

Summerfields

PRIMARY SCHOOL



Health and Safety Policy

**Inc: H&S Guidelines
H&S Policy Statement
H&S Induction Checklist**

Reviewed: September 2018

Next Review: September 2019

Signed:

A handwritten signature in blue ink, which appears to be 'Allman'.



HEALTH AND SAFETY POLICY

Summerfields Primary School

September 2018

Next review September 2019

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HEALTH AND SAFETY POLICY STATEMENT

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 areas), and that the premises for which they are responsible are safe for visitors including young persons.

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

The head teacher 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 appreciate that H&S support is available from within the LEA and this will be used on 'an as required' basis. Additional support may be provided by referring to the IWC Health and Safety Manual, a copy of which is in the H&S Folder.

Signed

Signed

Headteacher

Chair of Governors

Date:

Date

SECTION B - ORGANISATION

The Isle of Wight Council has overall responsibility for health and safety though it is necessary that managers have responsibility for ensuring that the school is safe for use by pupils, staff and visitors on a day to day basis. In so doing, they may delegate certain tasks and responsibilities to other members of staff and will refer appropriate matters to the Local Education Authority.

The Head Teacher is also 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.

Responsibilities

Local Authority

The Local Authority has overall responsibility for Health and Safety and therefore will provide direction regarding legislation and the council's own policy on H&S. They will also give guidance or support as necessary to help ensure the Head Teacher can meet H&S obligations.

The School Governors

The Governors have a responsibility to ensure that the school staff and premises comply with the LA's health and safety policy and practices.

The Governing Body and Head Teacher will comply with any direction given to them by the LA concerning the health and safety of persons on the school premises or when taking part in any external school activities.

The Headteacher

- 1 Production & review of the Health and Safety Policy and review it annually.
- 2 Checking that the Health and Safety requirements are implemented, e.g. risk assessments, and keeping a record of the periodic monitoring which is undertaken.
- 3 Ensuring that all staff have read and understood the H&S Policy and any supporting documents.
- 4 Undertaking and recording Risk Assessments.
- 5 Carrying out regular health and safety inspections and addressing any safety issues as necessary.
- 6 Receiving and dealing promptly with complaints about safety issues.
- 7 Seeing that emergency evacuation procedures are in place and that records are

- maintained.
- 8 Ensuring that requirements of any enforcing authorities (Fire Prevention Officer, HSE and Environmental Health Officer) are properly addressed.
 - 9 Ensuring that adequate first aid provision is made.
 - 10 Responsible for seeing that they themselves are adequately trained and that staff receive any necessary training.
 - 11 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 for assistance of competent persons to help with specific H&S issues.

The appointed person will ensure that the Isle of Wight Council 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.

Hazardous substances, if used, and the activities for which they are used will be COSHH assessed and suitable Personal Protective Equipment 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 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

GMB

National Education Union

National Association of School Masters and Union of Women Teachers

Secondary Heads Association

Professional Association of Teachers

Safety representatives are responsible for deciding whether they wish to have a Safety Committee.

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 H&S functions.

Property Services

School are responsible for ensuring that property matters, for which the Local Education Authority has a responsibility under the Local Management Scheme, are properly dealt with (if necessary by taking premises or fixed equipment out of use). School will employ approved companies to carry out remedial or emergency repairs.

School will ensure that periodic safety testing takes place on plant such as fixed wiring, plumbing systems and drainage. The school is also responsible for reporting unsafe conditions or events that may lead to an unsafe environment.

SECTION C - ARRANGEMENTS

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

General Practices Applying To All Staff

1. 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 and/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 enhanced DBS and have been briefed on evacuation procedures and authorised by a competent person in main office.
- 2.2. Arrangements for the signing in and out of visitors and contractors are used at this school.

3. Contractors

- 3.1. The Head Teacher will appoint a person to liaise and manage contractors. This person will ensure contractors are aware of current known hazards on the site such as locations of asbestos.
- 3.2. Only contractors who have been approved by the Local Authority or be able to demonstrate competence will be deemed suitable to work within the school environment, and must provide enhanced DBS proof.
- 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 the controls that will be adopted to protect them.

