




## Hunnyhill Primary School

<b>Date of Review</b>	<b>January 2023</b>
<b>Next Review Due</b>	<b>January 2024</b>
Staff Responsibility	Headteacher / Site Manager / SBM
Notes / Source	LA template adapted for Hunnyhills circumstances
Signed by Chair of Governors	

### Health & Safety Policy

#### Section A - Statement of intent

We recognise our duty and responsibility to comply with all relevant health and safety legislation. We will ensure the health, safety and welfare at work of all our pupils, staff, governors, parents and others who may be affected by our actions. The school management team therefore are committed to establishing and implementing arrangements which will ensure that staff and visitors will be safeguarded when on the premises or engaged on offsite activities (eg visits to other area's), and that the premises for which they are responsible is safe for visitors including young persons.

The Headteacher will ensure all staff are aware of their responsibilities towards health and safety by ensuring that training and good communications throughout the organisational structure are maintained.

Health and safety support has been arranged through the Local Authority. Additional information is sourced from the HSE website [www.hse.gov.uk/index.htm](http://www.hse.gov.uk/index.htm) to ensure the most up to date information is used.

<b>Signed Chair of Governors:</b>	<b>Signed Headteacher:</b>
	
<b>Date: 17<sup>th</sup> January 2023</b>	<b>Date: 17th January 2023</b>

## **SECTION B - ORGANISATION**

### **Accountability**

The Local Authority has overall accountability for health and safety as an employer. The Governing body and school leaders have responsibility for ensuring that the school is safe for use by employees and visitors on a day to day basis. The Governing Body and Headteacher will comply with direction given to them by their appointed Health and Safety Adviser concerning health and safety on the school premises or when taking part in any external school activity.

### **RESPONSIBILITIES**

#### **School Governors**

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

#### **Headteacher**

The Headteacher is responsible for ensuring that staff, pupils and other visitors (including contractors) adopt safe working practices and generally conduct themselves in such a way that they will not injure themselves or others.

#### **Headteacher Responsibilities**

- Ensure the Health and Safety Policy is reviewed annually.
- Ensure that the Health and Safety requirements are implemented, e.g. risk assessments, and keeping a record of the periodic monitoring which is undertaken.
- Ensure that all staff have read and understood the Health and Safety Policy and any supporting documents.
- Ensure the undertaking and recording of relevant risk assessments.
- Ensure regular health and safety inspections are carried out and any safety issues are addressed as necessary.
- Receiving and dealing promptly with complaints about safety issues.
- Ensure that emergency evacuation procedures are in place and that records are maintained.
- Ensuring that requirements of any enforcing authorities (Fire Prevention Officer, HSE and Environmental Health Officer) are properly addressed.
- Ensure that adequate first aid provision is made.
- Responsible for seeing that they themselves are adequately trained and that staff receive any necessary training determined by their 'training needs analyses'.
- Responsible for ensuring records of the training are kept and having a system for ensuring that refresher training where necessary is undertaken within the prescribed time limits.

#### **Appointed Person**

- The Headteacher has appointed a person/(s) responsible for managing the health and safety arrangements for the school (Appendix A).
- The role of the appointed person(s) is to ensure that H&S statutory duties are acted on and that any necessary records are maintained.
- Where appropriate the appointed person(s) may request assistance of competent persons to help with specific H&S issues.
- The appointed person(s) will ensure that accident reporting procedures are followed and records maintained.
- The appointed person(s) will make staff aware of specific H&S training that may be beneficial for their function and ensure records are maintained of any training.

### **Teaching Staff and Teaching Assistants**

- Teachers are responsible for the safety of pupils under their supervision and where provided, controls indicated by the risk assessments will be used to reduce the risk of harm.
- In the event of fire their role is to lead their class to the designated assembly point or other agreed place of safety.
- Teachers are responsible for assessing workplace risks and offsite educational visits and must complete risk assessment records when necessary.

