the person conducting the Fire Drill)

FIRE BRIGADE ARRIVAL ON SITE

The Site Manager, or a Site Assistant will receive the Fire Brigade on site, and will direct them to the area or building ofwhere the incident has been reported. This is to enable a level of communication with the Fire Officers present and to also assist with information gathering, the Business Manager will be called if the incident is an Actual Incident/Fire situation

FIRE SAFETY TRAINING

- Fire safety training, including the use of fire extinguishers will be held annually
- Practical sessions will held by the Business Manager at various times during the year
- Any member of staff wishing to receive some practical training on the use of fire extinguishers shouldcontact the Business Manager
- Each member of staff is responsible for instructing pupils in their class regarding fire safety in the building

GENERAL FIRE SAFETY IN THE BUILDING

- In the event of an alarm sounding, all buildings must be evacuated
- Sources of ignition in all these buildings are generally electrical appliances, such as computers, audiovisual equipment and kitchen appliances
- Be careful not to overload adaptors, make sure that you only use properly fused extension leads, andmake sure all electrical appliances have been PAT tested annually
- Switch off electrical items at the end of the School day and especially during holiday periods
- Do not store combustible items next to sources of ignition
- Be careful not to display combustible materials on Fire Exit Routes
- Each member of staff is responsible for ensuring high standards of housekeeping, it is everyone'sresponsibility to keep us all safe whilst at our workplace, or this learning establishment.

FIRE WARDENS

Fire warden lists are displayed around the school on both sites, and staff are made aware of the updated lists. SBM ensures these are updated.

FIRE SAFETY TRAINING

- Fire safety training, including the use of fire extinguishers will be held annually
- Practical sessions will be held by the Business Manager at various times during the year
- Any member of staff wishing to receive some practical training on the use of fire extinguishers should contact the Business Manager
- Each member of staff is responsible for instructing pupils in their class regarding fire safety in the building

GENERAL FIRE SAFETY IN THE BUILDING

- In the event of an alarm sounding, the building must be evacuated
- Sources of ignition in this building are generally electrical appliances such as heaters, computers, photocopying and other various items etc.
- Be careful not to overload adaptors, make sure that you only use properly fused extension leads, and make sure all electrical appliances have been PAT tested, annually
- Switch off electrical items at the end of the School day and especially during holiday periods
- Do not store combustible items next to sources of ignition
- Be careful not to display combustible materials on fire exit routes
- Each member of staff is responsible for ensuring high standards of housekeeping, and it is everyone's responsibility to keep us safe whilst in the workplace, or this learning establishment(
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FIRE WARDENS

Fire warden lists are displayed around the schools and staff are made aware of the updated lists.

Please note all staff must have received Fire Warden training arranged through the Business Manager to maximise theSchools Fire Safety, should an incident occur. Also the nominated staff when absent, must have another person to assume Fire Safety responsibilities for those areas.

A member of the Senior School Management Team along with a Site Support staff member will meet the Emergency Services to assist in giving full incident information and Site documentation, plans etc.