

# Health and Safety Policy

## Appendices 1-20

**ACCESS EQUIPMENT AND WORKING PLATFORM INSPECTION REPORT**

**Work at Height Regulations 2005 (Results of inspections made in pursuance of regulation 12)**

<b>Name and Address of person for whom the inspection is carried out:</b>									
<b>Name:</b>				<b>Address:</b>		<i>Harrogate Ladies' College, Clarence Drive, Harrogate, North Yorkshire</i>			
<b>Location of equipment, Identification mark or serial N°:</b>									
Date	Time	Matters creating risk	Can equipment be used safely		If not, person informed (Name)	Other action taken	Further action required	Person making report (Name and position)	Date report handed over
			YES	NO					

**ACCIDENT REPORT****1. About the person who had the accident**

Name .....

Address.....

.....Postcode.....

Occupation.....

**2. About you the person filling in this record**

**(If you did not have the accident include your address and occupation)**

Name.....

Address.....

.....Postcode.....

Occupation.....

**3. About the accident** *(continue on the back of this form if you need to)*

Say when it happened. Date        /        /        Time.....

Say where it happened. State which room or place .....

Say how the accident happened. Give the cause if you can .....

.....

If the person who had the accident suffered an injury, say what it was

.....

Please sign the record and date it.

Signature..... Date    /    /

**4. For the employer only**

Complete this box if the accident is reportable under the Reporting of the Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

How was it reported?.....

Date reported    /    /

Signature.....

**ACCIDENT/ INCIDENT INVESTIGATION FORM**

**PART 1 – OVERVIEW** (To be completed by the manager responsible for the area where the accident/incident happened)

<b>Where the incident occurred:</b>		<b>Supervisor:</b>			
		<b>Date of accident / incident:</b>			
		<b>Time of accident / incident:</b>			
<b>Reported by:</b>					
<b>Type of incident</b>					
<b>Minor injury</b>	<b>Serious injury</b>	<b>Specified injury</b>	<b>Dangerous occurrence</b>	<b>Near miss</b>	<b>Ill health</b>
<b>Brief details (What, where, when, who and emergency measures taken)</b>					
<b>Part 1 forwarded to:</b>		The Estates Manager			
<b>Date:</b>					
<b>Time:</b>					

**Part 2 - INITIAL ASSESSMENT** (To be completed by the Estates Manager)

Type of incident		Actual or potential harm	
Accident		Fatal or Specified Injury	
Near miss		Serious	
Dangerous occurrence		Minor	
Ill health		Damage only	

RIDDOR reportable?	Y / N	Date & time reported
Entry in accident book?	Y / N	Date entered / reference

**Investigation level**

Level 1		Level 3	
Level 2		Level 4	

Initial assessment carried out by:	
Date:	
Further investigation required?	
Priority:	
For investigation by:	

### Part 3 - INVESTIGATION INFORMATION GATHERING

1. Details of persons involved						
a.	Injured party or witness?					
	Name:		Age:		Occupation:	
	Address:		Home Telephone No:			
			Employers Telephone No (if contractor)			
	Post Code:					
b.	Injured party or witness?					
	Name:		Age:		Occupation:	
	Address:		Home Telephone No:			
			Employers Telephone No (if contractor)			
	Post Code:					
c.	Injured party or witness?					
	Name:		Age:		Occupation:	
	Address:		Home Telephone No:			
			Employers Telephone No (if contractor)			
	Post Code:					
d.	Injured party or witness?					
	Name:		Age:		Occupation:	
	Address:		Home Telephone No:			
			Employers Telephone No (if contractor)			
	Post Code:					

**2. Where and when did the incident happen?**

--

**3. How did the incident happen? (note any equipment involved)**

--

**4. What activities were being carried out at the time?**

--

**5. Was there anything unusual or different about the working conditions?**

--

**6. Was there a safe working procedure and was it being followed?**

--

**7. What injuries or ill health effects were caused?**

--

**8. If there was an injury, how did it occur and what caused it?**

**9. Was the risk known? If it was, why wasn't it controlled?**

**10. Did the organisation and arrangement of the work influence the event?**

**11. Was maintenance and cleaning sufficient? If not, explain why.**

**12. Were the people involved competent and suitable?**



**13. Did the workplace layout influence the incident?**

**14. Did the nature or shape of the materials influence the incident?**

**15. Did difficulties using plant and equipment influence the incident?**

**16. Was the safety equipment sufficient?**

**17. Did other conditions influence the incident?**

**18. What were the immediate, underlying and root causes?**

**19. What risk control measures are recommended / needed?**

a.

b.

c.

**20. Do similar risks exist elsewhere? If so, what and where?**

**21. Have similar events happened before? If so give details.**

#### PART 4 - RISK CONTROL ACTION PLAN

<b>22. Which risk control measures should be implemented in the long and short term?</b>		
<b>Control measure</b>	<b>To be complete by</b>	<b>Person responsible</b>
a.		
b.		
c.		
d.		

<b>23. Which risk assessments and safe working procedures require review?</b>		
<b>Name of risk assessment or safe working procedure</b>	<b>To be complete by</b>	<b>Person responsible</b>
a.		
b.		
c.		
d.		

<b>24. Have the details of the incident and investigation findings been recorded and analysed? Have any trends or common causes been noted which require further investigation?</b>	
<b>25. What is the estimated cost of the incident?</b>	

<b>26. Signed on behalf of the investigation team</b>	
<b>Name:</b>	<b>Signature:</b>

27. Members of the investigation team	
Name	Position

28. The findings of this investigation need to be communicated to:		
Person	Signature	Date

**COMPLETED EXAMPLE**  
**ACCIDENT/ INCIDENT INVESTIGATION FORM**

**PART 1 – OVERVIEW** (To be completed by the manager responsible for the area where the accident/incident happened)

<b>Workplace where incident occurred:</b>		<b>Supervisor:</b>		<i>R Osmund</i>	
<i>Machine shop A. C. Bradall Ltd Fictor Rd Sidstanding</i>		<b>Date of accident / incident:</b>		<i>23-06-03</i>	
		<b>Time of accident / incident:</b>		<i>10.00am</i>	
<b>Reported by:</b>		<i>R Osmund</i>			
<b>Type of incident</b>					
<b>Minor injury</b>	<b>Serious injury</b>	<b>Specified injury</b>	<b>Dangerous occurrence</b>	<b>Near miss</b>	<b>Ill health</b>
	X				
<p><b>Brief details (What, where, when, who and emergency measures taken)</b></p> <p><i>Norman Brown was trying to fix a problem on the edge gluer when the machine operated. Norman cut his right hand quite badly. He was given first aid and taken to hospital.</i></p> <p><i>The fuses were taken out of the edge gluer and a sign hung on it.</i></p>					
<b>Part 1 forwarded to:</b>		<i>Richard Wills</i>			
<b>Date:</b>		<i>23-06-03</i>			
<b>Time:</b>		<i>11.00 am</i>			

**Part 2 - INITIAL ASSESSMENT** (To be completed by person responsible for health and safety)

Type of incident		Actual or potential harm	
Accident	X	Fatal or Specified Injury	
Near miss		Serious	X
Dangerous occurrence		Minor	
Ill health		Damage only	

RIDDOR reportable?	Y / N	Date & time reported
	Y	23-06-03 2.30pm
Entry in accident book?	Y / N	Date entered / reference
	Y	23-06-03 ACB/001

**Investigation level**

Level 1		Level 3	X
Level 2		Level 4	

Initial assessment carried out by:	Richard Wills
Date:	23-06-03
Further investigation required?	Yes
Priority:	Immediate
For investigation by:	Richard Wills (safety officer) Peter Peterson (fitter) John Evans (foreman)

### Part 3 - INVESTIGATION INFORMATION GATHERING

1. Details of persons involved						
a.	Injured party or witness?		Injured party			
	Name:	Norman Brown	Age:	37	Occupation:	Machinist
	Address:	The gable End way Sidstanding	Home Telephone No:		05739 479446	
			Employers Telephone No (if contractor)			
	Post Code:	SS2 9BG				
b.	Injured party or witness?					
	Name:		Age:		Occupation:	
	Address:		Home Telephone No:			
			Employers Telephone No (if contractor)			
	Post Code:					
	Post Code:					
	Post Code:					
2. Where and when did the incident happen?						
<p>Machine shop</p> <p>Monday 23<sup>rd</sup> June 2003 at 10.00am</p>						

3. How did the incident happen? (note any equipment involved)
<p>Norman discovered a defect in the edge gluing machine. He opened the interlocked lid where the skirting boards are sawn off and planed down. Norman put his pencil into the interlocked switch, so he could operate the machine with the guard open, so he could see what was wrong. The cross cut saw operated and cut Normans hand.</p> <p>Wilmatron 440 edge gluing machine series No 1234/23 1998.</p> <p>Sharpcut Mk1 200mm diameter circular saw blade.</p>

--

<b>4. What activities were being carried out at the time?</b>
---

<i>Norman was working on the edge gluing machine on a batch of aluminium skirtings.</i>
---

<b>5. Was there anything unusual or different about the working conditions?</b>
---

<i>Yes. This machine is normally used with MDF skirtings, not aluminium.</i>
--

<b>6. Was there a safe working procedure and was it being followed?</b>
---

<i>There is a safe working procedure but it was not followed. Machines should be isolated before carrying out repairs.</i>
--

<b>7. What injuries or ill health effects were caused?</b>
--

<i>Severe laceration to the top of the right hand at the knuckles resulting in severing of tendons.</i>
---

<b>8. If there was an injury, how did it occur and what caused it?</b>
--

<i>The laceration was caused by the blade of the cross cut saw rotating.</i>
--

<b>9. Was the risk known? If it was, why wasn't it controlled?</b>
--

<i>Yes, but Norman thought he would be OK having a look inside the guard.</i>
---

<b>10. Did the organization and arrangement of the work influence the event?</b>
--

<i>No, but Norman had been having trouble with the machine all morning. After tea break, he decided to get it fixed.</i>
--

<b>11. Was maintenance and cleaning sufficient? If not, explain why.</b>
--

<i>Yes</i>
------------



---

**12. Were the people involved competent and suitable?**

*Norman is a qualified machinist with 9 years experience. He has worked on the edge gluing machine for 3 years.*

**13. Did the workplace layout influence the incident?**

*Yes – Access to the edger is difficult. Access to the viewing window in the guard is difficult.*

**14. Did the nature or shape of the materials influence the incident?**

*Yes – The machine was being used with aluminium rather than MDF skirtings.*

**15. Did difficulties using plant and equipment influence the incident?**

*Yes – the edge gluer was malfunctioning.*

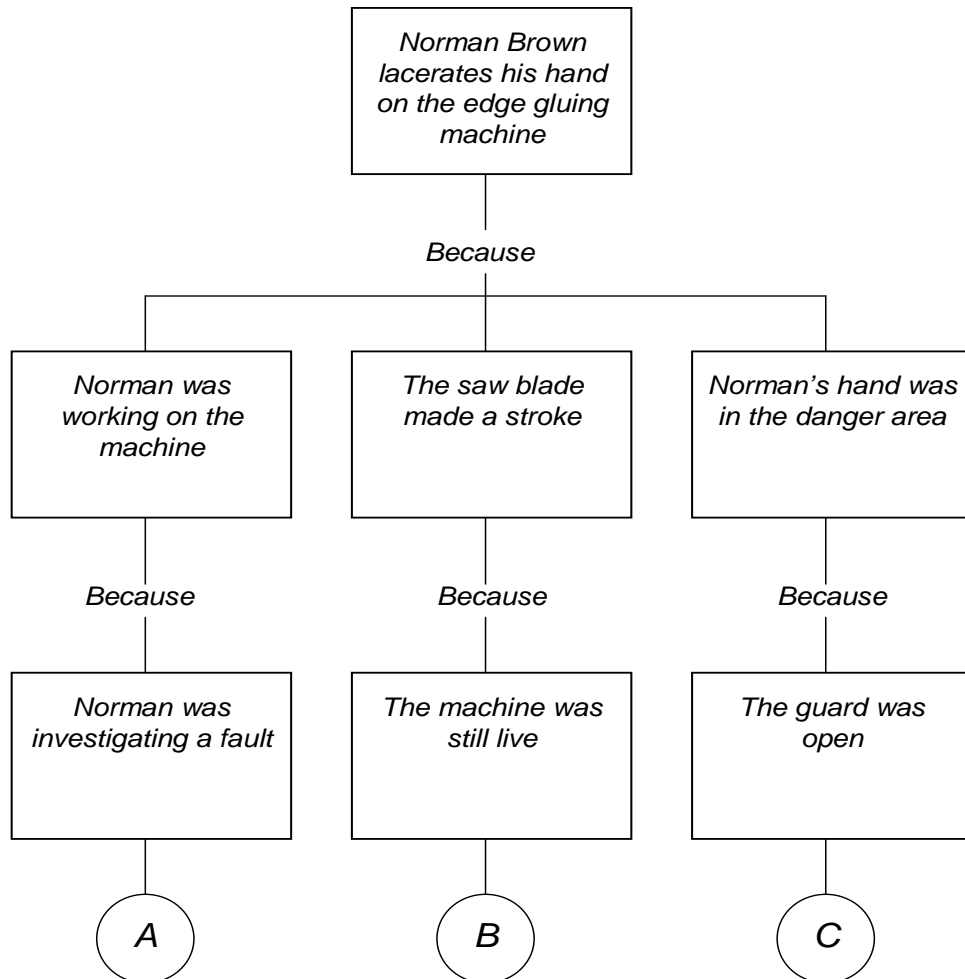
**16. Was the safety equipment sufficient?**

