



*Be watchful. Stand firm in your faith. Be strong. Be courageous. And let everything you do be done in love. 1 Corinthians 16: 1*

## Health and Safety Policy

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*Pattishall Primary is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.*



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## **School Health and Safety Policy Statement**

Pattishall CE Primary School governors and Headteacher recognise their responsibility to provide a safe and healthy environment for staff, pupils, visitors, contractors at the premises and those affected by the school's activities elsewhere.

Within the ethos of self-regulation, the governors and Headteacher will, so far as is reasonably practicable, ensure a safe place of work and a safe system of work. In carrying out the policy effectively, the Governors and Headteacher undertake to:

- seek the co-operation, through consultation and involvement, of all employees with a view to implementing the requirements of the Health and Safety at Work Act 1974, and associated legislation;
- maintain all places of work, including the means of access and exit from such places, in a safe condition and ensure that work equipment and systems of work are maintained to be safe and without risks to health;
- provide and maintain facilities and arrangements for the welfare of employees and pupils, including adequate provision for first aid treatment;
- ensure safety and the absence of risks to health and to the general environment in connection with the use, handling, storage, transport and disposal of articles and substances, and to provide appropriate protective equipment where necessary;
- bring to the attention of all regular and temporary employees, pupils, visitors, contractors, at the school premises their responsibilities with regards to their own safety and the safety of others who may be affected by their acts or omissions. This will involve the provision of such information, training and supervision as is necessary;
- identify, eliminate or reduce by controls, hazards which exist at the place of work through risk assessment and bring such hazards to the attention of employees and others who may be affected. This will include the formulation and where necessary, practise of effective procedures for use in the event of a serious risk or imminent danger. In addition to assist in the proper implementation of this policy the Governors and Headteacher will;
- keep abreast of legislation by ensuring adequate and appropriate advice through persons competent in health and safety matters and provide the necessary resources to ensure effective safety management. This will include monitoring health and safety performance on a regular basis with regards to places of work, work activities and, where necessary, contractor activities as well as keeping records;
- bring this policy statement and relevant safety arrangements not only to the attention of all employees, but other persons affected by the school's activities. The policy statement, organisation and arrangements will be reviewed and amended as often as necessary

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## Health and Safety Representatives and Organisation

Role	Name
Chair of Governors	Amanda Callear
Head Teacher	Emma McLean
<ul style="list-style-type: none"> <li>• Health &amp; Safety</li> <li>• Fire/Evacuation Plan</li> <li>• Accident Reporting</li> <li>• Asbestos Register</li> <li>• Legionella Risk</li> <li>• COSHH</li> </ul>	
Educational Visit Coordinator (inc. Risk Assessments)	Mrs Emma McLean
Electrical Portable Appliance Testing (PAT)	Mrs Clare Sceats
PE Equipment Testing	Mrs Clare Sceats

## Responsibilities of Nominated Personnel

### *School Governors*

- will be responsible, in conjunction with the Headteacher, to ensure formulation, reviewing and subsequent amendment to the School Health and Safety Policy, organisation and arrangements
- will cause the Health and safety Policy to be translated into effective action at all levels within the school
- will ensure that the Health and Safety Legislation, Codes of Practice and Guidance together with school rules are implemented and that staff and pupils are operating safe working practices
- in liaison with the Headteacher, will ensure that professional safety advice is available
- will make adequate financial provision for carrying the policy into effect
- will cause the effectiveness of the policy and safety performance of the school to be monitored
- will promote an interest in, and enthusiasm for Health and Safety matters throughout the school

### *The Headteacher*

- will be responsible for the implementation of the Health and Safety Policy and will liaise with the governors to ensure full compliance with all its requirements
- will periodically review the policy and draft amendments to it whenever necessary
- will monitor the safety performance of the school and take such steps as may be necessary to improve performance
- will ensure that all employees are supplied with a copy of the statement and are aware of their responsibilities as determined by the policy, particularly those parts of the policy which affect them or the responsibilities that are individually allocated

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- will ensure that effective channels of communication and consultation with staff and safety representatives are maintained
  - will be responsible for the formulating and execution of the Health and Safety training policy for staff, in order for them to undertake their work safely
  - will ensure that a suitable and sufficient assessment of risks to the Health and Safety of all persons on the school premises are carried out. The assessments are recorded, together with the significant findings of the assessment and any group of employees identified as being especially at risk
- will be responsible for dealing with visits from the Health and Safety Executive Inspectorate. Inspectors do not have to make an appointment to visit and inspect premises and have extensive powers under section 20 of the Health and Safety at Work Act.