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 and fire marshals have been appointed to manage the fire arrangements including risk assessment, drills, alarm tests, emergency lighting tests and all fire safety equipment maintenance. The appointed fire officer and qualified marshals are identified in appendix A.
- 4.3. 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.
 - 4.3.1 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.
 - 4.3.2 Emergency lighting systems will be tested monthly and maintenance carried out six monthly.
 - 4.3.3 Fire fighting equipment will be visually inspected monthly and maintenance carried out yearly.
- 4.4. Fire risk assessments are carried out as a result of an annual workplace inspection by the members of the governing body. Specific fire hazards are identified and risks determined. Where appropriate controls are implemented.

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 and or as part of the Governor "walk round".
- 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 where practicable.
- 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 and outside illumination.

6. Bomb Alerts

- 6.1. The school will take appropriate evacuation action on receipt of information regarding a bomb on the site. Call police using 999.
- 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 the First Aid area and in the areas outside the classrooms, as well as the staffroom. Contents are checked and maintained by an appointed person (see Appendix A).

- 7.1.1 First Aid Instructions and named First Aiders are posted in the First Aid Area.

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 (see 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 and where required reported to the LA H&S department by the school's appointed person (see appendix A).
- 8.2. All employee accidents will be recorded in the Accident Book. 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. Any accidents arising out of or in connection with work must be reported by the appointed person to the H&S Assistance Section using the LA Workright portal.
- 8.5. Where injury may be particularly serious ie person is taken to hospital, then the H&S Assistance section shall be contacted by telephone as soon as possible and a written report submitted within 48 hours using the Workright portal. The assistance section will report any RIDDOR reportable accidents/incidents on our behalf.
- 8.6. Additionally Accident Investigation form HS2.01 is used to record the findings and provide control / preventive measures that can be utilised to prevent further injuries.
- 8.7. Accident and incident records will be retained in the main admin office.

9. Housekeeping

- 9.1. The buildings will be cleaned daily by employed cleaners, 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
 - 9.3.1. Materials, equipment and any other items will be kept in appropriate storage areas. Where this is not possible for temporary reasons, the staff responsible for those materials will ensure that they are stacked tidily, to a height which does not constitute a hazard and in such a way that they do not impede the movement of staff or visitors.
- 9.4. Stairs, Cloakrooms and Exits etc. will be kept clear of obstructions (including electrical

cables and other trip hazards).

9.5. Main reception area

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

10. Lifting and Handling

- 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).
- 10.4. Only competent appointed persons may carry out these risk assessments (see appointed persons list appendix A).

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 IWC assessment form is used for this. 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 this survey contains a map identifying the areas affected.
- 12.2. Any areas where ACMs have been identified have been addressed to determine the risk to persons 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. Water systems are regularly checked for Legionella bacteria by an approved contractor.

13. Premises and Equipment

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

14. Electrical Plant and Equipment

14.1. All portable electrical equipment to be checked on a regular basis and a record kept. A schedule/checklist of inspection timescales will be maintained by the School Business Manager.

14.2. School are responsible for ensuring the electrical installation has been tested and certificated as safe.

14.3. All staff are required to report any damaged electrical equipment or wiring - including portable equipment and permanent wiring.

14.4. They must, under no circumstances, attempt any repairs unless the Head Teacher is satisfied that they are competent to do so. Personal mains-powered electrical equipment must not be brought into school, unless it has been subjected to the same tests as school equipment.

15. Risk Assessments

15.1. Risk assessments 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 Head Teacher, these persons are listed in Appendix A.