*No – The interlock switch was a type which was easily defeated.*

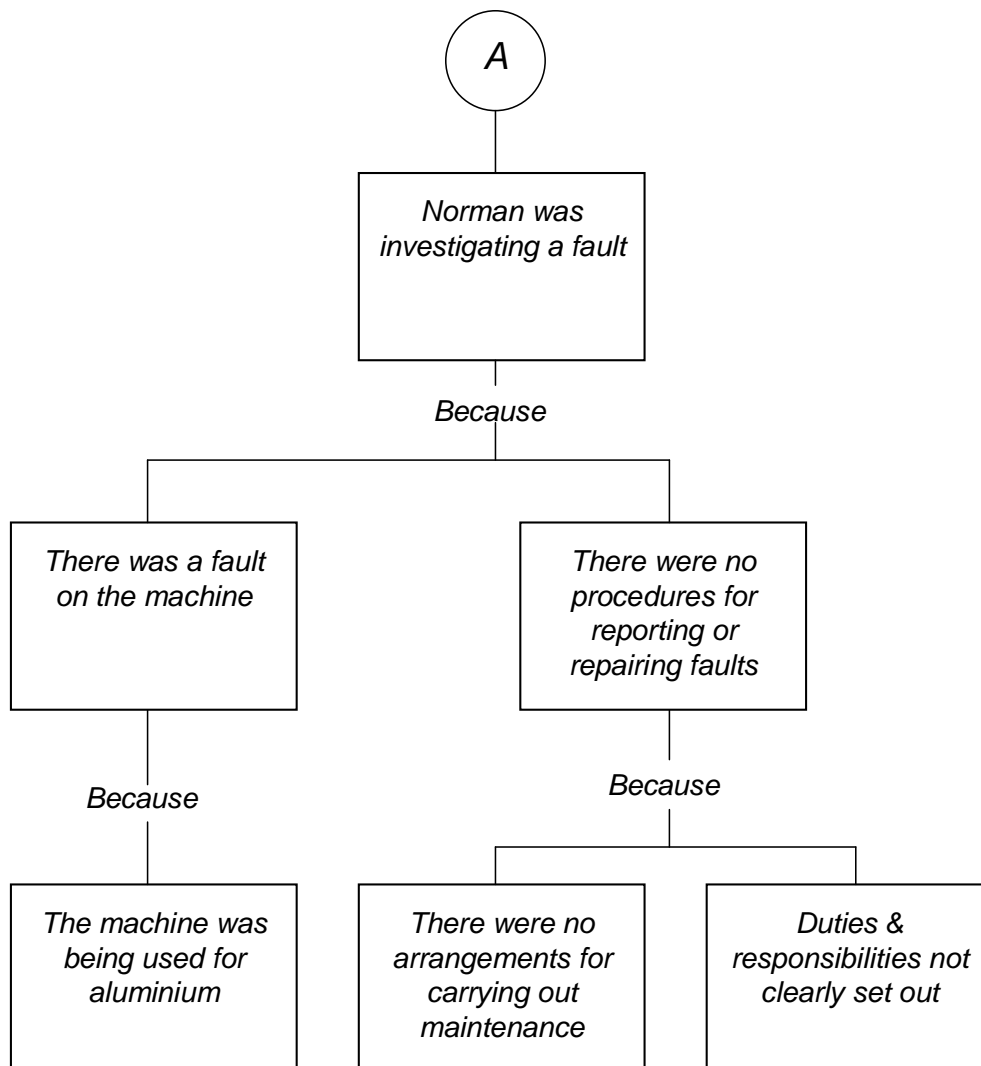
**17. Did other conditions influence the incident?**

*No*

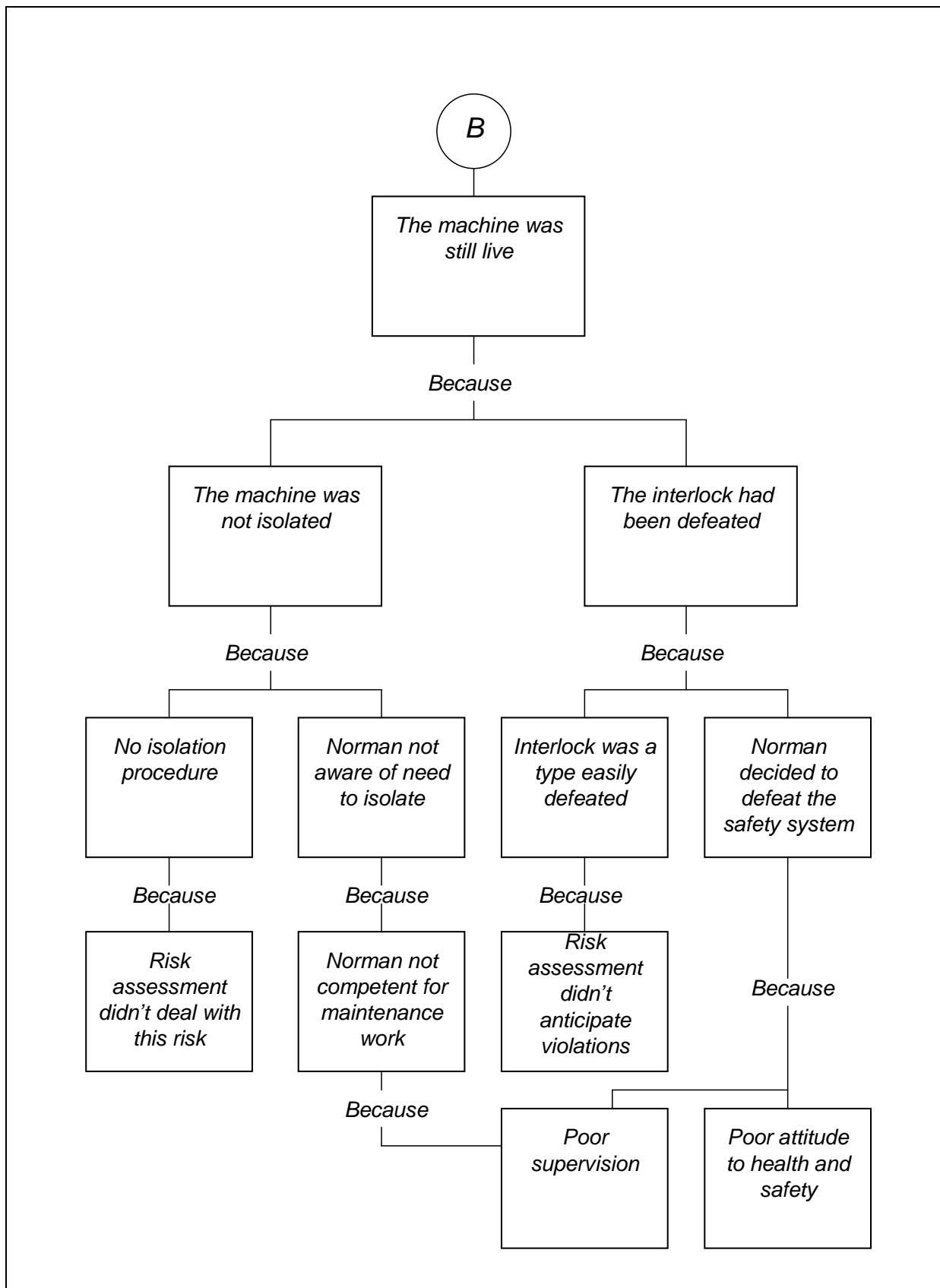
18. What were the immediate, underlying and root causes?



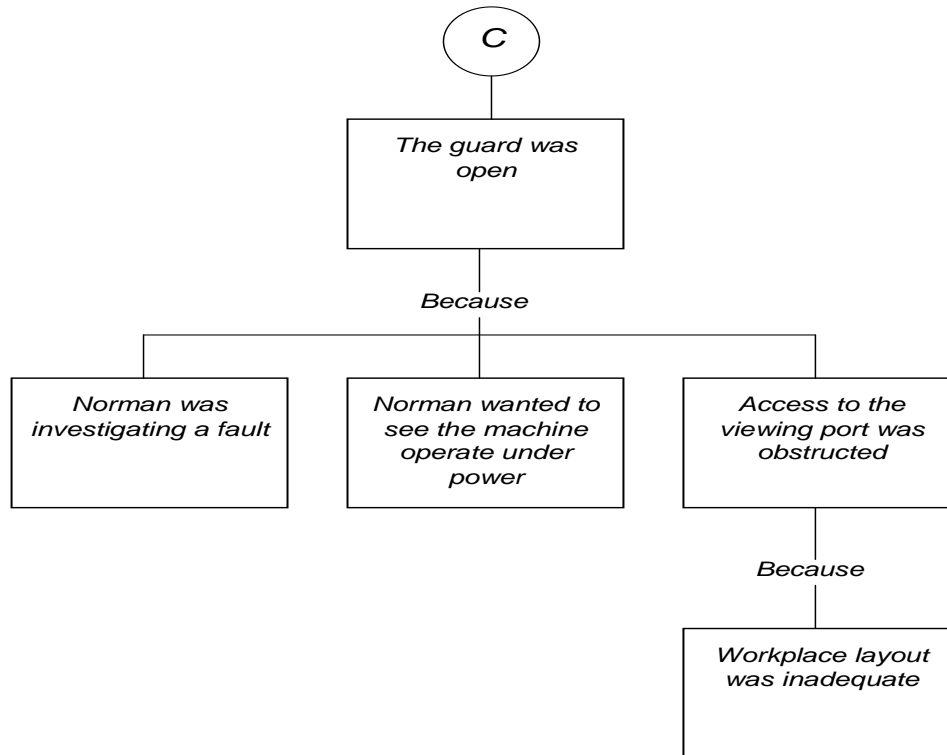
18. What were the immediate, underlying and root causes? Continued



18. What were the immediate, underlying and root causes? Continued



**18. What were the immediate, underlying and root causes? Continued**



**18. What were the immediate, underlying and root causes? Continued**

*How / Why*

- 1 Edge gluer was used for aluminium without adjusting to suit
- 2 The saw blade was tearing the end of the sections
- 3 The operator decided to investigate the cause
- 4 The operator decides that to find the cause he has to run the machine
- 5 The operator is unable to see through the viewing port
- 6 The operator opens the guards and defeats the interlock
- 7 The machine makes a cutting stroke
- 8 The operators hand is cut by the saw blade

*Immediate causes*

- 1 *Not enough room around the machine to do the job*
- 2 *The saw set up was not suitable for aluminium*
- 3 *The interlocks fitted were of a type easily defeated*
- 4 *Safe working procedures didn't cover this action*
- 5 *Operative not fully competent*

*Underlying causes*

- 1 *Poor workplace layout*
- 2 *No risk assessment for maintenance of the machine*
- 3 *Risk assessment didn't cover use of other material*
- 4 *Risk assessment didn't address violations*
- 5 *Inadequate risk assessment led to inadequate safe working procedure*
- 6 *Operators not trained on machine maintenance and safety devices*
- 7 *Level of supervision not adequate – should have detected violation*
- 8 *Staff not fully aware of their duties regarding health and safety*

*Root causes*

*Management commitment to health and safety not communicated to employees*

*Health and safety assistant not fully competent and resourced*

*Unclear lines of communication and responsibilities*

**19. What risk control measures are recommended / needed?**

a. *Replace interlock switch with tongue type switch*

b. *Rearrange machine to allow access to window*

c. *Procedure for isolation of machine*

d. *Procedure for reporting / repairing defects*

e. *Clear allocation of duties*

f. *Review risk assessment*

**20. Do similar risks exist elsewhere? If so, what and where?**

*Yes – there are similar interlock switches on the multi-headed moulder / planer*

**21. Have similar events happened before? If so give details.**

*No*

#### PART 4 - RISK CONTROL ACTION PLAN

22. Which risk control measures should be implemented in the long and short term?		
Control measure	To be complete by	Person responsible
a. <i>Replace interlocks</i>	<i>Before use</i>	<i>Peter (fitter)</i>
b. <i>Rearrange workshop</i>	<i>Before use</i>	<i>John (foreman) Richard (H&amp;S)</i>
c. <i>Prepare safe working procedure for isolation, reporting, repair &amp; maintenance</i>	<i>01-12-03</i>	<i>John (foreman) Richard (H&amp;S)</i>
d. <i>Assess competence &amp; training need Deliver training</i>	<i>01-12-03 01-03-04</i>	<i>John (foreman) Richard (H&amp;S)</i>
e. <i>Prepare / review risk assessments</i>	<i>01-12-03</i>	<i>Richard (H&amp;S)</i>

23. Which risk assessments and safe working procedures require review?		
Name of risk assessment or safe working procedure	To be complete by	Person responsible
a. <i>Risk Assess for workplace</i>	<i>1<sup>st</sup> week in July</i>	<i>Richard (H&amp;S)</i>
b. <i>Risk Assess for machinery</i>	<i>1<sup>st</sup> week in July</i>	<i>Richard (H&amp;S)</i>

24. Have the details of the incident and investigation findings been recorded and analysed? Have any trends or common causes been noted which require further investigation?
<i>Details have been recorded – no trends or common causes – need to check quality of Risk Assessments</i>

25. What is the estimated cost of the incident?	<i>£3,700</i>
---	---------------



26. Signed on behalf of the investigation team	
<b>Name:</b> <i>Richard Wills</i>	<b>Signature:</b>  <i>R Wills</i>

27. Members of the investigation team	
Name	Position
<i>Richard Wills</i>	<i>H&amp;S officer</i>
<i>John Evans</i>	<i>Foreman</i>
<i>Peter Peterson</i>	<i>Fitter</i>

28. The findings of this investigation need to be communicated to:		
Person	Signature	Date
<i>A. Director</i>		
<i>W.K.S. Manager</i>		
<i>A.Rep</i>		

**CONTROL OF WORKING WITH ASBESTOS**

CONTRACTOR \_\_\_\_\_

CONTRACT \_\_\_\_\_

Please forward to Harrogate Ladies' College the items of information indicated below within \_\_\_\_\_ days of receipt of this letter.

	Item of information/Copies of	Req'd	Not Req'd	Enc.
1	Health and safety policy			
2	Public liability insurance cert.			
3	Evidence of training for supervisors and operatives			
4	Employers liability insurance cert.			
5	License for work with asbestos			
6	Method statement for these works			
7	Assessment - employee exposure levels			
8	Control measures for these works			
9	Arrangements to prevent spread of asbestos			
10	Analysis of asbestos present at this site			
11	Independent air test report *			
12	Notice to environmental health office			
13	Notice to health and safety exec. (if applicable)			
14	Details of air clearance tests (dates)			

\*Air test report must be submitted on completion of works.

**DECLARATION**

I confirm that we, as contractors to Harrogate Ladies' College, will take all necessary steps to comply with current Health, Safety and Welfare requirements when engaged on works at your premises.

Operatives employed by us, or engaged by us, will be or have been, instructed to comply with any Health and Safety procedures operated by Harrogate Ladies' College.