#### *The School Health and Safety Co-ordinator (Headteacher)*

- will create a positive approach to accident prevention and the health and safety of staff, pupils and others on the school premises
- will carry out investigations and periodically inspect the premises and activities in order to determine whether the law is being complied with and whether the highest standards of health, safety and welfare, which it is reasonably practicable to attain, are being achieved
- will initiate and maintain positive measures to raise the level of safety performance; this includes the organisation of periodic fire drills and all necessary checks to safety equipment (fire extinguishers, first aid kits, electrical equipment etc,) working with the school administrator
- will ensure that leads and plugs are regularly checked. All staff, however, must satisfy themselves that equipment is safe at the time of use. In particular they should check electrical leads for evidence of fraying and plugs to ensure they are tightly fitting. Any defects should be notified to the Headteacher.
- will liaise with outside Safety Advisers (e.g. Corporate Health and Safety Officer), Enforcement Authorities (Health and Safety Executive and Environmental Health Officers etc), The Fire Prevention Officer, etc.
- will ensure that they are conversant with current legislation affecting Health, Safety and Welfare of staff, pupils and others.

#### *Staff*

- will, notwithstanding their individual functions, take reasonable care of their own health and safety and that of the pupils and others who may be affected by what they do;
- will co-operate with school management on matters of health and safety and will not interfere with or misuse anything provided in the interest of health and safety;
- will report all accidents, dangerous occurrences and potentially dangerous practices and situations to the Headteacher.

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### *Site Manager (Headteacher)*

- will identify health and safety repairs and put into operation as necessary, emergency work required to ensure the Health and Safety of staff, pupils and others;
- will maintain plans, schedules and other data relating to the maintenance and building alterations as they affect health and safety issues;
- will liaise with outside bodies on matters of health and safety relating to electricity, water, waste disposal, safe access of pedestrians and vehicles, building regulations and planning;
- will be familiar with the Asbestos Register.

### **Full Governing Body**

See Terms of Reference

### **Health and Safety Committee**

The school recognises that it must establish a Health and Safety Committee when requested, in writing to do so, by at least two safety representatives. The Terms of Reference for this committee shall be:

- The study of accidents and notifiable disease statistics and trends, so that reports can be made to the Headteacher on unsafe and unhealthy conditions and practices, together with recommendations for corrective action.
- Examination of safety audit reports on a similar basis.
- Consideration of reports and factual information provided by inspectors of the enforcing authority appointed under the Health and Safety Act.
- Consideration of reports which safety representatives may wish to submit.
- Assistance in the development of safety rules and safe systems of work.
- A watch on the adequacy of safety and health communication and publicity in the workplace.
- The provision of a link with the appropriate enforcing authority.

Membership of the committee shall comprise three members appointed from the Governing Body. A quorum shall consist of two, comprising the Head and one other.

### **School Health and Safety Policy Arrangements**

#### *Access on to and exit from the school site*

The school premises is organised in such a way as to ensure that pedestrian and restricted traffic can circulate in a safe manner. Letters will be sent to parents/carers/guardians to inform them of the procedures at the beginning of the term and whenever necessary to ensure they park appropriately and do not block the entrances. Parents/carers/ guardians are responsible for their children until handed over at the door.

#### *Accidents and Reporting*

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 (RIDDOR) require that Employers report:

- all fatal and specified major injuries,

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- any injuries that result in the inability of an employee to work more than 3 days,
- or any injury which results in a person being admitted to hospital for more than 24 hours.

The regulations relate to any employee or other person within the school or engaged upon an activity arranged by the school e.g. pupils, visitors, service user, volunteers, contractors, agency, and work experience.

Under the requirements of the Regulations, when someone dies or suffers a specified major injury or condition, or there is a dangerous occurrence (as defined in the Regulations) the Nominated Person (See section 2) must immediately notify NCC's Health and Safety Team by the quickest practicable means during office hours. They will report the incident to the Health and Safety Executive (HSE). The incident must be confirmed in writing within 48 hours.

If out of hours, it will be necessary to contact the Health and Safety Executive Incident Contact Centre, either by phone or online.

An analysis of accident reports and near misses will be undertaken at intervals and considered by both school management and the FGB for consideration of further action.

*STAFF must be aware of the following:*

- Parents are advised of incidents in writing by means of a note where deemed necessary. Details of the injury, time and date must be included, this is essential for head injuries.
- Children's allergies are permanently on view to staff and supply teachers on the register sheet.

### *Asbestos*

The asbestos register is held in the school office.