### **First Aid Personnel**

- The role of the first aider is to administer immediate first aid to employees, pupils and visitors to the school who may have suffered injury or ill health.
- Where appropriate the first aider will request professional medical aid i.e. an ambulance.
- The first aider will ensure an accident record is completed if necessary and where a pupil is concerned the school first aid log is also completed.

### **Site Manager**

- The Site Manager with support from the School Business Manager is responsible for ensuring the areas of activity carried out are performed safely and with due regard to others who may be affected by them.
- Recorded assessment of risk shall be undertaken by competent persons and made available to those employees who may be affected by the hazards identified.
- Ensuring hazardous substances and the activities for which they are used have been assessed in accordance with COSHH and suitable personal protective equipment is used.

### **All Staff**

#### **All Staff have a responsibility for:**

- **The health and safety of themselves, their colleagues and visitors.**
- **Inspecting and checking work areas ensuring that safety standards are being maintained · Reporting any potential hazards and accidents to the Headteacher.**
- **They also have a duty under the Management of Health and Safety Regulations 1999 to report, to their line manager, any shortcomings in the employer's health and safety arrangements.**

### **Safety Representatives**

The school allows the appointment of safety representatives by recognised unions. Recognised unions:

- Unison
- National Union of Teachers
- National Association of School Masters and Union of Women Teachers
- Association of Teachers and Lecturers
- Secondary Heads Association
- Professional Association of Teachers

Safety representatives are responsible for deciding whether they wish to have a Safety Committee if one does not exist already, in which case, the Headteacher will facilitate this.

#### Functions of the Safety representative:

- Investigation of hazards and dangerous occurrences in the workplace
- Examine the causes of accidents and report results to the Headteacher
- Make representations regarding general matters of health and safety and welfare of employees.

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

## **SECTION C - ARRANGEMENTS**

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

### **General Practices Applying To All Staff**

#### **Visitors**

- All visitors, not being pupils of this school, shall be accompanied by a member of school staff unless they have a DBS check recorded on the school's Single Central Record and the visitor has been authorised by the Headteacher to be on site unaccompanied.
- Arrangements for the signing in and out of visitors and contractors are used at this school. On signing in visitors receive information on safeguarding, health and safety including the fire procedure.

#### **Contractors**

- The Headteacher will appoint a person to liaise and manage contractors. This person will ensure contractors are aware of current known hazards on the site such as locations of asbestos.
- Only contractors who are able to demonstrate competence will be deemed suitable to work within the school environment.
- Contractors must be able to produce a method statement and risk assessment addressing both the hazards they will present to school employees, pupils and others and detail the controls that will be adopted to protect them.
- Contractors are not permitted to lone work or access to areas where children are, unless they can produce an enhanced DBScertificate.
- If Contractors appear to be working unsafely, the School will stop the work and liaise with the provider company.

### **3. Fire Safety – See**

#### **Appendix B Procedures**

- All employees gain knowledge of the fire procedures firstly as part of the health and safety induction process and then through periodic fire drills.
- The appointed fire officer has been appointed to manage the fire arrangements including risk assessment, drills, alarm tests, emergency lighting tests and all fire safety equipment maintenance (Identified staff in AppendixA).

#### **Fire Marshals**

- Fire marshals have been appointed to assist the fire officer during drills and actual fire events. The role of the fire marshal is to ensure that the site buildings are clear of persons who may have been inadvertently left behind (AppendixA).
- Periodic checks of the fire safety systems are made and records maintained. Fire equipment will be tested by the fire officer, or his representative.
- Maintenance of this equipment will be carried out only by a contractor deemed competent to do so. Records of checks and maintenance, including test certificates, will be retained in the 'Fire Record' book.
- The fire alarms are tested at a minimum each term. Each time a different call point will be used to activate the alarm and identified in the record. Maintenance of the alarm system will be every 6 months.
- Emergency lighting systems will be tested monthly and maintenance carried out annually.
- Fire fighting equipment will be visually inspected monthly and maintenance carried out annually.

#### **Fire Risk Assessment**

Fire risk assessments are carried out as a result of an annual workplace inspection by the members of the governing body. Specific fire hazards are identified and risks determined. Where appropriate, controls are

implemented.