15.4. Areas where risk assessment shall be carried out include but not limited to:

- 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 including working at height.
- 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

- 16.1.1. All staff are asked not to carry out work at height unless it is agreed by their line manager that it is necessary.
- 16.1.2. Working at height poses 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 Working at Height Regulations requires all work required where access equipment, such as ladder or step stool, is required above or below floor level to be assessed for potential risk and controls implemented to mitigate injury.
- 16.1.4. Risk assessment will be carried out by a competent person (identified in Appendix A) for all working at height activities. In some cases these will need to relate to specific activities though in most cases such as display work it may be acceptable to produce a generic assessment.
- 16.1.5. All employees who carry out any work at height will have some training, appropriate to the task, which will be recorded within the school safety training records; this training will include the use of any risk assessments that may be available for the task.
- 16.1.6. Employees who are unhappy with carrying out any form of work at height are

not expected to do so unless it explicitly forms a part of their terms of employment.

- 16.1.7. The person appointed to oversee and advise on all working at height activities is shown in Appendix A.

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 a yearly employee survey which is designed to identify the sources of stress and address any 'stressors'.
- 18.2. Guidance on stress can be sought from Education Personnel department, the local authority Health and Safety department, trade unions and various web pages.
- 18.3. Additionally a counselling service is available for all staff (details available from the office).

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 and vaping within the school site is prohibited and signs are posted at entrances.

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 the Head Teacher. 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 by a competent person. (See Appendix A).
- 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 habitual 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 Head Teacher 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 Head Teacher.
- 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 the Learning Centre.

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.

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. Therefore special arrangements are required which are found in the Isle of Wight Council's Leadership Offsite Guide.
- 25.2. For all educational visits a competent Group Leader is appointed by the Head Teacher. The Group Leader will ensure all arrangements are made and that all appropriate requirements of the Leadership Offsite Guide are met.
- 25.3. A person appointed as the Educational Visit Coordinator (EVC), who has received LA training for this role, will oversee the arrangements and advise of documentation required for the particular type of visit. Basically these fall into four categories.
 - 25.3.1. Residential (R)
 - 25.3.2. Adventurous (A)
 - 25.3.3. Off Island (O)
 - 25.3.4. Local (L) – these are lower risk
- 25.4. Visits which fall into categories R, A & O require approval by the LEA prior to commencement. Category L visits require parental consent and risk assessments to be carried out.
- 25.5. Injuries occurring during an offsite visit must be handled as those at school. Information about injuries must be relayed back to the school as soon as possible so that the Local Authority requirements for accident reporting are met within specified timescales.

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 rest breaks as appropriate and provided with a safe place to rest.

SECTION D – CONTACTS and INFORMATION

Health and Safety Advice

Health Safety and Welfare Assistance Team
County Hall, High Street, Newport, Isle of Wight.
Tel: 01983 814790
Fax: 01983 823122

Insurance Services -

01983 823625

Fire & Arson advice -

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

Moving Children -

Medina House School on 522917 or
St Georges Special School on 524634

APPENDIX A – Appointed Persons

Name	Job Title	Responsibility
Ms. Kay Wood	Headteacher	Overall responsibility for H&S Fire Safety/Alarm tests/Evacuation Procedures
Mr Steve Reading	Appointed Person (H&S)	H&S Co-ordinator Fire Safety/Alarm tests/Evacuation Procedures Working at Height Risk Assessments
Mr. David Whittington	Caretaker	Working at Height General site maintenance
Mrs. Judith Downer	HLTA	Paediatric First Aider Fire Marshal
Mrs. Judy Phillips	TA Reception Class	Paediatric First Aider Rectal Diazepam
Mrs. Bridget Hughes	TA	Paediatric First Aider
Miss Hayley Sheaf	TA	Paediatric First Aider
Mrs Nicky Walsh	TA	First Aider
All TAs/HLTAs and MSAs		Emergency First Aid at work
Mrs Denise Wilson	Office Administrator	Accident reporting to LA
Mrs Trudie Moore	TA	First Aid kits

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 Drills are carried out at least once per term.
- 1.3.2 Primary assembly point is on the field, to the eastern boundary of the site.
- 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 Cleaning substances to be kept in a locked cupboard.

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

- 1.6.1 Fire extinguishers maintained – Island Fire Alarms
- 1.6.2 Fire alarms maintained – Island Fire Alarms