Staff will be informed of asbestos to ensure they have an awareness of the siting of any asbestos and how it is being managed within the school and what to do in the event of an emergency. Staff will be made aware that they must not disturb areas where there is known asbestos. If there are any doubts/concerns they must contact the Headteacher.

### *Bad Weather Contingency Plan (See 'Critical Incident Plan')*

Site staff will be responsible for ensuring the site remains in a good and safe condition and they will follow the procedures for gritting the site during icy and snowy conditions.

### *Contractors*

All contractors working on the school premises are to report to the school office prior to starting work. They must read and sign the red ASBESTOS book and will be expected to operate within the guidelines set. All contractors will be informed of the School's emergency procedures.

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For extensive work or high risk jobs, the contractor must comply with the recommendations and procedures issued by NCC and current health and safety legislation. Close liaison between the Council representative and contractors must be maintained. The above will be arranged prior to work commencing and during the work activity as appropriate, i.e. provision will need to be made for emergency discussions to address unforeseen developments e.g. the work may take longer than planned and new safety arrangements may need to be made.

#### *Control of Substances hazardous to Health (COSHH)*

**NO SUBSTANCES WILL BE USED OR GENERATED WITHIN THE SCHOOL UNLESS AN ASSESSMENT OF THE HAZARDS**

**AND RISK THAT THEY PRESENT HAS BEEN MADE.** Swimming pool chemicals fall under this section – additional information is included in the Normal Operating Procedure.

Whenever the school intends to use, or create a substance that could be a risk to the health of staff, pupils and others, the School's COSHH Assessment Co-ordinator (see section 2) will:

- identify and control these substances, minimising the risk of exposure to staff and others.
- ensure staff are aware that certain substances are hazardous to health. Wherever possible these will be taken out of use. Where substitution proves to be impossible a COSHH assessment form will be used to ensure conformity. Copies of these documents will be available in the Administrator's Office.
- ensure all users are informed, trained and instructed in the safe use of these substances and have access to the COSHH assessments.
- ensure staff are informed to read labels and instructions, practise sensible, safe working habits and follow and understand the emergency procedures.
- ensure equipment is used as instructed.
- ensure personnel protective equipment/clothing is available and used when required (See Section 5.16 PPE.)

All Staff must be aware that they have a responsibility for reporting hazards, potential hazards and "near misses" to the Headteacher.

#### *Fire Safety*

The Fire Risk assessment is sited in the Bursar's Office. An assessment of the risks of fire is carried out by the Headteacher annually. As a result of the assessment, if any precautions are identified, the school treats them with high priority. Notices of fire procedures are fixed to visible sites around the school and in every classroom.

Emergency exit doors and routes are kept clear at all times. All firefighting and detection equipment and the emergency lighting are checked annually by an approved contractor to ensure they are within the "use by" date and are suitable for use, as is the statutory requirement. Records are kept in the book found in the Bursar's Office.

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Notices around school have the following information. FIRE ALARM INSTRUCTIONS:

IF YOU DISCOVER A FIRE press the fire alarm nearest to where you are:

1. The alarm will sound.
2. Pupils and staff will walk out of school by the nearest safe exit.
3. Classes line up on the KS2 playground.
4. Office staff to take Attendance Registers and visitors book out.
5. Teachers should check that all children in their classes are out of the building.
6. DO NOT PANIC. Walk quickly and quietly in line, DO NOT return to the classroom or cloakroom to pick up personal belongings.
7. Await further instruction before returning to the building.

Fire drills take place every term. Details are recorded and notes made of any problems which need remedying.

- In the case of a fire, the first requirement is for staff to ensure the safe evacuation of all persons from the building to the safe places indicated on the fire procedures notices. The primary responsibility of class teachers remains to evacuate the premises, which should NOT then be re-entered.
- The Fire Brigade will be summoned by the School Administrator but in circumstances where the Administrator is not at school, once everyone has safely left the building and moved to a place of safety. A delegated member of staff will ensure that the Fire Brigade is summoned.
- All staff will sweep their designated areas and report to the 'Person in Charge'.
- All attendance registers will be properly marked for the morning and afternoon sessions. Members of the office staff will take the registers with them on evacuating the premises.
- A roll call will be taken when all have reached the place of safety.
- All visitors/contractors report their presence on site to the School Office and sign the appropriate 'Visitors' book and ensure they are familiar with the fire precautions. Office staff must remind visitors to read the emergency arrangements.
- Staff or others taking after school clubs must ensure they are familiar with the fire precautions.
- The school premises are organised in such a way as to ensure that adults and children can circulate in a safe manner.
- All access routes will be maintained in a safe condition and be free from obstructions. So far as reasonably practicable any hole, slope, uneven or slippery surface which is likely to cause a person to slip, trip or fall preventing them getting out of the building safety will be repaired.