## **Arson**

The following will be adhered to in order to reduce the risk and probability of arson:

- Regular external inspection of the premises is necessary to check for arson activities and potential arson risk. This check will be carried out by the Site Manager.
- All dustbins, benches and other movable items will be made immovable if possible and not positioned against main school walls.
- Wheelie bins are locked and chained away from main school walls
- Build up of rubbish including leaves etc will be regularly removed to prevent use as fuel.
- Trespassers will be dissuaded from visiting the site by appropriate signage, outside illumination and a CCTV system.

## **4. Bomb Alerts**

The following will take place following notice of a bomb alert:

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

## **5. First Aid/Illness**

- First aid boxes are stocked as per HSE guidance and are located in the main office area, Key Stage 1 and Key Stage 2 blocks and other high-risk areas. Contents are checked and maintained by an appointed person, (see Appendix A).
- First aid instructions and named first aiders (Appendix A) are posted in various areas around the school.
- The school has an Administration of Medicines Policy in place, which can be found on the school website.
- Parents are required to fill in an administration of medicines form before their child(ren) can receive prescribed medication in school. Non-prescribed medication will not be administered.

## **First Aider Responsibilities**

- Responsibilities of the trained first aider are to ensure persons injured or ill at the school are adequately treated and where necessary make other appropriate special arrangements.
- Ensure any accidents are reported to an appointed person (Appendix A)
- Recording of all first aid treatments shall be maintained and held in the main admin office.

### **Parent Information**

- Parents will be informed of any injury or illness to their child by a first aid note sent home with the child by first aider. For any head injury a phone call or Dojo message will also be sent home.
- When children are taken on visits and trips the teacher in charge will ensure that traveling first aid kits are provided and that they are aware of any health problems of pupils in their care. A trained first aider will be available on all school trips.

## **6. Accident Reporting and Recording for staff/adults**

- Accidents, injuries, near misses, reportable disease or work related illness must be recorded using the online reporting system.
- All employee accidents will be recorded online.
- Non-employee accidents will be reported in the schools incident book located in the main office.
- Any accidents arising out of or in connection with work, which means all employees and certain student and visitor accidents, must be reported by the appointed person using the online Reporting System to the school's Health & Safety Adviser within 48 hours.

- Where injury may be particularly serious i.e. a person is taken to hospital, then advice needs to be sought from the school's H&S Adviser who shall be contacted by telephone as soon as possible and a written report submitted within 48 hours via the online reporting system. Following advice from the H&S Adviser the LA will report any RIDDOR reportable accidents/incidents.
- Accident and incident records will be retained in the main admin office.

## **7. Housekeeping**

- The buildings will be cleaned by a school employed cleaning firm at least once per day in term time and periodic cleans in holiday time. The responsibility for ensuring the work environment is kept clean and tidy is applied to all staff.
- The disposal of small amounts of waste can be treated as ordinary household waste i.e. placed in appropriate bins within the building and its surrounds, and removed each day by the cleaners / Site Manager to the designated storage area prior to removal by our Waste Contractor, Amey.
- Stacking and storage of materials, equipment and any other items will be in appropriate storage areas. Where this is not possible for temporary reasons, the staff responsible for those materials will ensure that they are stacked tidily, to a height which does not constitute a hazard and in such a way that they do not impede the movement of staff or visitors.
- Steps, cloakrooms and exits etc., will be kept clear of obstructions (including electrical cables and other trip hazards)
- All staff are requested to be vigilant in the main reception to identify any potential hazards in this area as visitors may not be familiar with the surroundings.

## **8. Lifting and Handling**

- Injuries can be caused by incorrect lifting and handling of objects, (which need not be large or heavy). Therefore, any operation where lifting or handling is involved should be avoided where possible.
- Both generic and where appropriate specific risk assessments are undertaken for all potentially hazardous handling activities, including objects and people.
- The moving of people is of particular concern and specialist advice is available from Medina House Special School (see Appendix C).