Signed: \_\_\_\_\_ Position: \_\_\_\_\_

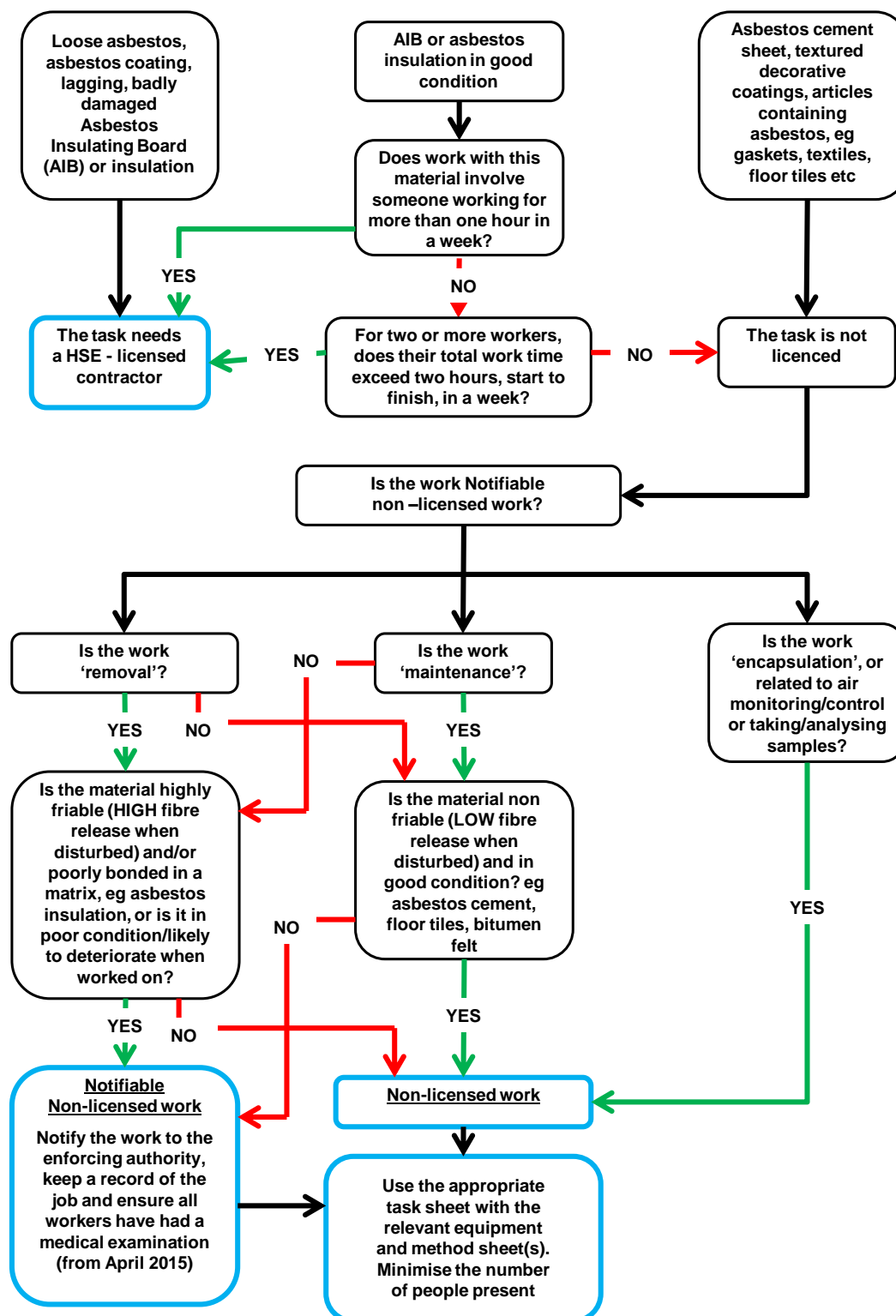
Company: \_\_\_\_\_ Dated: \_\_\_\_\_

Please return this form with the items of information requested above

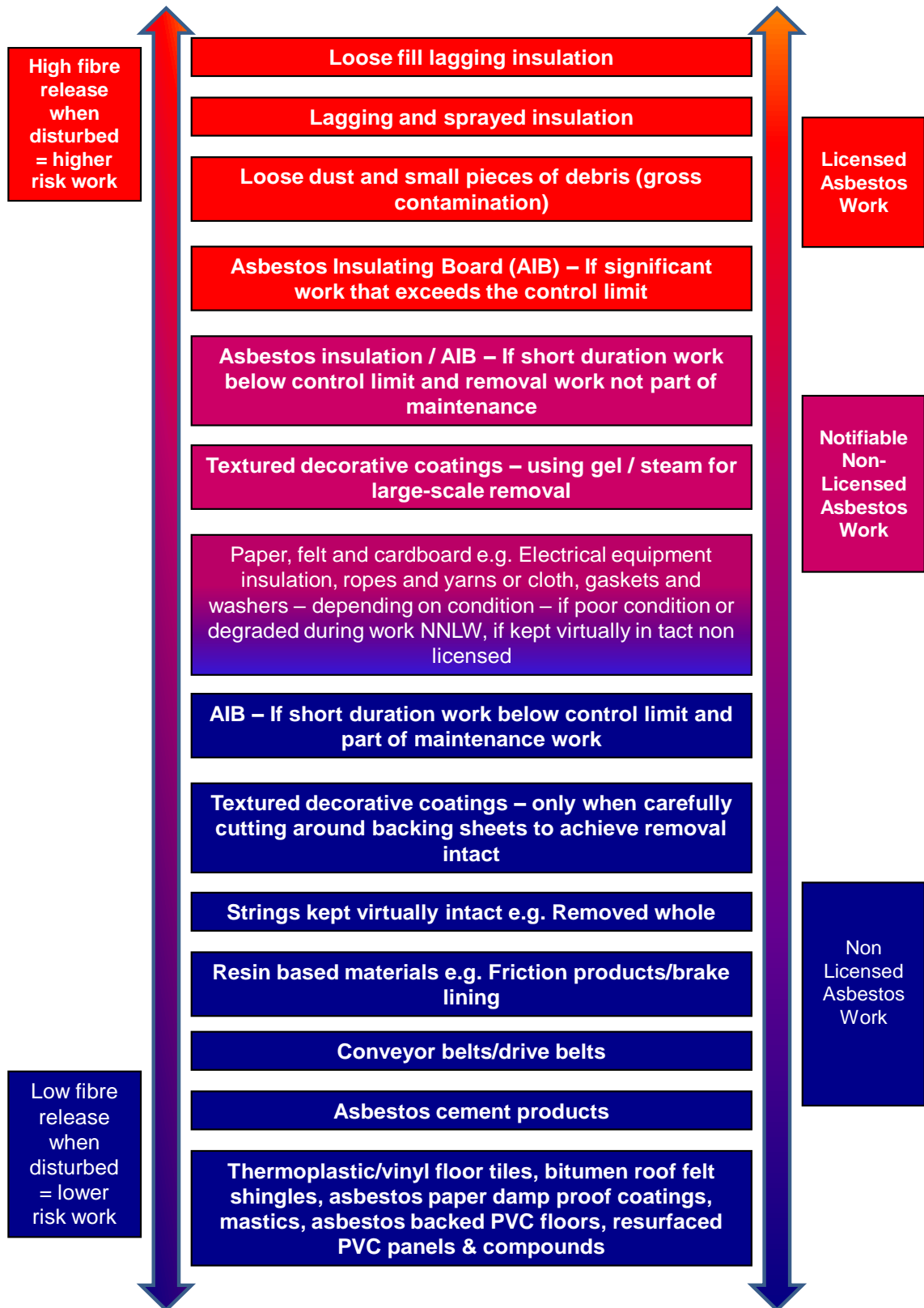
## **TRAINING REQUIREMENTS FOR MAINTENANCE WORK WITH POTENTIAL FOR EXPOSURE TO ASBESTOS**

1. Asbestos awareness training – Required for staff (and their supervisors) who are liable to disturb asbestos. Certificate required (renewable annually). Subjects to be covered:
  - (a) The properties of asbestos and its effect on health, including the increased risk of lung cancer for asbestos workers who smoke.
  - (b) The types, uses and likely occurrence of asbestos and ACM in buildings and plant.
  - (c) The general procedures to be followed to deal with an emergency, for example an uncontrolled release of asbestos dust into the workplace.
  - (d) How to avoid the risk from asbestos, for example for building work, no employee should carry out work which disturbs the fabric of a building unless the employer has confirmed that ACM are not present.
  
2. Training for non-licensed asbestos work – Required for maintenance staff (and their supervisors) who will knowingly disturb ACM. Certificate required (renewable annually). Subjects to be covered:
  - (a) All those included for asbestos awareness training above.
  - (b) Operations which could result in exposure and the importance of preventative controls.
  - (c) How to carry out a suitable and sufficient risk assessment.
  - (d) Control limits and the purpose of air monitoring.
  - (e) Safe working practices, control measures and protective equipment.
  - (f) Maintenance of control measures and enclosures.
  - (g) Procedures for recording, reporting and correcting defects.
  - (h) Purpose and selection of Respiratory Protective Equipment (RPE) and its limitations.
  - (i) Correct use, cleaning, maintenance and storage of RPE and Personal Protective Equipment (PPE).
  - (j) Use of RPE, including importance of maintaining a seal, face fit tests and being clean shaven.
  - (k) Hygiene requirements.
  - (l) Decontamination procedures.
  - (m) Waste handling procedures.
  - (n) Emergency procedures.
  - (o) Which work requires a HSE license.
  - (p) An introduction to the relevant regulations and approved codes of practice and guidance that deal with the carriage and disposal of asbestos.
  - (q) Other hazards such as work at height, electrical, slips, trips and falls.
  
  - (r) Practical training on:
    - i. Use of decontamination facilities.
    - ii. Use of PPE and RPE.
    - iii. Construction of mini-enclosures.
    - iv. Use of control techniques such as Class H vacuum cleaners.

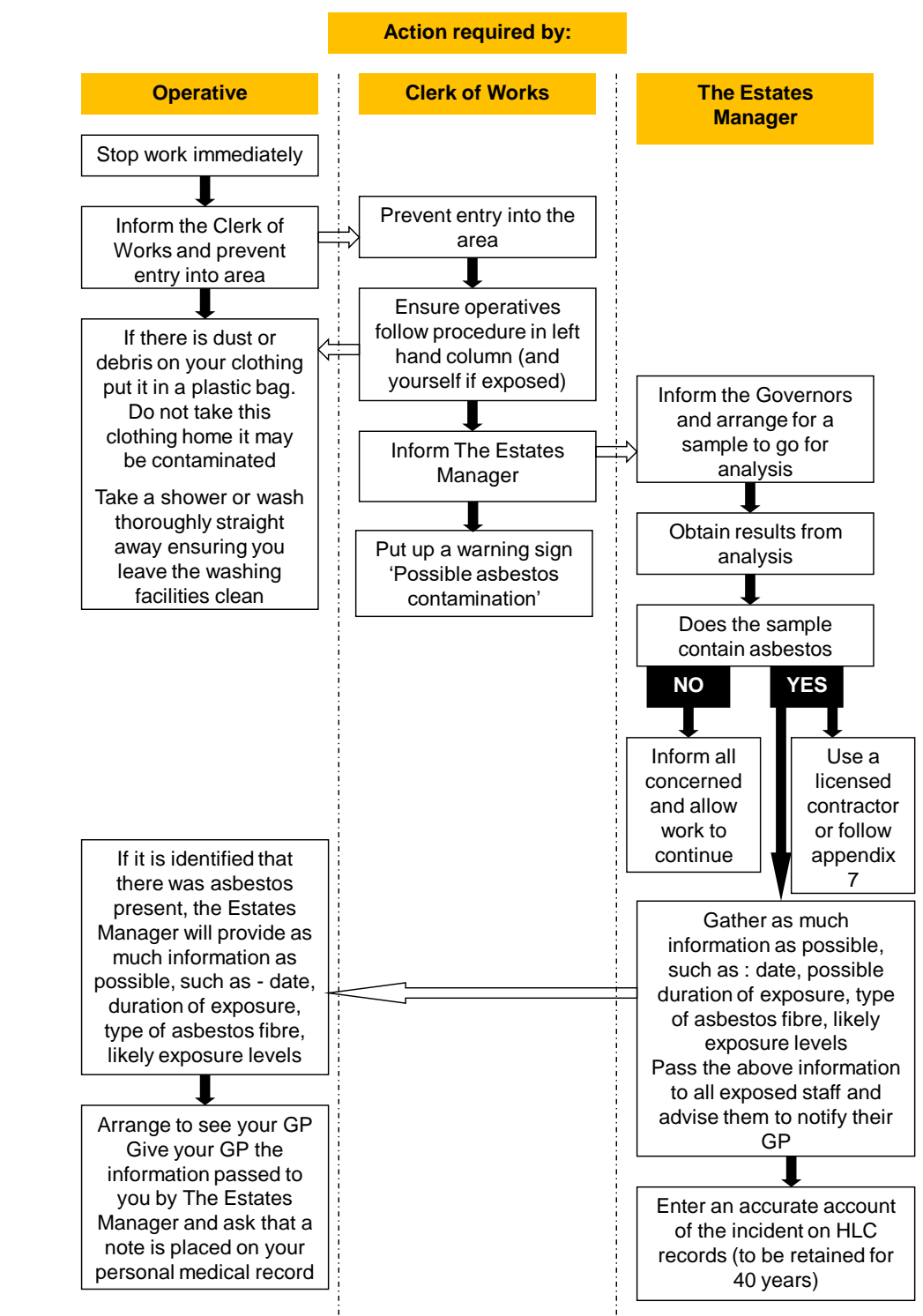
### FLOW CHART FOR PLANNING MAINTENANCE WORK INVOLVING ACM



## ASBESTOS WORK CATEGORIES



## PROCEDURE FOR UNINTENTIONAL EXPOSURE TO ASBESTOS



### **SUMMARY OF CLIENTS DUTIES UNDER CDM15**

<b>Everyone must:</b>	
<ul style="list-style-type: none"> <li>▪ Check own competence</li> <li>▪ Co-operate with others and co-ordinate work to ensure health and safety of workers and others who may be affected by the work</li> <li>▪ Report obvious risks</li> <li>▪ Comply with requirements in schedule 3 (inspections) and part 4 (general requirements for works) of the Regulations for any work under their control</li> <li>▪ Take account of and apply general principles of prevention when carrying out duties</li> </ul>	
<b>Summary Of Clients Duties</b>	
<b>All construction projects (Part 2 of the Regulations)</b>	<b>Additional duties for notifiable projects (Part 3 of the Regulations)</b>
<ul style="list-style-type: none"> <li>▪ Check competence and resources of all appointees</li> <li>▪ Ensure there are suitable management arrangements for the project, including welfare facilities</li> <li>▪ Allow sufficient time and resources for all stages</li> <li>▪ Provide pre-construction information to designers and contractors</li> </ul>	<ul style="list-style-type: none"> <li>▪ Appoint <b>Principal Designer</b></li> <li>▪ Appoint <b>Principal Contractor</b> *</li> <li>▪ Make sure that the construction phase does not start unless there are suitable: <ul style="list-style-type: none"> <li>○ Welfare facilities, and</li> <li>○ Construction phase plan in place</li> </ul> </li> <li>▪ Provide information relating to the health and safety file to the <b>Principle-Designer</b></li> <li>▪ Retain and provide access to the health and safety file</li> </ul> <p>(* <b>If a Principle Designer is not appointed then the client assumes this responsibility or these duties can be undertaken by the Principle Contractor by agreement</b>)</p>

**EMPLOYEE CONSULTATION - REQUEST FOR INFORMATION**

**Name** .....

**Position** .....

As part of the consultation process on the arrangements for the Health, Safety and Welfare of the staff of Harrogate Ladies' College, I would like further information on the following arrangements/issues:

Signed	Dated

HLC Response	
Signed	Dated



**CONTRACTORS SAFETY DOCUMENTATION REQUEST****CONTRACTOR .....CONTRACT .....**

What is required?		N° of copies required
1. Your health and safety policy		
2. Insurance certificates	Public liability	
	Employers liability	
3. Method statement – a description of how you will carry out your work		
4. risk assessments – assessment of any significant hazards in your work and how you will eliminate/ control them. This includes general risk assessments and any specific assessments required (COSHH, noise, HAV etc).		
5. Certificates of competence? (CITB/other) for operatives who will carry out the work		YES / NO
6. Your	A. Gas Safe registration (gas installation)	
	B. Asbestos removal worker licence.	
	C. National inspection council electrical installation contractors	
7. Mobile plant and lifting appliances	List of plant/ lifting appliances you intend to use on this project	
	Copies of current test certificate?	
8. Are there any other special precautions, permits, licences or other arrangements required to be provided by you to enable your work to be carried out safely? If yes, please list and attach copies or state when they will be provided.		YES / NO ATTACHED <input type="checkbox"/>
10 Name of your representative who will be responsible for safety during this work		

As a requirement of The Construction (Design and Management) Regulations 2007, we are gathering Health and Safety information from all contractors who carry out work at Harrogate Ladies' College. This following questionnaire is intended to assist in the assessment of Contractors in terms of competence and relevant experience.