### *First Aid*

The school will ensure that adequate and appropriate facilities are provided to enable first aid to be rendered to staff and pupils should they be injured or become ill. A risk assessment has been undertaken to ensure the provision is suitable for the school at all times including out of normal working hours and on visits and journeys.

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If medical assistance is thought to be necessary, parents will be contacted. However, should the parent(s) be unavailable medical assistance will be sought by the school and the child will be accompanied to the doctor's or hospital by a member of staff.

The school seeks to ensure that at least three members of staff have received training on a first aid course. Names of First Aiders are displayed around school.

### *First Aid Facilities*

- The first aid boxes are placed in clearly identified and accessible locations:
  - a. Reception/Year 1 Art Area above the sink
  - b. Staffroom
- Each first aid box contains a list of required first aid items and sufficient quantities of suitable first aid material and nothing else. Contents of the box will be replenished, by the first aider, as soon as possible after use in order to ensure there is always adequate supply of all materials.
- Disposable plastic gloves will be provided in the first aid box which will be properly stored and checked regularly to ensure that they remain in good condition.
- Notices are posted in prominent positions throughout the school giving locations of first aid equipment and the names of the first aiders. The names of persons nominated to deal with first aid can be found on the wall in the Staffroom.

First Aid does not include administering medicines to children. Staff will require additional training and consent to administer medicines e.g. insulin, use of an epi-pen etc. This will only be after full consultation with the parents and the school nurse.

Staff can be with the child as the child administers their own medicine. Any member of staff witnessing the child taking their medicine must sign a book to confirm this. Where ever possible, two members of staff will be present, especially when having to administer the medication.

Medicines are kept in a cupboard within the School office or can be found stored in the fridge if required to be refrigerated. NCC's policy on supporting pupils with medical needs is followed. Parents/Guardians must be made aware they will be responsible for making sure the medicine is kept within date.

### *Housekeeping*

The school has adopted policies and practices which lead to a safe working environment and good housekeeping is practiced at all times and sets a good example to the pupils.

- Staff should ensure that all spillages will be cleaned up immediately with safe disposal of the waste. If there is a large spillage the Site Manager should be contacted to assist.

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- All rubbish and waste paper will be disposed of every day so as to minimise the amount of combustible material in case of a fire.
- All storage areas will be kept orderly, safe and provided with easy access.
- The school premises will be cleaned to an acceptable standard on a daily basis by the Cleaning Staff.
- Hygiene standards are of the highest attainable by all staff serving dinners.
- All school staff are responsible on a daily basis for reporting Health and Safety issues to the Headteacher.

### *Lone Working*

It is recognised that, from time to time, it may be necessary for school employees to work in situations or locations, which are remote from other members of staff. This will include employees working in the evenings, weekends or during the holiday in the school on their own. In such circumstances, any staff wishing to work outside normal school hours must inform a member of the SLT and their significant other.

### *Transport Use*

Where children need to be transported to an event without the hire of a coach, organisers will ask parents to take their own children and will not broker arrangements between parents.

In extremely rare circumstances where staff, parents and others drive pupils in their own private cars, the driver should ensure their passengers' safety by confirming the vehicle is roadworthy, and they have an appropriate licence and insurance cover for carrying the pupils. The driver is responsible for making sure that pupils have a seat belt and use it at all times and, if necessary, use booster pads. Staff hiring a minibus or other vehicle must make sure pupils wear seat belts at all times. Vehicles without seat belts will not be used.

### *Parental/Adult Help*

All parents and adults must be DBS checked if they offer to help with clubs, transport or any other school activity.

### *Personal Protective equipment (PPE)*

PPE will be provided to staff as a last resort if no alternative control measures are available to reduce the risk to an acceptable level. PPE will be provided to staff or pupils as necessary when identified during the assessment of the task/activity risk or COSHH assessment. This could be eye protection, hearing protection, gloves, high visibility wear, helmets and footwear.

A delegated member of staff will be responsible for purchasing the correct type of PPE which is suitable for the task in hand. The person who will be wearing the equipment should be involved in the process of purchase, to ensure that it is correct in size and fit so that it is comfortable to wear. There will be suitable arrangements in place for the storage, cleaning and replacement of PPE.

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Staff will receive training as appropriate and will be required to wear the PPE provided. They will be responsible to keep it clean, stored correctly and report any faults so that replacements can be provided.