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

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

## **10. Asbestos and Legionella**

- A survey has been carried out for the presence of asbestos containing materials (ACMs), and where necessary identification labels placed.
- Any areas where ACMs have been identified have been addressed to determine the risk to persons who may be exposed and where necessary removed. Where removal is not necessarily periodic monitoring for condition will be instigated and a record maintained.
- The survey report is available for reference to all persons who may potentially disturb ACMs during their work i.e. electrical contractors.
- The asbestos survey plan is available to view in the reception area and a full report is available on request. Attached to it is a signature record for contractors and others to sign as proof of reading. These records are retained in a file alongside the survey report.

- A survey has been carried out by WSM on the water systems within the school to identify potential areas of the system that may promote uncontrolled Legionella bacterium growth. Work to remove redundant system pipe work which had the potential to provide optimum bacterium growth will be carried out.
- Higher risk of bacterium growth is likely through long warm holiday periods and therefore maintenance is required to flush the water systems prior to school recommencing. In addition, WSM provides a maintenance record.

#### **11. Premises and Equipment**

- The Headteacher will periodically arrange for a visual inspection of the premises and equipment.
- A Whole School Risk Assessment will have been carried out for the premises and this may be reviewed during the visual inspection.
- Where immediate action is required to prevent injury the Headteacher will ensure arrangements are made to address the hazard.

#### **12. Electrical Plant and Equipment**

- All portable electrical equipment is checked on a regular basis and a record is kept. A schedule/checklist of inspection timescales will be maintained in the record book held electronically by the Site Manager. The competent person or organisation responsible for the testing of portable appliances is included in Appendix A.
- The electrical installation will be tested and certificated as safe every 5 years.
- Staff are required to report any damaged electrical equipment or wiring - including portable equipment and permanent wiring.
- Staff must not, under no circumstances, attempt any repairs unless they are competent to do so.
- Personal mains-powered electrical equipment must not be brought onto the school premises, unless it has been subjected to the same tests as school equipment.

#### **13. Risk Assessments**

- Risk assessment shall be undertaken for all activities which present a potential to cause harm.
- The risk assessment will identify the hazard, the risk and the controls which are present or remedial action planned to reduce the likelihood of injury / ill health.
- Only persons deemed competent to carry out risk assessments are authorised to do so, these persons are listed in Appendix A - however, where a RA is required for a specific task or event, all applicable staff who may have a greater knowledge of the task or event are required to contribute.
- Area's where risk assessment shall be carried out include:
  - Whole School site, slips & trips, areas on the site with specific hazards present, working at heights, manual handling etc
  - Fire and Arson
  - Control of Substances Hazardous to Health (COSHH)
  - PE /Gym Equipment. Outdoor play equipment
  - Educational visits and Residential trips
  - Display Screen Equipment (DSE)
  - New and expectant mothers

#### **14. Working at Height**

- Staff are not permitted to carry out work at height unless it is agreed by the Headteacher that it is necessary and they have undertaken relevant training.
- Working at height will present a higher than normal risk of injury to those carrying out the work and those below them. It is therefore necessary to carefully consider whether there is a real benefit or necessity to carry out this work before starting.
- The Working at Height Regulations requires all work required where access equipment, such as a ladder or step stool, is required above or below floor level to be assessed for potential risk and controls implemented to mitigate injury.

- Risk assessments will be carried out by a competent person for all working at height activities. In some cases, these will need to relate to specific activities though in most cases such as displaying work it may be acceptable to produce a generic assessment.
- All employees who carry out any work at height will have some training, appropriate to the task, which will be recorded within the school training records. This training will include the use of any risk assessments that may be available for the task.
- Employees who are unhappy with carrying out any form of work at height are not expected to do so unless it explicitly forms a part of their terms of employment.
- The person appointed to oversee and advise on all working at height activities is shown in Appendix A.