## CONTRACTOR QUESTIONNAIRE

Ser	Question	Response		FOR HLC USE ONLY Comments on compliance & suitability of documentation submitted
(a)	(b)	(c)	(d)	(e)
1	Do you employ more than 5 persons?	Yes	No	
2	Do you have a current safety policy? (If yes, please send a copy on return of questionnaire)	Yes	No	
3	Have you been convicted of a breach of Health and Safety Legislation within the last 2 years?	Yes	No	
4	Do you provide Health and Safety training for your employees specific to their work operations?	Yes	No	
5	Have you compiled COSHH assessments for substances which are covered by the COSHH regulations?	Yes	No	
6	Do you use plant and equipment which is subject to statutory inspections?	Yes	No	
7	Are all such plant and equipment statutory inspections current and up to date? (You will be required to provide proof of inspections for such plant required on campus).	Yes	No	
8	Does all your electrical equipment used on site receive periodic inspections for electrical integrity?  Is it only 110 volt?	Yes  Yes	No  No	
9	Do you keep records of all such inspections?	Yes	No	
10	Do you operate mobile plant on site? (dumpers etc)	Yes	No	
11	Are all operators qualified to operate such plant and in possession of a current licence?	Yes	No	
12	Do you produce Risk assessments and method statements for your site operations?	Yes	No	

13	Are you aware of the requirements of the RIDDOR regulations? (Reporting of accidents/ dangerous occurrences)	Yes	No	
<b>(a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>	<b>(e)</b>
14	Do you keep accident records?	Yes	No	
15	Is all your plant and equipment subject to regular maintenance?	Yes	No	
16	Do you keep records of repairs carried out and maintenance schedules?	Yes	No	
17	Do you use Abrasive Wheels?	Yes	No	
18	Are operatives trained in the hazards of using abrasive wheels?	Yes	No	
19	Do you use ladders/ stepladders?	Yes	No	
20	Are they frequently inspected?	Yes	No	
21	Do you use mobile towers?	Yes	No	
22	Is erection only carried out by a competent person?	Yes	No	
23	Are frequent inspections carried out?	Yes	No	
24	Do you quarantine damaged or broken equipment to prevent it from returning to circulation until repair has been carried out?	Yes	No	
25	Do you provide personal protective equipment for all your direct employees?	Yes	No	
26	Are employees instructed in the correct use and maintenance of Personal Protective Equipment?	Yes	No	
27	Do you understand your duties under the Construction Design and Management Regulations regarding supplying information for the health and safety plans and/ or health and safety file?	Yes	No	
28	Have you carried out work at educational facilities in the past?	Yes	No	

The above list is not exhaustive and you may be required to supply further information at a later date.

## **DECLARATION**

I hereby declare that all the information given by me and contained herein is true and I agree that if, at any time, the said information is found to be false, or in any way incorrect, any contract between myself and Harrogate Ladies' College is likely to be terminated forthwith, without notice.

I confirm that we will take all necessary steps to comply with current Health, Safety and Welfare requirements when engaged on works for Harrogate Ladies' College (HLC).

Operatives employed by us, or engaged by us, will be or will have been trained and/or instructed to comply with any safety systems operated by HLC and will comply with directions and instructions issued by any authorised person on behalf of them.

Signed .....

Position.....

Company .....










Date .....






**The documentation requested and questionnaire is to be returned to Harrogate Ladies' College for attention of the Maintenance and Safety Manager as soon as possible to allow assessment prior to work commencing.**

**COSHH ASSESSMENT**

Appendix 12

SUBSTANCE INFORMATION			
Substance:		Trade name:	
What is the substance used for? (e.g. cleaning floors, adhesive, etc)			
What are the hazardous ingredients/chemicals in the substance?			
Has a Material Safety Data Sheet been obtained for the substance from the manufacturer/supplier?	Yes	If 'Yes', attach a copy to this assessment	
	No	If 'No', obtain one	
Does the substance or its components have a Workplace Exposure Limit (WEL)?	Yes	If 'Yes', what is it:	
	No		
Is the substance any of the following? (Check for a Globally Harmonised System of Classification label on the product data sheet or packaging and tick those applicable).			

Extremely Flammable <input type="checkbox"/>		Oxidising <input type="checkbox"/>		Toxic or Serious Health Hazard <input type="checkbox"/>	
Explosive <input type="checkbox"/>		Corrosive <input type="checkbox"/>		Harmful Irritant or Health Hazard <input type="checkbox"/>	
Toxic or Acute Toxicity <input type="checkbox"/>		Gas Under Pressure <input type="checkbox"/>		Hazardous to Environment <input type="checkbox"/>	
Other (Specify) Hazard & Precautionary Statements if any.					
Is the substance hazardous to health when:					
Breathed in	<input type="checkbox"/>	Swallowed	<input type="checkbox"/>	In contact with skin	<input type="checkbox"/>
In contact with eyes		<input type="checkbox"/>			
Other (Specify, possibly when mixed with other substances)					
What harm can the substance cause?					
USE OF THE SUBSTANCE					
How is the substance used? (e.g. diluted in water, applied with a brush, sprayed, etc).			How much is used during a working week?(quantity in litres or kgs).		
Who is exposed to the substance? (e.g. employees (by trade), members of the public etc)			And how many in each group?		

Does the substance present additional risks to certain groups or individuals? (e.g. young people, expectant mothers)							
<b>CONTROL MEASURES</b>							
Can a less hazardous substance be used to do the same job? (If 'Yes', use it)						Yes	No
What controls are required for this substance, other than PPE? (e.g. well ventilated areas, LEV, no use in spray/mist form etc)							
What Personal Protective Equipment (PPE) is required when using the substance?							
	Eye protection	Yes	No		Gloves	Yes	No
	Type				Type		
	Overalls / Clothing	Yes	No		Mask/respirator	Yes	No
	Type				Type		
	Other	Yes	No				
	Type						
How should the substance be stored? (e.g. locked cupboard, away from other substances etc).							
Have persons using this substance been provided with information/training in its use?						Yes	No

OTHER PRECAUTIONS AND EMERGENCY PROCEDURES			
Spillages or accidental release – How should they be dealt with?			
Fire precautions required			
Reaction with other substances			
First aid: What actions should be taken if the substance is:			
Swallowed		In contact with eyes	
In contact with skin		<u>Breathed in</u>	
Other (Specify).			

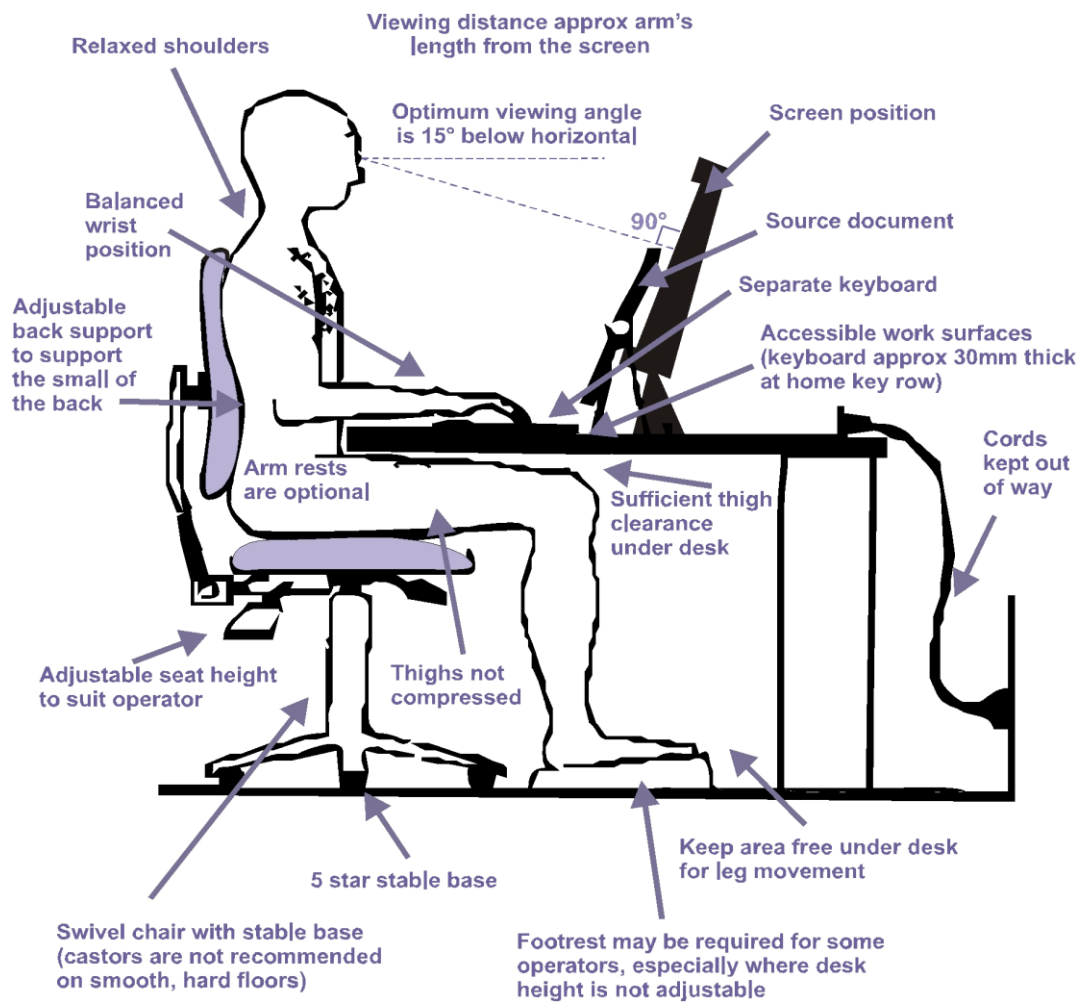


<b>Disposal: How should the substance be correctly disposed of?</b>					
<b><u>Health surveillance: Do staff using the substance require any health surveillance?</u></b>					
<b><u>ASSESSMENT OF RISK</u></b>					
<b>Are all the controls detailed above currently in place?</b>			<table border="1"> <tr> <td><b>Yes</b></td> <td><b>No</b></td> </tr> </table>	<b>Yes</b>	<b>No</b>
<b>Yes</b>	<b>No</b>				
<b>Remedial actions required (Including name of person implementing them)</b>			<b>Date Completed</b>		
<b>Date of assessment:</b>		<b>Assessors name:</b>			
<b>Review date:</b>		<b>Reviewed By:</b>			

**A copy of the Material Safety Data Sheet should be attached to this assessment.**

## DISPLAY SCREEN EQUIPMENT

### USER GUIDE TO CORRECT WORKSTATION SET UP



**DISPLAY SCREEN EQUIPMENT  
WORKSTATION ASSESSMENT RECORD**

<b>User Name</b>				<b>Department</b>	
<b>Assessed by</b>				<b>Date</b>	
<b>Any pre diagnosed medical conditions to be taken account of?</b>					
<b>Is all the workstation furniture (Chair and desk etc. ) adequate</b> <i>Is it suitable and stable, adjusted correctly, feet supported, height, tilt, backrest</i>					
<b>Yes</b>		<b>No</b>		<b>Yes following adjustments</b>	
<b>Is the display screen the correct position and is definition OK?</b> Contrast, brightness, flicker, glare, image size and stability					
<b>Yes</b>		<b>No</b>		<b>Yes following adjustments</b>	
<b>Is the keyboard suitable for the workstation?</b> Suitable, comfortable position, adjustable.					
<b>Yes</b>		<b>No</b>		<b>Yes following adjustments</b>	
<b>Is the Mouse or tracker ball in good order?</b> Suitable, comfortable position, support if required, works smoothly					
<b>Yes</b>		<b>No</b>		<b>Yes following adjustments</b>	
<b>Is the software stable and suitable for the workstation tasks?</b> Speed of cursor suitable					
<b>Yes</b>		<b>No</b>		<b>Yes following adjustments</b>	
<b>Is the general environment satisfactory?</b> Space, lighting, temperature, ventilation, noise					
<b>Yes</b>		<b>No</b>		<b>Yes following adjustments</b>	
<b>Is there the ability to take breaks from workstation?</b> Physical break from workstation five to ten minutes every hour					
<b>Yes</b>		<b>No</b>		<b>Yes following adjustments</b>	

<b>Is the remote working set up appropriate and comfortable to use? Laptop, tablet, smartphone.....</b>				
<b>Yes</b>		<b>No</b>		<b>Yes following adjustments</b>
<b>Assessor signature</b>				
<b>Review date</b>				