There is a range of PPE in the swimming pool plant room for use with the pool chemicals. More information is included in the Normal Operating Procedure.

#### *Portable Electrical Appliance Testing (PAT)*

The Bursar is responsible for ensuring that all portable electrical equipment is tested annually by an approved contractor. A register of all such electrical equipment used in the school is kept in the School office. No equipment other than newly purchased may be used unless tested. This includes personal equipment brought into school by members of staff. All new equipment must be entered into the register as soon as practicable and not left until required to be tested.

The Bursar will be responsible for co-ordinating the registration, inspection and testing of equipment. All staff will be informed/instructed to visually check the electrical equipment before use e.g. checks on the casing/plug not cracked/in date etc.

#### *PE Equipment*

The SBM is responsible for ensuring that all PE Equipment is checked and tested annually by an approved contractor. The Headteacher should be informed of any recommendations for repair/replacement for the decision on next steps.

#### *School Security (Safeguarding)*

Gates are locked at 9.00am each day and are reopened at 2.45pm. Between these times, access to school is through the main entrance. The main doors have good locking mechanisms. Office staff monitor those that come to the door at reception before deciding who to let into the building. All visitors sign in and out and wear badges of identification or a visitor's badge.

After school clubs use the double doors in the front conservatory.

All staff have responsibilities for ensuring their classroom windows are shut and lights and computers are switched off at the end of the day All doors are checked at the end of each day and the school is alarmed.

#### *Supervision of Pupils*

The school will be open from 8.45 am to 3.15 pm on weekdays during term times. Between these times supervision will be provided. School staff are not responsible for pupils outside of these times. Parents are informed of the details of the school arrangement at the beginning of the school year and reminders sent throughout the year when necessary.

#### *Visits and Journeys*

NCC's (now WNC) Educational Visits Policy is used and the EVC is listed in section 2 of this document. Risk Assessments will be completed online using the Evolve system.

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The school's EVC is responsible for checking the Risk Assessment before recommending it to the Headteacher for authorisation. It is the Headteacher's responsibility to authorise the visit or, in the case of LA category 3 visits, submit it to the LA for authorisation.

Risk assessments for Educational visits, teachers will:

- make a pre-visit to the place of their visit where practicable to assess the site/activity.
- complete a risk assessment online.
- ensure the ratio of adults to children is approved by the EVC\Headteacher.
- get the consent of every child's parents/guardian before taking them on a visit.
- arrange First Aid provision as appropriate to the individual trip.
- remind children to wear seatbelts.
- provide the Admin Assistant with a list of parents/helpers/volunteers to ensure DBS checks are completed.

## **Monitoring and Review**

Internal monitoring and review of the health and safety policy and procedures will be undertaken on a bi-annual basis. The Headteacher and the FGB will be responsible for reviewing and amending this policy using all information available.

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## **Fire Safety Policy Statement – Pattishall CE Primary School**

(A copy of this document should be displayed alongside the Health and Safety Policy, and one copy should be placed at the front of the Fire Safety Log Book).

Name of the responsible person: **Mrs Emma McLean**

The Headteacher, Governors and staff acknowledge and accept our responsibilities under current fire legislation the Regulatory Reform (Fire Safety) Order 2005 these responsibilities are addressed in the above establishment by:

1. the provision of a suitable and sufficient risk assessment using the KYBIB/KYSIB format;
2. appropriate fire precautions\*
3. management systems that identify staff with specific fire safety duties, enable the safe evacuation of employees, students and others from our buildings and minimise the damage in the event of fire\*\*

The following are provided to meet the requirements of the relevant legislation:

- an appropriate method of giving warning in case of fire;
- suitable and appropriate routes, exits and means of protection to enable occupants of the building to evacuate quickly and safely in the event of fire;
- suitable emergency lighting where necessary;
- suitable fire signage;
- suitable fire-fighting equipment at appropriate locations throughout the building;
- appropriate structural fire precautions.

Our fire safety management plan incorporates:

- a suitable and sufficient risk assessment which gives information about significant risks and is brought to the attention of employees and any others affected by those risks;
- an emergency evacuation plan for the premises; regular, monitored fire drills, which are evaluated, recorded and any issues addressed;
- the production of a fire safety training programme for all employees, covering routine fire safety arrangements and any relevant issues identified from the fire risk assessment and evacuation plan;
- systems for recording the content, duration and provider of fire safety training;
- the provision of fire safety equipment which is maintained and tested by competent people, and suitable and sufficient record-keeping.

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