### **15. Slips and Trips**

- The school site internally and externally shall be assessed at least annually for potential hazards that may cause slip or trip accidents. This assessment may be carried out by a competent person trained in risk assessment (Appendix A) and others such as Headteacher and Governors etc.
- The risk assessment shall include areas such as:
  - Internal and external steps and stairways
  - Carpets and floor coverings
  - Dining hall cleanliness and spillages
  - Caretaking and cleaning activities
  - Outside paving, walkways and other hard surfaces
  - Grounds including pitches
  - External lighting effectiveness
- Risk assessment results shall be used to identify priority for mitigation of potential injuries and shall be shared with all employees.

### **16. Wellbeing**

- Stress is acknowledged by the school as a potential cause of staff illness and all efforts are made to reduce it. This is in part done by management openness in counselling and supporting staff with work related problems and an employee survey which is designed to identify the sources of stress and address any 'stressors'. The Headteacher is responsible for ensuring arrangements are in place for regular stress surveys.
- Guidance on stress can be sought from the school Human Resources Provider or H&S Adviser.

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

- The abuse of alcohol or drugs is a safety hazard and if there is any suspicion that a member of staff or visitor is under the influence of either, then this must be reported to the Headteacher who will take the appropriate disciplinary action.
- Smoking, including vaping, within the school site is prohibited as per the law. Signs are displayed at all entrances.

### **18. Violence and Aggression**

- Violence and harassment in both physical and verbal forms will not be tolerated within the school, either between employees or between employees and non-employees.
- Employees shall report all incidents of this type to the Senior Management Team. Appropriate action will, in the first instance, be taken by the school.
- Disciplinary action will be taken against employees being the source of such behaviour.
- Action against non-employees who are the source of violent, harassing or threatening behaviour may be by prohibiting them entry to the school. The Local Authority may be requested to provide advice on the best course of action.
- The person responsible for ensuring the process of recording and follow up action is listed in Appendix A.



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

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

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

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

## **21. Training**

- The Headteacher will ensure that employees with responsibilities for health and safety are competent. This will be reinforced by appropriate training.
- Training records will be maintained for all employees and periodic examination of these takes place and if training needs are identified, then appropriate training shall be provided.

## **22. Lone Working**

- It is recognised that staff may at some point be required to work outside of normal working hours. If this is necessary then staff must either ensure there is another person in the building with them; or that they have made prior arrangements with the Headteacher to inform them that they are going to be Lone Working and that they have notified somebody as to their expected time of leaving.

## **23. Educational Visits**

- The school recognises that educational visits, away from the safety of the school site, expose school employees, pupils and non-employee volunteers to potentially unknown risk.
- For all educational visits a competent Group Leader is appointed by the Headteacher. The Group Leader will ensure all arrangements are made and that all appropriate requirements are met.
- A person appointed as the Educational Visit Coordinator (EVC), will oversee the arrangements and advise on documentation required for the particular type of visit.
- Injuries occurring during an off site visit must be handled as those at school. Information about injuries must be relayed back to the school as soon as possible.

## **24. New and Expectant Mothers**

- The school recognise the fact that new and expectant mothers (NEMs) are at an increased risk of:
  - a) injury to themselves and their unborn child
  - b) injury to others who may be affected by their actions.
- To ensure the safety of the NEM the management of potential risks is required. This is done by a risk assessment carried out by a competent person and the implementation of controls to eliminate or reduce risk.
- The NEM will be allowed to take appropriate rest breaks at a safe place.

## **25. Transport**

- All employees who drive their own vehicles for work purposes, and this includes employees who attend the occasional day away from their workplace on a course for instance, are responsible for ensuring that they have the necessary paperwork in place ie: driving license, insurance and MOT
- When staff transport children, the following controls are necessary.
  - A risk assessment must be carried out.
  - If a child has any additional needs then another adult must accompany.
  - Male employees will not transport female pupils alone.

## **26. Lettings/Community Use/ Extended Services**

The responsible person will ensure that

- Third parties and other extended service users operate under hire agreements in accordance with the Lettings Policy.
- if necessary, a risk assessment for the activity is completed using the required form.
- The premises are safe for use and are always inspected prior to, and after each use.
- Means of general access and egress are safe for use by all users.
- All provided equipment is safe for use if applicable
- Fire escape routes and transit areas are safe and clear of hazards.
- Hirers/users are formally made aware of fire safety procedures and equipment.