## USEFUL LINKS

**Links to HSE guidance and research documents on use of display screen equipment**

<http://www.hse.gov.uk/pubns/priced/l26.pdf>

<http://www.hse.gov.uk/pubns/indg36.pdf>

[http://www.hse.gov.uk/research/crr\\_pdf/2000/crr00304.pdf](http://www.hse.gov.uk/research/crr_pdf/2000/crr00304.pdf)

**Link to HSE guidance on managing upper limb disorders in the workplace**

<http://www.hse.gov.uk/pubns/indg171.pdf>

**Link to the DSE Regulations**

<http://www.legislation.gov.uk/uksi/1992/2792/made>

**DRIVER ASSESSMENT FORM**

<b>Name:</b>		<b>Date of Birth:</b>	
<b>Job title:</b>			
<b>Ordinary license</b>			
<b>Driver License No:</b>		<b>Groups / categories</b>	
<b>Valid from:</b>		<b>Valid to:</b>	
<b>Date driving test passed:</b>		<b>How regularly do you drive?</b>	
<b>Other License</b>			
<b>Serial No:</b>		<b>Groups / categories</b>	
<b>Valid from:</b>		<b>Valid to:</b>	
<b>Date driving test passed:</b>		<b>Medical due:</b>	
<b>Additional qualifications / experience</b>			
<b>Do you have any experience of any of the following? If yes, give details.</b>			
Commercial vehicle types			
Fork lift truck			
Power take off			
Other			
<b>Endorsements / convictions / suspensions</b>			
<b>Date</b>	<b>Offence</b>	<b>Endorsement code</b>	<b>Fine/penalty</b>
<b>Details of any traffic accidents in the last 5 years</b>			
<b>Date</b>	<b>Description of accident</b>		

Driving experience	
Have you taken any advanced or defensive driver training?	YES / NO
If YES, give details	
Medical	
Are you in good health?	YES / NO
Is your vision impaired?	YES / NO
Is your hearing impaired?	YES / NO
Have you ever received treatment for diabetes?	YES / NO
Have you ever received treatment for epilepsy?	YES / NO
Do you suffer from any other illness/disability which affects your driving ability? If YES, give details below	YES / NO
Are you willing to take a medical examination if required?	YES / NO
<b>I certify that the above details are correct:</b>	
<b>Signature:</b>	<b>Date:</b>

Office use only		
Check	YES	NO
<b>Driver competence</b>		
Does the driver possess the necessary licenses for the vehicles they are authorised to drive		
Has a check been made of previous experience to ensure driver competence		
Has a check on the drivers medical requirements been made		
Has the driver received specific training on performing the job		
Has the driver received information on particular hazards, speed limits, parking areas etc		
Is there a planned programme of refresher training to maintain competence		
<b>The driver is authorised to drive the following types of HLC vehicles:</b>		
<b>Authorised by:</b>		
<b>Name:</b>		<b>Position:</b>
<b>Signature:</b>		<b>Date:</b>

**DRIVER VEHICLE CHECKLIST**

<b>Driver:</b>		<b>Date:</b>	
<b>Vehicle type:</b>		<b>VRN:</b>	
<b>Date Vehicle taken over:</b>		<b>Speedo reading:</b>	
<b>Documentation</b>	<b>Checked</b>	<b>Remarks</b>	
Manufacturers handbook			
Service record (in date)			
Company drivers handbook			
Accident report form			
<b>Vehicle interior</b>	<b>Checked</b>	<b>Remarks</b>	
Door handles/locks			
Alarm			
Seat belts/operation/damage			
Operation of brakes			
Instruments/lights/controls			
Interior light			
Window operation			
Window condition			
Heated rear window/wash wipe			
Cleanliness			
<b>Engine compartment</b>	<b>Checked</b>	<b>Remarks</b>	
Engine oil level			
Coolant level (anti-freeze)			
Battery electrolyte level			
Battery security			
Terminals secure/greased			
Brake fluid level			
Clutch fluid level			
Washer bottle full			
<b>Boot compartment</b>	<b>Checked</b>	<b>Remarks</b>	
Cleanliness			
Boot lid secure/operational			
Spare wheel/jack/brace			
Spare wheel tyre condition			
<b>Vehicle exterior</b>	<b>Checked</b>	<b>Remarks</b>	
Lights and indicators front			
Lights and indicators rear			
Tyre condition (damage)			
Tyre tread depth (min 1.6mm)			
Correct tyre pressure			
Exterior cleanliness			
Other:			





**VEHICLE ACCIDENT REPORT FORM**

To be completed at the scene of the accident.

**DO NOT ADMIT LIABILITY.**

<b>Part 1 – To be completed and returned to the Maintenance and Safety Manager</b>			
<b>Time of accident:</b>		<b>Date of accident:</b>	
<b>Location of accident:</b>			
<b>Road from:</b>		<b>Road to:</b>	
<b>Road No:</b>		<b>Approx. position on road:</b>	
<b>Witnesses:</b>			
<b>Name:</b>			
<b>Address:</b>			
<b>Name:</b>			
<b>Address:</b>			
<b>Other vehicle involved or property damaged:</b>			
<b>Drivers name:</b>			
<b>Drivers address:</b>			
<b>VRN:</b>		<b>Make/type:</b>	
<b>Owners name:</b>			
<b>Owners address:</b>			
<b>Damage:</b>			
<b>Insurance company:</b>		<b>Policy No:</b>	

<b>Own vehicle:</b>			
<b>Drivers name:</b>			
<b>VRN:</b>		<b>Make/type:</b>	
<b>Damage:</b>			
<b>If reported to police:</b>			
<b>Officers No:</b>		<b>Name:</b>	
<b>Station:</b>			
<b>Sketch of scene of the accident:</b>			
<p><u>Show:</u> Road width &amp; number, position of vehicles, Skid marks, Signs/speed limits/crossings etc, direction of travel of all vehicles (use arrows), point of impact on both vehicles.</p>			

<div style="height: 400px;"></div>
------------------------------------

Now complete part 2 and give it to the other party. The information on the form is the only information you are to give. DO NOT be persuaded to add anything else or sign anything.

Part 2 – To be completed and given to the third party.			
<b>Name:</b>	<i>Harrogate Ladies' College</i>		
<b>Address:</b>	<i>Clarence Drive, Harrogate, North Yorkshire.</i>		
<b>Telephone number:</b>		<b>Insurance company:</b>	
<b>Policy No:</b>		<b>VRN:</b>	
<b>Vehicle type:</b>			
<b>Drivers name:</b>		<b>Date:</b>	

## **DRIVER HANDBOOK**

### **INTRODUCTION**

1. Your HLC vehicle represents a substantial investment in you and your job. In entrusting this asset to you, you have the responsibility to drive safely and look after the vehicle as if it were your own.
2. Please ensure you read this handbook thoroughly and understand its contents. If you have any questions do not hesitate to contact the Estates Manager.
3. HLC wishes you trouble-free and safe motoring in your vehicle.

### **GENERAL DRIVER RESPONSIBILITIES**

4. The manufacturers handbook supplied with your vehicle is to be read carefully. Modifications are often introduced and your current vehicle may be different from models you have previously driven. The manufacturer's handbook is to be kept in your vehicle at all times for reference.
5. You and all other persons authorised to drive HLC vehicles must hold a full and valid current driving license, which must be available for examination on request. You must inform the Estates Manager of any event which could invalidate your license.
6. You are responsible for the vehicle and for conforming to instructions given to you either through this handbook, HLCs Health and Safety Policy or verbally by the Estates Manager or Minibus Coordinator. You are also responsible for ensuring that no unauthorised person drives the vehicle while it is in your care.
7. The only persons authorised to drive the vehicle are those who have been assessed by HLC. Noncompliance with this will invalidate the insurance. Persons driving an uninsured vehicle are liable to police prosecution as well as for any damage caused as the result of an accident.
8. Learner drivers are never allowed to drive HLC vehicles.

### **STATUTORY REGULATIONS**

9. All drivers are to be fully conversant with the Highway Code and current laws and regulations, and these are to be complied with in all respects. You are to be fully conversant with the legal provisions on drinking and driving which could result in imprisonment, loss of vehicle and heavy fines. All incidents which result in prosecution under the Road Traffic Act, must be reported to HLC.

## **ROAD FUND LICENSE**

10. Record of Road Fund Licenses for all HLC vehicles is held electronically

## **CERTIFICATE OF MOTOR INSURANCE**

11. Insurance certificates are held centrally by the Bursary and copies are available if required.

## **PASSENGERS**

12. Passengers are only to be carried in HLC vehicles which are authorised to do so. On no account is the seating capacity of the vehicle to be exceeded. HLC vehicles are on no account to pick up hitchhikers.

## **PERSONAL VEHICLE MANAGEMENT**

13. It is your responsibility to ensure that your vehicle is kept in good working order. The Minibus Coordinator will also make periodic checks of your vehicle.
14. For your own safety and to ensure the best reliability from your vehicle get into the habit of making the following daily checks:
  - a. Visual check of tyres.
  - b. Ensure all brakes are operating correctly.
  - c. Ensure all lights are operating correctly.
  - d. Ensure you have sufficient fuel.
  - e. Clean windscreen, mirrors, windows and lights.
15. On a weekly basis you should carry out further checks listed on the checklist at Appendix 15 to the Health and Safety Policy.

## **GENERAL SERVICE AND MAINTENANCE**

16. HLC vehicles must be serviced in line with the manufacturer's recommendations and the service record kept up to date. Servicing of our vehicles will be arranged by the Minibus Coordinator.

## **NON-ACCIDENT REPAIRS**

17. All repairs will be accepted by HLC and all invoices will be dealt with directly between the service agent and the Bursary.
18. In the event of a windscreen breaking contact the Minibus Coordinator.

## **TYRES**

20. Tyre life depends on how you drive the vehicle. Hard acceleration and braking reduces the tyres life and repeated driving against kerbs weakens the tyre wall. Wear is also increased if the tyres are not maintained at the specified operating pressure.

21. You are to pay particular attention to these points and remember that tyres which are defective or have insufficient tread could result in a police prosecution.

## **SPEEDOMETER**

22. It is an offence to drive with a defective speedometer or odometer. It is your responsibility to ensure that the speedometer is working correctly at all times. Any faults with the speedometer or odometer are to be reported to the Minibus Coordinator.

## **MOBILE PHONES**

It is illegal to use a hand held mobile phone whilst driving, this also includes the use of Hands Free systems, emailing and text facility.

23. It is important to remember that the driver must maintain full control of the vehicle at all times, and can still be prosecuted for driving without due care and attention or for dangerous driving.
24. The only time where a hand held mobile phone can be used whilst driving is to make an emergency 999 call, again only if it is safe to do so or impractical to stop.
25. Any HLC member of staff required to contact a fellow member of staff by phone, knowing that they are likely to be driving, should, if possible, avoid making the call altogether, use any message answer service if available, or restrict the duration of any such calls.
26. Petrol stations must never be used for making or receiving mobile phone calls or messages.

## **VEHICLE SECURITY**

27. Modern technology has made it very difficult to 'hot wire' a vehicle. This has led to a rise in theft of vehicle keys and carjacking. Ensure your keys are secure at all times. Do not keep them in an obvious place when away from campus. In the unlikely event that a person forces you to hand over the keys to your vehicle, do not resist. You are more important than the vehicle. Contact the police and give a clear description of the thief.
28. At night garage the vehicle where possible and do not leave valuables in the vehicle at night. Ensure the vehicle is locked when unattended (even when fuelling up) and avoid parking in vulnerable positions in car parks. Where fitted ensure that radio front panels and radio keys are removed from the vehicle. Where possible do not leave items in an unattended vehicle and if you must, secure them out of sight.

## **RETURN OF VEHICLE**

29. When returning the vehicle ensure it is clean inside and out and that the service record is up to date and there is no significant damage. The vehicle must be returned with all equipment originally supplied with no modifications or alteration made.

## **INSURANCE COVER**

30. HLC arranges insurance cover for its vehicles but responsibility may be declined if it is found that the vehicle tyres were defective, the vehicle was not roadworthy or was being driven by an unauthorised person. You must ensure that all rules laid down or communicated to you, are adhered to.
31. The insurers will deal with all claims made by third parties. Under no circumstances are you to admit liability to a third party. Any communications sent to you regarding a claim must be forwarded unanswered to the Bursary so that they can be sent on to our insurers.
32. Personal belongings are not insured against loss or theft from a HLC vehicle. You may wish to take additional cover out for personal possessions. It is in your own interest to follow the guidance notes on vehicle security in this handbook.
33. Conviction on a drink driving offence while on HLC business will be considered a disciplinary matter.

## **ACCIDENT PROCEDURE**

34. The vehicle accident procedure must be followed in any of the following events:
  - a. Any accidental or malicious damage to the vehicle.
  - b. Any actual or attempted theft of, or from, the vehicle.
  - c. Fire.
  - d. Accidents of any kind where damage is caused (including to third parties or property).
35. Accident report procedure:
  - a. If you do not exchange details with all parties involved at the time of the accident it must be reported to the local police within 24 hours. The School Management Team will handle this process, in liaison with any individuals involved.
  - b. At the scene of the accident gather all the information required in part 1 of the vehicle accident report form and complete the form there and then if possible while the event is still fresh in your memory.
  - c. Complete part 2 of the vehicle accident report form and hand it to any third party involved. Only give the third party the information on the form. On no account admit liability for the accident. The only person you are to make any comment or statement to about the accident is a police officer if present.
  - d. Notify the police if anyone involved was injured, if a third party did not stop or drove off before you obtained their details or in the case of theft.
  - e. Get as many witnesses details as possible and if you can, take photographs of the scene.

- f. Contact the Minibus Coordinator to arrange recovery of the vehicle and submit part 1 of the vehicle accident report form to him as soon as possible (but no later than 5 days from the date of the accident) to allow details to be forwarded to our insurers.
- 36. In addition the police must also be notified of any accidents involving animals, lampposts, telegraph poles, bollards, manhole covers, road signs or other public property.

## **MOTORING AND PARKING OFFENCES**

- 37. Any traffic offence, endorsements, penalty points etc must be reported to the Estates Manager so that we can review any insurance implications. Failure to report such occurrences may invalidate the insurance.
- 38. You are responsible for any fines resulting from the above. A conviction resulting in loss or suspension of your license may also impact on your employment status.
- 39. Should you incur any fixed penalties (such as parking offences) you are required to pay the fixed penalty in the prescribed time. If you fail to do so and the penalty falls to HLC, you will be charged for the penalty and for any administrative fees involved.

## **DRIVING ABROAD**

- 40. Staff driving abroad should be competent to do so. They must be familiar with all road regulations, codes, customs and conventions of the region visited.

## **SMOKING**

- 41. HLC operate a no smoking policy in all areas of their undertaking this includes all vehicles used on School business.



**RECOMMENDED TEST & INSPECTION FREQUENCY OF ELECTRICAL EQUIPMENT**

Type of equipment	User checks	Formal visual inspection	Combined inspection & test (PAT)
Office I.T. e.g. desktop computers, photocopiers etc	No	1 – 2 years	None if double insulated, otherwise up to 5 years
<b>Double insulated</b> equipment <b>not</b> hand held e.g. table lamps etc	No	2 – 3 years	No
<b>Hand held double insulated</b> (Class 2) equipment	Yes	6 months – 1 year	No
Earthed (Class 1) equipment e.g. kettles etc	Yes	6 months – 1 year	1 – 2 years
Cables plugs & extension leads	Yes	1 year	2 years
Light industrial equipment	Yes	Before initial use then 6 monthly	6 – 12 monthly
Equipment used by the public	Yes – by a member of staff	3 monthly	1 year
Heavy industrial equipment or equipment at a high risk of damage	Yes - daily	Weekly	6 – 12 monthly
Equipment for/on hire	N/A	Before issue and on return - by hire company	Before issue by hire company
110v equipment used in construction work	Yes - weekly	Monthly	Before first use on site then 3 monthly
230v equipment used in construction work (to be used through a 30mA RCD)	Yes - daily	Weekly	Before first use on site then monthly

**ELECTRICAL EQUIPMENT REGISTER**

**Building:**

Date	Item	Visual OK Yes / No	Test certificate Yes / No	Signature

Use this register to record the results of formal visual inspections of portable electrical appliances on our premises.

### **Fire and Emergency Procedures – Record of Responsible Persons and Contacts**

The schedule below provides a list of contacts relating to fire safety matters.

Principal	HLC Principal (Resident)	Mrs S Brett (07585 504356)	243
Estates Manager	Responsible Person	Mr C Briscoe (07979 156659)	240
Deputy Heads	Senior Master	Mr P Massey (07891 209183)	205
	Resident Deputy Head	Mrs J Fox (07592 370244)	255

#### **Building Controllers – Fire Safety:**

HLC Main Building	Senior Master	Mr P Massey (07891 209183)	205
HLC Main Kitchens	Catering Manager	Mr P Rosser (07972 858443)	225
Highfield Prep	Head of Highfield	Mr J Savile (07827 338387)	249
Highfield Pre School	Head of Pre School	Mrs S Skinner (01423 537030)	281
Chapel	Senior Master	Mr P Massey (07891 209183)	205
Science Block	Science	Lab Technicians	216
IT Labs 1 & 2 / Technology	IT Network Manager	Mr B Pickup (07891 222261)	351
Health Centre	Duty Nurse	Duty Nurse (07833 445016)	215
Music House	Director of Music	Mrs K Morgan (07958 983608)	231
Sports Hall / Swimming Pool	Head of PE	Miss N Priestley (07525 781919)	252
Estates / Domestic Offices	Domestic Manager	Miss L Daynes (07585 331477)	206
Boarding Houses:	Head of Boarding	Mrs L Brookes (07833 444078)	285
	Lincoln Housemistress	Miss P Cockburn (07833 444297)	237
	Clarence Housemistress	Ms E Standerline (07833 444182)	228
	Lancaster Housemistress	Mrs L Brookes (07833 444078)	285
	Tower Housemistress	Miss L Hill (07772 590069)	273
Staff Accommodation:	Armaclare/Oakdale	Duty Caretaker (07833 445344)	

#### **Local Fire Service Fire Officer:**

North Yorkshire Fire and Rescue, Harrogate Tel number: 01423 504082

#### **Local Authority Fire Officer:**

Harrogate Borough Council, Dept. of Tech Services Tel No: 01423 500600

#### **Fire Risk Assessor:**

Flampro - Dale Smith, MIFSM GfireE IFE Life Safety Registered Risk Assessor. Mobile: 07480 599950

#### **Fire Alarm & Extinguisher Maintenance**

Contractor: Keybury Fire & Security. Mr Philip Marsh - Tel No: 01535 661197

#### **Emergency Lighting / Electrical Repairs:**

HLC site electrician: Mr Ken Windross. Tel No: 07719 322 584

## **Fire Precautions - Maintenance & Testing Procedure**

<b>Equipment</b>	<b>Interval</b>	<b>Action Required</b>
Fire detection and alarm installations including self-contained alarms and manually operated devices.	Weekly	<ul style="list-style-type: none"> <li>- House staff to undertake boarding house tests. Maintenance team to undertake all other buildings</li> <li>- Contact Custodian Monitoring call centre to put fire alarm system on Test prior to activation</li> <li>- Test operation by activating a manual call point.</li> <li>- Rotate call points, testing a different one each week</li> <li>- Log and report any defects to Estates Manager</li> <li>- Estates Manager to arrange and instruct for any repairs / additional works with Keybury</li> </ul>
	Annually	<ul style="list-style-type: none"> <li>- Maintenance test and full service by Keybury</li> </ul>
Emergency lighting, self-contained units and torches.	Monthly by rotation	<ul style="list-style-type: none"> <li>- Check all equipment for correct installation and apparent function</li> </ul>
	6 Monthly	<ul style="list-style-type: none"> <li>- Check all lights and torches for state of repair function. 1-hour standby battery duration test.</li> </ul>
	Annually	<ul style="list-style-type: none"> <li>- Service and 3-hour test</li> <li>- Replace batteries in torches</li> </ul>
Fire-fighting Equipment.	Annually	<ul style="list-style-type: none"> <li>- Service and test by a competent engineer</li> </ul>
	Monthly	<ul style="list-style-type: none"> <li>- Visual check of extinguishers and other fire fighting equipment</li> </ul>

## **Fire Evacuation Method Statements**

### **Fire Evacuation Method Statement: School Hours 8.30am - 4.30pm**

In the event of a fire in the following 'College or Highfield' academic buildings during school hours (8.30am - 4.30pm) the following procedure is to be followed:

#### **Main Building, Science, IT Suite's 1&2, Music House, Chapel & Highfield**

##### **Building Evacuation**

- (a) The person discovering the fire is to immediately raise the alarm using the nearest call point.
- (b) On hearing the alarm all Non-Teaching staff and visitors are to leave the building by the nearest safe means of escape. Teachers are to ensure all pupils they are responsible for leave the building in an orderly manner by quickest means of escape.
- (c) If safe to do so, teachers and teaching assistants should check that any toilet or cloakroom areas have been vacated on their way out of the building.
- (d) If safe to do so, Heads of Non-Teaching departments are to check their work areas are clear of all personnel on their way out of the building.
- (e) The last member of staff out of an area is responsible for closing any fire doors left open.
- (f) If the alarm is not in the Main Building a runner should be immediately sent from the assembly point to the school office to tell them which building the fire alarm has been activated in.
- (g) On hearing or being advised of the alarm the person staffing the school office should telephone all the other academic buildings on the site – Main Building Science Block, Music House, Sports Hall, Chapel, Health Centre, Highfield, Oakdale - to tell them to activate the fire alarm in their building as well to effect a full school evacuation.
- (h) The 'SiC' (Senior Master Head or duty SLT) will then take charge putting on the Hi-Viz jacket from the College Fire Box located next to the main entrance lobby glass sliding doors and go directly to the assembly area on college front lawn.
- (i) Once the 'SiC' is at the Assembly Point:
  - The 'SiC' should immediately assign 2 members of staff to run to the other academic buildings on the site to activate the other building fire alarms, or check they have been activated (if the School Office has called the building).
  - The runners should also be instructed to collect the staff signing in / out books from Highfield, Science Block, Music House, Health Centre & Estates Office
  - Runner 1 - Music House, Health Centre / Clarence, Estates Office, Oakdale and Between 4.00 - 4.30 Highfield After School Club in Lincoln House
  - Runner 2 - Main Building, Chapel, Highfield, Science Block then sportshall and swimming pool to confirm with any teachers present all their class pupils are present. This is then to be reported back to 'SiC' by phone and the runner returning.
- (j) College receptionist is responsible for collecting the:
  - Fire Alarm Registers and Absence Lists' from inside the College Fire Box located on the LHS wall next to the glass sliding doors to the main entrance lobby
  - Visitor and Pupil Signing In Books from the reception desk and the Staff Signing In Book' from main building entrance corridor

- (k) Highfield receptionist is responsible for collecting the:
  - 'Pupil Registers' located on top of the filing cabinet to the left side of the reception desk,
  - Staff and Visitor Signing-in folders (which also have the After School Club and Absence lists inside) from the reception desk
- (l) Staff signing in/out books from the Science Block, Music House, Health Centre & Estates Office are also to be collected and brought to the assembly point by the designated staff for that building.

**Assembly Point / Roll Call**

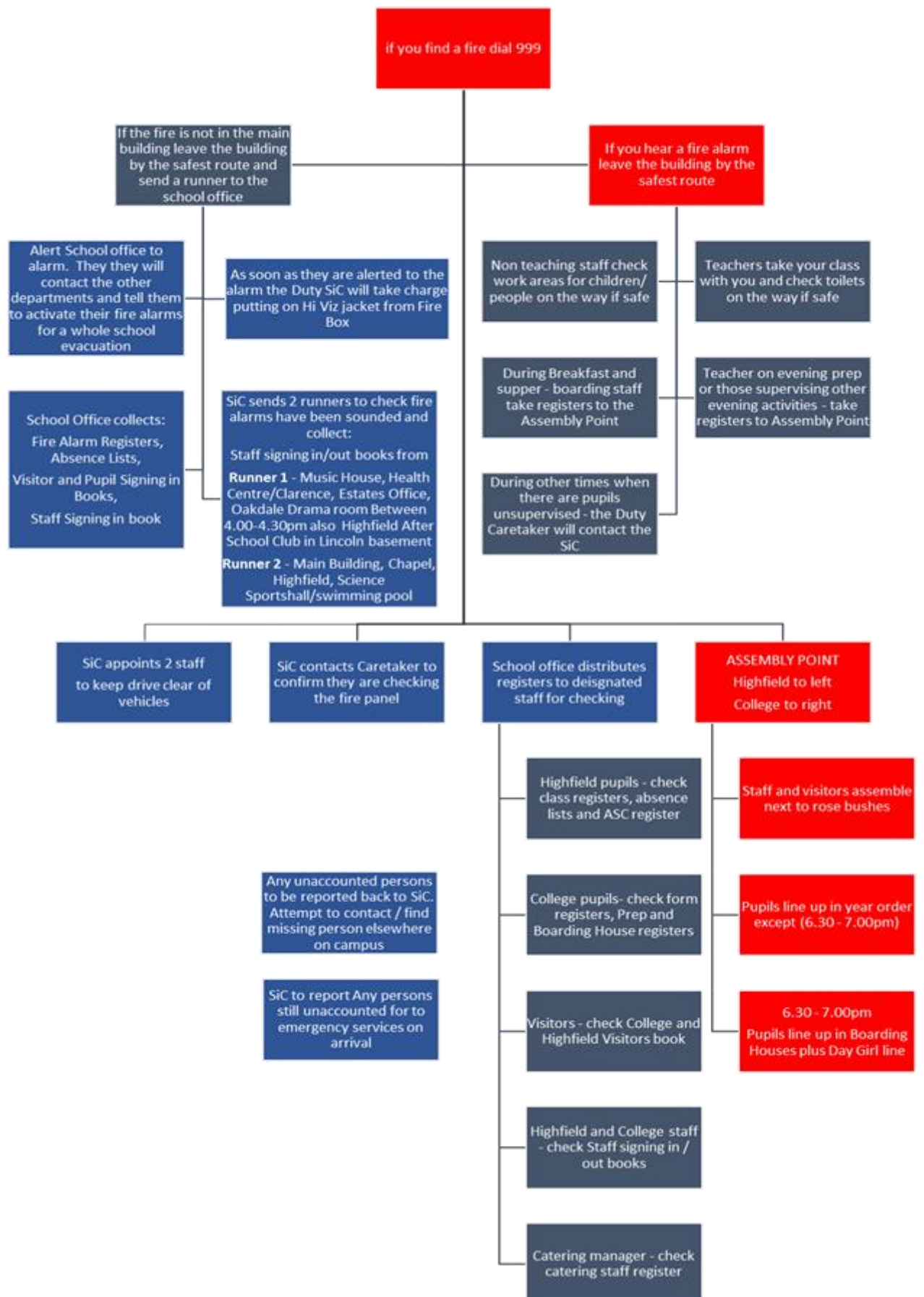
- (m) On evacuating the building all persons are to go directly to the designated assembly area which is on the lawn to the front of the main college building
  - Highfield assemble on the lawn to the left side of the front drive
  - College assemble on the lawn to the right side of the front drive
  - All pupils are to line up in year order with form teachers at the head of each line ready to take registers.
  - Staff and visitors assemble to the front of the lawn adjacent to the rose bushes.
- (n) The 'SiC' will designate 2 members of staff to keep the main drive clear, preventing the entry of further persons and vehicles onto the site and should wait to direct the emergency services on their arrival.
- (o) Registers are to be distributed and checked by form tutors and class teachers to confirm the presence of all pupils.
- (p) Staff and visitors are to congregate in front of the rose bushes on the lawn to the front of the main college building. Staff are to line up in their departments.
  - College and Highfield Reception staff are to check the presence of all visitors against the visitors books
  - Head of Highfield will take a register of Highfield teaching staff
  - Deputy Head (Academic) will take a register of the college teaching staff
  - Catering Manager is to take a register of the catering staff
  - Director of Finance is to take a register of the Non-Teaching/Support staff (Bursary, Admissions, Estates, School Office)
- (q) Any pupil, member of staff or visitor not accounted for is to be immediately reported to the 'SiC' and cross checked against the visitor's books, absence lists, staff and pupil signing in/out books, off-site activities and after school lists'
- (r) If anyone is missing all efforts should be made to see if they are elsewhere on campus, but under no circumstances should the building be re-entered. Any one still not accounted for is to be immediately reported to the 'SiC' who will then notify Principal or Senior Master Head.
- (s) The 'SiC' should contact the Duty Caretaker to confirm they are checking the fire control panel that sounded and establish whether the Fire Service should be called or whether it is safe to return to that building.
- (t) If the building is deemed safe, the alarm may be silenced and re-set.
- (u) 'SiC' should advise the school community on their conduct during evacuation before allowing them to re-enter the buildings.
- (v) 'SiC' should write notes on evacuation and review these with the Estates Manager who will produce a Fire Log summary sheet.

### **If a Fire is Suspected / Evident**

- (w) If a fire is suspected / evident the 'SiC' should immediately telephone the emergency services to confirm the presence of a fire and ensure they are responding to any calls they may already have received from the fire alarm monitoring station and will attend.
- (x) 'SiC' to ensure everyone remains at the assembly point (if safe to do so) and they remain calm.
- (y) On arrival of the emergency services 'SiC' is to appraise the emergency services of the situation reporting any missing persons.
- (z) Once all persons are accounted for the 'SiC' in agreement with the emergency services will move any pupils and staff at the assembly point to a sheltered place of safety as designated by the 'SiC' at the time of the emergency. This place of safety may be another part of the school or one of the boarding houses depending on the location of the fire. Arrangements should also be confirmed with visitors to depart the site.
- (aa) On no account is anyone to go back into the building until it has been confirmed that it is safe to do so by the emergency services.
- (bb) Under no circumstances are pupils to be allowed to leave the premises with anyone other than their parent/carer unless prior consent has been sought and having been registered as being taken off the premises.

### **Fire Practice / Drill**

At least one whole school College / Highfield fire practice is to be carried out each term.





### **Fire Evacuation Method Statement – Outside School Hours 4.30pm - 8.30am**

In the event of a fire in the following 'College or Highfield' academic buildings outside of school hours (4.30pm - 8.30am) the following procedure is to be followed:

#### **Main Building, Science, IT Suites 1&2, Music House, Chapel & Highfield**

##### **Building Evacuation**

- (a) The person discovering the fire is to immediately raise the alarm using the nearest call point in that building.
- (b) On hearing the alarm all Non-Teaching staff and visitors are to leave the building by the nearest safe means of escape. Teachers are to ensure all pupils they are responsible for leave the building in an orderly manner by the quickest means of escape.
- (c) If safe to do so, teachers and teaching assistants should check that any toilet or cloakroom areas have been vacated on their way out of the building.
- (d) If safe to do so, Heads of Non-Teaching departments should check their work areas are clear of all personnel on their way out of the building.
- (e) The last member of staff out of an area is responsible for closing any fire doors left open.
- (f) If the alarm is not in the Main Building a runner should be immediately sent from the assembly point to the school office (Mon - Fri 8am – 8.30am and 4.30pm – 5.30pm or Sat 8.30am – 12.00pm) to tell them which building the fire alarm has been activated in.

If the office is closed, they should contact the 'SiC' (Senior Master Head or SLT on duty rota) on the phone number displayed on the front of the college reception Fire Box located on the LHS wall next to the glass sliding doors to the main entrance lobby to alert them to the alarm.

- (g) If the out of hours' alarm occurs whilst the school office is still open (Mon - Fri 8am – 8.30am and 4.30pm - 5.30pm or Sat 8.30am – 12.00pm) the person staffing the office should immediately telephone all the other academic buildings on the site – Main Building Science Block, Music House, Sports Hall, Chapel, Health Centre, Highfield, Oakdale - to tell them to activate the fire alarm in their building to effect a full school evacuation. They should then collect the Fire Alarm Check Lists and bring them to the assembly point.
- (h) Once alerted to the fire alarm the 'SiC' will then take charge.
- (i) If the School Office is closed the 'SiC' is to collect the:
  - Fire Alarm Registers and Absence Lists' from inside the College Fire Box located on the LHS wall next to the glass sliding doors to the main entrance lobby
  - Visitor and Pupil Signing In Books from the reception desk and the Staff Signing In Book' from main entrance corridor.
- (j) 'SiC' should put on Hi-Viz jacket from inside the College fire box
- (k) Once the 'SiC' is at the Assembly Point:
  - The 'SiC' should immediately assign 2 members of staff to run to the other academic buildings on the site to activate the other building fire alarms, or check they have been activated (if School Office has already called building)

- The runners should also be instructed to collect the staff signing in / out books from Highfield, Science Block, Music House, Health Centre & Estates Office
  - Runner 1 - Music, Health Centre / Clarence, Estates Office, Oakdale
  - Runner 2 - Main Building, Chapel, Highfield, Science Block.  
Between 4.30pm – 6.30pm Runner 2 should also go to the sportshall and swimming pool to confirm with any teachers present all their class pupils are present. This is then to be reported back to 'SiC' by phone and the runner returning.
- (l) If the alarm occurs between 4.30pm - 5.00pm and in the summer term between 5.00pm – 6.30pm (U5 Boarders have Prep in Boarding Houses):
- The member of staff due on Prep Duty is to bring the Prep register to the assembly point
  - The 'SiC' should assign 2 members of staff to run / contact the boarding houses and advise Duty House Staff there is a whole school fire alarm:
  - Runner 1 – Clarence House and Lincoln House (between 4.30pm – 6.00pm also check Highfield After School Club staff in Lincoln basement)
  - Runner 2 – Lancaster House and contacting Tower House by phone (Tower HM – 07833 4440063 Tower AHM – 07772 590069)
  - The Duty House Staff in each Boarding House are to then immediately take a register and contact the SiC to confirm which boarders they have accounted for. In case HM's are unable to contact the SiC by phone Runners should wait at the boarding houses until registers are completed. They should then take register back to the SiC at the assembly point to cross check all boarders are accounted for.
- (m) If the alarm occurs during Breakfast or Supper the boarding staff on duty in the dining hall should bring their registers for checking at the Assembly Point.
- (n) If the alarm occurs during Evening Prep or Chapel Choir / Drama Rehearsals (Mon – Fri 5.00pm – 6.30pm or Mon - Thurs 7.00pm – 9.00pm) the staff on Evening Prep or Sixth Form Prep Duty and those supervising the Drama or Chapel Choir groups are each to bring their registers for checking at the Assembly Point.
- (o) If the alarm occurs at any other times when staff or pupils are working in school unsupervised in the evening or at the weekend:
- the Duty Caretaker (who will have been contacted by the fire alarm monitoring company to alert him to the alarm) is to immediately proceed to that building and if safe to do so collect the staff and pupil signing in books from reception.
  - He should then go to the Assembly Point to meet all those who have evacuated from the building and check all are present.
  - He should then contact the Overnight or Weekend Duty 'SiC' to appraise them of the situation and if required request their presence.
- (p) If the alarm occurs after the Duty Caretaker has secured and locked all the academic school buildings and the buildings are unoccupied.
- The Duty Caretaker should alert the resident caretaker or if the Resident Caretaker is on duty they should alert another caretaker/resident staff member to request their immediate assistance at the building.

- When assistance arrives, if deemed safe to do so the Duty Caretaker should check the fire control panel and investigate the cause of the alarm to establish whether the Fire Service should be called or whether it is safe to silence and re-set the alarm to that building.
- If the building is deemed safe, the alarm may be silenced and re-set by caretaker.

### **Assembly Point / Roll Call**

- (q) On evacuating the building all persons are to go directly to the designated assembly area which is on the lawn to the front of the main college building
  - Highfield assemble on the lawn to the left side of the front drive
  - College assemble on the lawn to the right side of the front drive
  - All pupils are to line up in year order (except Supper 6.30pm – 7.00pm)
  - If the alarm occurs during Supper (6.30pm – 7.00pm) all pupils are to line up in Boarding House order with a separate Day Girl group
  - Staff and visitors assemble to the front of the lawn adjacent to the rose bushes.
- (r) The 'SiC' will designate 2 members of staff to keep the main drive clear, preventing the entry of further persons and vehicles onto the site and should wait to direct the emergency services on their arrival.
- (s) Registers are to be distributed by the 'SiC' to relevant boarding or teaching staff present to check and confirm the presence of all pupils and staff as follows:
  - Check presence of Highfield pupils against After School Club registers (upto 6pm)
  - Check presence of College pupils against Prep and Boarding House registers
  - Check presence of all visitors against the College and Highfield visitors' books
  - Check presence of Highfield and College staff against Staff Signing in/out books (collected from Main Building, Highfield, Science, Music, Health Centre & Estates Office)
  - Catering Manager (or designated person) to check presence of all catering staff
- (t) Any pupil, member of staff or visitor not accounted for is to be immediately reported to the 'SiC' and re-checked against the visitor's books, absence lists, staff and pupil signing in/out books, off-site activities and after school lists'
- (u) If anyone is missing all efforts should be made to see if they are elsewhere on campus, but under no circumstances should the building be re-entered. Any one still not accounted for is to be immediately reported to the 'SiC' who will then notify the Principal of HLC or the Senior Master Head.
- (v) The 'SiC' should contact the Duty Caretaker to confirm they are checking the fire control panel that sounded and establish whether the Fire Service should be called or whether it is safe to return to that building.
- (w) If the building is deemed safe, the alarm may be silenced and re-set.
- (x) 'SiC' should advise the school community on their conduct during evacuation before allowing them to re-enter the buildings.
- (y) 'SiC' should write notes on evacuation and review these with the Estates Manager who will produce a Fire Log summary sheet.

### **If a fire is suspected / evident**

- (z) If a fire is suspected / evident the 'SiC' or Duty Caretaker (when the academic buildings are closed) should immediately telephone the emergency services to confirm the presence of a fire and ensure they are responding to any calls, they may already have received from the fire alarm monitoring station and will attend.
- (aa) 'SiC' to ensure everyone remains calm at the assembly point
- (bb) If a fire is suspected / evident when the building was closed/unoccupied the Duty Caretaker should also contact the Overnight Duty SiC and the Estates Manager after calling the emergency services to advise them both of the situation and request their presence.
- (cc) On arrival of the emergency services 'SiC' is to appraise the emergency services of the situation reporting any missing persons.
- (dd) Once all persons are accounted for the 'SiC' in agreement with the emergency services will move any pupils and staff at the assembly point to a sheltered place of safety as designated by the 'SiC' at the time of the emergency. This place of safety may be another part of the school or one of the boarding houses depending on the location of the fire. Arrangements should also be confirmed with visitors to depart the site.
- (ee) On no account is anyone to go back into the building until it has been confirmed that it is safe to do so by the emergency services.
- (ff) Under no circumstances are pupils to be allowed to leave the premises with anyone other than their parent/carer unless prior consent has been sought and having been registered as being taken off the premises.

### **Fire Practice / Drill**

At least one whole school College / Highfield fire practice is to be carried out each term.



### **Fire Evacuation Method Statement – Boarding Houses**

In the event of a fire at a boarding house when occupied by HLC boarding pupils the following procedure is to be followed:

#### **Building Evacuation**

- (a) The person discovering the fire is to immediately raise the alarm using the nearest call point in that building.
- (b) On hearing the alarm all staff, pupils and visitors are to leave the building by the nearest safe means of escape. House Staff are to ensure all pupils leave the building in an orderly manner by the quickest means of escape and go directly to the designated assembly area.
- (c) If safe to do so House Staff are responsible for checking that all rooms have been vacated as they evacuate the building.
- (d) The last member of staff out of an area is responsible for closing any fire doors which have been left open.
- (e) The House Mistress (or designated person in charge in their absence) is to collect the 'Red Fire Box File' and Visitors Signing in/out book from the entrance lobby on their way out of the building and immediately go to the assembly area to take charge.
- (f) The person in charge is to put on the high visibility jacket stored in the Fire Box to make them conspicuous at the assembly point. The Fire Box also contains the boarding house register and a torch.
- (g) Where a fire is evident the senior designated person in charge is to telephone the emergency services and on their arrival should appraise them of the situation reporting any missing persons.
- (h) If they have not been alerted to the fire alarm and are not present, the Duty Caretaker 07833 445344 (6.30am – 10pm) or 07891 296324 (10pm – 6am) are to be contacted and advised to attend to the alarm activation.

#### **Assembly Point / Roll Call**

- (i) On evacuating the building all boarding house occupants are to go directly to the designated assembly area on the lawn to the front of the building.
- (j) Pupils to line up in year order and the House Mistress (or designated person in her absence) is to check the register to confirm the presence of all pupils occupying the boarding house. They should also confirm the presence of all members of staff and any visitors to the boarding house against the Staff and Visitors signing in/out books.
- (k) If anyone is missing all efforts should be made to see if they are elsewhere on campus, but under no circumstances should the building be re-entered.
- (l) Any persons still not accounted for are to be immediately reported to the Principal of HLC or the Senior in Charge (Sic) at College who should be contacted by the House Mistress (or designated person in charge at the Assembly Point) if they are absent.
- (m) If an alarm has sounded but there is no apparent evidence or witness to a fire, the Maintenance Manager or Duty Caretaker will check the fire control panel and if safe to do so will determine if there has been a false alarm.
- (n) If the building is deemed safe, the alarm may be silenced and re-set.
- (o) House Mistress (or designated person in her absence) should advise the pupils on their conduct during evacuation before allowing them to re-enter the buildings.

- (p) House Mistress (or designated person in her absence) should write a Fire Log summary sheet to review with the Estates Manager.

#### **If a Fire is Suspected / Evident**

- (q) If the emergency services have been called to attend the House Mistress (or designated person in charge at the Assembly Point) will designate people to move to all access points to the grounds to prevent the entry of further persons and direct the emergency services on their arrival.
- (r) Once the emergency services been summoned the House Mistress (or designated person in her absence) is to then notify the Principal or Senior in Charge (Sic) at College of the situation.
- (s) House Mistress (or designated person in her absence) is to ensure everyone remains at the assembly point (if safe to do so) and they remain calm.
- (t) On arrival of the emergency services the Senior Designated Person is to appraise the emergency services of the situation reporting any missing persons.
- (u) Once all persons are accounted for the House Mistress (or designated person in her absence) in agreement with the emergency services will move the pupils and staff to a sheltered place of safety as designated by the Principal Senior in Charge (Sic) at College at the time of the emergency. This place of safety may be another part of the school or one of the other boarding houses depending on the location of the boarding house on fire. Consideration will need to be given to the fact that this event could take place in the hours of darkness and in bad weather and pupils may have been woken during the night so their clothing may not be adequate for the conditions. Arrangements should also be confirmed with visitors to depart the site.
- (v) On no account is anyone to go back into the building until it has been confirmed that it is safe to do so by the emergency services.
- (w) Under no circumstances are pupils to be allowed to leave the premises with anyone other than their parent/carer unless prior consent has been sought and having been registered as being taken off the premises.

#### **Fire Practice / Drill**

At least two fire practices are to be carried out each term (one with advance warning and one without, one of these practises is to be during the night).

### **Fire Evacuation Method Statement – Armaclare, HLC Staff Accommodation**

In the event of a fire at Armaclare boarding house when occupied by HLC Staff the following procedure is to be followed:

#### **Building Evacuation**

- (a) The person discovering the fire is to immediately raise the alarm using the nearest call point in that building.
- (b) On hearing the alarm all members of staff and any visitors present are to leave the building in an orderly manner by the quickest means of escape and go directly to the designated assembly area on the lawn to the front of the building.
- (c) If safe to do so Staff are responsible for checking that all rooms have been vacated and fire doors are closed as they evacuate the building.
- (d) The Senior Staff member present is to collect the 'Red Fire Box File' and Visitors Signing in/out book from the entrance lobby on their way out of the building and immediately go to the assembly area to take charge.
- (e) The person in charge is to put on the high visibility jacket stored in the Fire Box to make them conspicuous at the assembly point. The Fire Box also contains a torch.
- (f) Where a fire is evident the senior designated person in charge is to telephone the emergency services and on their arrival should appraise them of the situation reporting any missing persons.
- (g) If they have not been alerted to the fire alarm and are not present, the Duty Caretaker 07833 445344 (6.30am – 10pm) or 07891 296324 (10pm – 6am) is to be contacted and advised to attend to the alarm activation.

#### **Assembly Point / Roll Call**

- (h) On evacuating the building all boarding house occupants are to go directly to the designated assembly area on the lawn to the front of the building.
- (i) The senior designated person in charge is to confirm the presence of all members of staff occupying the boarding house. They should also confirm the presence of any visitors to the boarding house against the signing in/out books.
- (j) If anyone is missing all efforts should be made to see if they are elsewhere on campus, but under no circumstances should the building be re-entered.
- (k) Any persons still not accounted for are to be immediately reported to the Principal of HLC or the Senior in Charge (Sic) at College who should be contacted by the designated person in charge at the Assembly Point.
- (l) If an alarm has sounded but there is no apparent evidence or witness to a fire, the Duty Caretaker will check the fire control panel and if safe to do so will determine if there has been a false alarm.
- (m) If the building is deemed safe, the alarm should be silenced and re-set by the Duty Caretaker.
- (n) The senior person in charge may then brief staff on the situation and allow the group to re-enter the building.
- (o) The Duty Caretaker should write a Fire Log summary sheet to review with the Estates Manager.



### **If a Fire is Suspected / Evident**

- (p) If the emergency services have been called to attend the senior person in charge at the Assembly Point will designate people to move to all access points to the grounds to prevent the entry of further persons and direct the emergency services on their arrival.
- (q) Once the emergency services been summoned, the senior designated person is to then notify the Principal or Senior in Charge (SiC) at College of the situation.
- (r) The senior designated person is to ensure everyone remains at the assembly point and is to keep the group calm.
- (s) On arrival of the emergency services the senior designated person is to appraise the emergency services of the situation reporting any missing persons.
- (t) Once all persons are accounted for the senior designated person in agreement with the emergency services will move the staff and any visitors to a sheltered place of safety as designated by the Principal Senior in Charge (Sic) at College at the time of the emergency. This place of safety may be another part of the school or one of the other boarding houses depending on the location of the boarding house on fire. Arrangements should also be confirmed with visitors to depart the site.
- (u) On no account is anyone to go back into the building until it has been confirmed that it is safe to do so by the emergency services.
- (v) Under no circumstances are members of staff to be allowed to leave the premises unless prior consent has been sought from the senior designated person and they have been registered as being taken off the premises.

### **Fire Evacuation Method Statement – Boarding Houses, Outside Groups**

In the event of a fire at a boarding house when occupied by Outside Groups the following procedure is to be followed:

#### **Building Evacuation**

- (a) The person discovering the fire is to immediately raise the alarm using the nearest call point in that building.
- (b) On hearing the alarm all members of the group and any visitors are to leave the building by the nearest safe means of escape.
- (c) Group Leaders / Staff are to ensure all pupils or members of their group leave the building in an orderly manner by the quickest means of escape and go directly to the designated assembly area on the lawn to the front of the building.
- (d) If safe to do so Group Leaders / Staff are responsible for checking that all rooms have been vacated and fire doors are closed as they evacuate the building.
- (e) The Group Leader (or designated person in charge in their absence) is to collect the 'Red Fire Box File' and Visitors Signing in/out book from the entrance lobby on their way out of the building and immediately go to the assembly area to take charge.
- (f) The person in charge is to put on the high visibility jacket stored in the Fire Box to make them conspicuous at the assembly point. The Fire Box also contains a torch.
- (g) Where a fire is evident the Group Leader (or senior designated person in charge) is to telephone the emergency services and on their arrival should appraise them of the situation reporting any missing persons.
- (h) If they have not been alerted to the fire alarm and are not present, the Duty Caretaker 07833 445344 (6.30am – 10pm) or 07891 296324 (10pm – 6am) is to be contacted and advised to attend to the alarm activation.

#### **Assembly Point / Roll Call**

- (i) On evacuating the building all boarding house occupants are to go directly to the designated assembly area on the lawn to the front of the building.
- (j) The Group Leader (or designated person in charge in their absence) is to take a register to confirm the presence of all members of their group occupying the boarding house. They should also confirm the presence of all members of staff and any visitors to the boarding house against the signing in/out books.
- (k) If anyone is missing all efforts should be made to see if they are elsewhere on campus, but under no circumstances should the building be re-entered.
- (l) Any persons still not accounted for are to be immediately reported to the Group Leader (or designated person in charge in their absence) who should immediately advise the Emergency Services and HLC Duty Caretaker accordingly.
- (m) If an alarm has sounded but there is no apparent evidence or witness to a fire, the Duty Caretaker will check the fire control panel and if safe to do so will determine if there has been a false alarm.
- (n) If the building is deemed safe, the alarm should be silenced and re-set by the Duty caretaker before advising the Group Leader they may allow their group to re-enter the building.

- (o) The Duty Caretaker should write a Fire Log summary sheet to review with the Estates Manager.

**If a Fire is Suspected / Evident**

- (p) If the emergency services have been called to attend the Group Leader (or designated person in charge at the Assembly Point) will designate people to move to all access points to the grounds to prevent the entry of further persons and direct the emergency services on their arrival.
- (q) Once the emergency services been summoned, if they are not already present the Group Leader (or designated person in her absence) is to contact the HLC Duty Caretaker 07833 445344 (6.30am – 10pm) or 07891 296324 (10pm – 6am) and request they attend to the alarm activation.
- (r) The Group Leader (or designated person in her absence) is to ensure everyone remains at the assembly point and is to keep the group calm.
- (s) On arrival of the emergency services the Group Leader (or designated person in their absence) is to appraise the emergency services of the situation reporting any missing persons.
- (t) Once all persons are accounted for the Group Leader (or designated person in her absence) in agreement with the Duty Caretaker and the emergency services will move the group to an alternative sheltered place of safety on the school site. This place of safety may be one of the other boarding houses depending on the location of the boarding house on fire.
- (u) On no account is anyone to go back into the building until it has been confirmed that it is safe to do so by the emergency services.
- (v) Under no circumstances are members of the group to be allowed to leave the premises unless prior consent has been sought from the Group Leader and they have been registered as being taken off the premises.

### **Fire Evacuation Method Statement - Highfield Pre School**

In the event of a fire in Highfield Pre School during school hours, the following procedure is to be followed:

#### **Building Evacuation**

- (a) The person discovering the fire is to immediately raise the alarm using the nearest call point in the building.
- (b) The Head of Highfield Pre School (or designated person if the Head is off site) will take charge. This person is to wear a high visibility jacket to be conspicuous to the emergency services.
- (c) On hearing the alarm, the early year's practitioners are to gather together all the children that they are responsible for at the time of the alarm and are to escort them out of the building by the quickest means of escape and go directly to the designated assembly area to the side of the building.
- (d) On hearing the alarm all Non-Teaching staff and visitors are to leave the building by the nearest safe means of escape and go directly to the designated assembly area to the side of the building.
- (e) Staff are responsible for checking any toilet areas are clear on their way out of the building.
- (f) The last member of staff out of an area is responsible for closing any fire doors which are open.
- (g) The Head of Highfield Pre School (or designated person if the Head is off site) is responsible for collecting the register and visitor's book from the entrance lobby on their way out of the building and immediately go to the assembly area to take charge.
- (h) Where a fire is evident the senior designated person in charge is to telephone the emergency services and on their arrival should appraise them of the situation reporting any missing persons.
- (i) If they have not been alerted to the fire alarm and are not present, the Estates Manager (07979 156659) or in his absence the Maintenance Manager (07833 446422) or Duty Caretaker (07833 445344) are to be contacted by the senior designated person in charge and advised to attend to the alarm activation.

#### **Assembly Point / Roll Call**

- (j) On evacuating the building all occupants are to go directly to the designated assembly area to the parking area to the side of the building.
- (k) Registers are to be checked by the Head of Highfield Pre School (or designated person if the Head is off site) to confirm the presence of all children. They should also confirm the presence of all members of staff and any visitors against the Staff and Visitors signing in/out books.
- (l) If anyone is missing all efforts should be made to see if they are elsewhere on campus, but under no circumstances should the building be re-entered.
- (m) Any persons still not accounted for are to be immediately reported to the Principal of HLC or the Senior in Charge (SiC) at College who should be contacted by the Head of Highfield Pre School (or designated person in charge at the Assembly Point if the Head is off site).
- (n) If an alarm has sounded but there is no apparent evidence or witness to a fire, the Maintenance Manager or Caretaker will check the fire control panel and if safe to do so will determine if there has been a false alarm.
- (o) If the building is deemed safe, the alarm may be silenced and re-set.
- (p) Head of Highfield Pre School (or designated person if Head is off site) should advise the pupils on

their conduct during evacuation before allowing them to re-enter the buildings.

- (q) Head of Highfield Pre School (or designated person if the Head is off site) should write notes on evacuation and review these with the Estates Manager who will produce a Fire Log summary sheet.

#### **If a Fire is Suspected / Evident**

- (r) If the emergency services have been called to attend the Head of Highfield Pre School (or designated person if the Head is off site) will designate members of staff to move to the 2 vehicle access points to prevent the entry of further persons and direct the emergency services on their arrival.
- (s) Once the emergency services been summoned the Head of Highfield Pre School (or designated person if the Head is off site) is to then notify the Principal or Senior in Charge (SiC) at College of the situation.
- (t) Head of Highfield Pre School (or designated person if the Head is off site) is to ensure everyone remains calm at the assembly point.
- (u) On arrival of the emergency services the Senior Designated Person is to appraise the emergency services of the situation reporting any missing persons.
- (v) Once all persons are accounted for the Senior Designated Person in agreement with the emergency services will move the pupils and staff to a sheltered place of safety as designated by the 'SiC' at the time of the emergency. This place of safety may be another part of the school or one of the boarding houses depending on the location of the fire. Arrangements should also be confirmed with visitors to depart the site.
- (w) On no account is anyone to go back into the building until it has been confirmed that it is safe to do so by the emergency services (or the Caretaker or Maintenance Manager where a false alarm has been confirmed).
- (x) Under no circumstances are pupils to be allowed to leave the premises with anyone other than their parent/carer unless prior consent has been sought and having been registered as being taken off the premises.

#### **Fire Practice / Drill**

At least one fire practice is to be carried out at Highfield Pre School each term.

### **Fire Evacuation Method Statement – Sportshall, Swimming Pool, Squash Courts**

In the event of a fire in the sportshall, swimming pool or squash courts during school hours, the following procedure is to be followed:

#### **Building Evacuation**

- (a) The person discovering the fire is to immediately raise the alarm using the nearest call point in the building.
- (b) On hearing the alarm all pupils, staff and visitors are to leave the building by the nearest safe means of escape and go directly to the designated assembly area at the bottom of the sportsfield.
- (c) The senior teacher / staff member present will take charge of the evacuation. Staff are responsible for checking any toilet areas are clear on their way out of the building.
- (d) The last member of staff out of an area is responsible for closing any fire doors which have been left open.
- (e) The senior teacher / staff member present is responsible for collecting the register and should immediately go to the assembly area at the bottom of the sportsfield to take charge.
- (f) Where a fire is evident the senior designated person in charge is to telephone the emergency services and on their arrival should appraise them of the situation reporting any missing persons.
- (g) If they have not been alerted to the fire alarm and are not present, the Estates Manager (07979 156659) or in his absence the Maintenance Manager (07833 446422) or Duty Caretaker (07833 445344) are to be contacted by the senior designated person in charge and advised to attend to the alarm activation.

#### **Assembly Point / Roll Call**

- (h) On evacuating the building all occupants are to go directly to the designated assembly area at the bottom of the sportsfield.
- (i) Registers are to be checked by the senior teacher / staff member present to confirm the presence of all pupils. They should also confirm the presence of all members of staff and any visitors.
- (j) If anyone is missing all efforts should be made to see if they are elsewhere on campus, but under no circumstances should the building be re-entered.
- (k) Any persons still not accounted for are to be immediately reported to the Principal of HLC or the Senior in Charge (SiC) at College who should be contacted by the senior teacher / staff member present.
- (l) If an alarm has sounded but there is no apparent evidence or witness to a fire, the Maintenance Manager or Caretaker will check the fire control panel and if safe to do so will determine if there has been a false alarm.
- (m) If the building is deemed safe, the alarm may be silenced and re-set.
- (n) Senior teacher / staff member present should advise the pupils on their conduct during evacuation before allowing them to re-enter the buildings.
- (o) Senior teacher / staff member present should write notes on evacuation and review these with the Estates Manager who will produce a Fire Log summary sheet.

### **If a Fire is Suspected / Evident**

- (p) If the emergency services have been called to attend the senior teacher / staff member present) will designate members of staff to move to the vehicle access point at the bottom of the sportsfield to prevent the entry of further persons and direct the emergency services on their arrival.
- (q) Once the emergency services been summoned the senior teacher / staff member present is to then notify the Principal or Senior in Charge (SiC) at College of the situation.
- (r) Senior teacher / staff member present is to ensure everyone remains calm at the assembly point.
- (s) On arrival of the emergency services the Senior Designated Person is to appraise the emergency services of the situation reporting any missing persons.
- (t) Once all persons are accounted for the Senior Designated Person in agreement with the emergency services will move the pupils and staff to a sheltered place of safety as designated by the 'SiC' at the time of the emergency. This place of safety may be another part of the school or one of the boarding houses depending on the location of the fire. Arrangements should also be confirmed with visitors to depart the site.
- (u) On no account is anyone to go back into the building until it has been confirmed that it is safe to do so by the emergency services (or the Caretaker or Maintenance Manager where a false alarm has been confirmed).
- (v) Under no circumstances are pupils to be allowed to leave the premises with anyone other than their parent/carer unless prior consent has been sought and having been registered as being taken off the premises.

### **Fire Practice / Drill**

At least one whole school fire practice is to be carried out each term.