## **27. Near misses**

A 'near miss' is an event not causing harm, but has the potential to cause injury or ill health. If staff members, pupils, contractors or visitors see or are involved in a near miss, they will report it in order to allow consideration of how to prevent a possible accident happening in the future. Reporting will be conducted verbally to the health and safety officer as soon as possible, who will then inform the headteacher as appropriate. The school will report near misses that constitute as dangerous occurrences to the HSE. A 'dangerous occurrence' includes any incident which results in requiring hospital treatment or further attention. All accidents and near misses, however small, will be reported and investigated by the health and safety officer and the outcomes recorded. The length of time dedicated to each investigation will vary depending on the seriousness of the accident.

After the investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

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

Name	Job Title	Responsibility
Lisa Steedman	Headteacher	Overall policy, implementation & monitoring of H&S. Oversight of all Risk Assessments Well-being coordinator Violence & aggression follow-up Fire Marshall
Charlotte Snook / Luke Jeffries	Governor(s)	Appointed governors for H&S
Darren Mursell	Site Manager	Regular/periodic checks on safety of site. Checking of alarms and emergency systems and that statutory and routine testing is planned and carried out as required. Maintains and reviews all Risk Assessments periodically Contractors on site. Working at Height advisor. PAT testing Coordinator. COSHH Assessments. Fire Marshall
Sam Hillier	Business Manager	Monitors that the requirements of the H&S policy are operated. Maintains and reviews all Risk Assessments periodically Maintains spreadsheet of all statutory testing requirements H&S admin support to the Site Manager
Tracy Morgan	Deputy Headteacher	Accident reporting appointed person - staff/adults Fire Marshall
Heather Hearne	Office Manager	Appointed First Aider Coordination of all accident reporting Educational Visits Coordinator
Jo Hole Deanne Hughes Wendy Dawkins Claire Goring Charley Leitch Rachael Gaskin Sinnah Gifford Beverley Searle Amanda Dale Alexandra Allen	Office administrator TA / MSA Pre School Lead TA Pre School Assistant TA / MSA TA TA TA TA	Paediatric First Aid
Gwen Stevens Trish Puddicombe Shania Steele Sammy Coombes	TA MSA Administration Officer TA	Emergency First Aid at Work

## APPENDIX B - Fire Safety

- Emergency Exits, Assembly Point and Assembly Point Instructions shall be clearly identified
- Fire Alarm
- In case of fire dial 999
- The fire alarms are tested weekly.
- A Fire Test Record log is maintained and held in Fire file in the SBM office.
- Fire Drills are carried out at least once per term.
- Assembly point is the back playground.
- Records are maintained of drills and are held in the Fire file in the SBM office. Fire Fighting
- Teachers supervising children must not attempt to fight fires as they are expected only to evacuate the area safely
- Untrained staff are not expected to "have a go", but only to tackle small fires only if no undue risk to life and limb, and there is always a clear escape path available.
- Fire Hazards and Fire Risk Assessments
- Storage of cleaning substances only in a locked cupboard.
- Maintenance of Fire safety equipment is carried out by competent contractor;
  - Emergency lighting – maintained by: TL Electrical
  - Fire extinguishers – maintained by: Wightfire
  - Fire alarms – maintained by: TL Electrical
  - Fire Safety Signs and identification of escape routes – maintained by: Site Manager

### Staff with specific responsibilities for Fire Safety Procedures:

Job Title	Responsibility
Headteacher	Fire Evacuation Coordinator. Calls 999.
Deputy Headteacher	Deputy Fire Evacuation Coordinator in case of absence of Fire Evacuation Coordinator
Site Manager (Fire Officer)	Unlocking Fire Exits before the start of the school day
Class Teacher / Teaching Assistant	Taking class register at the Assembly Point
Admin Assistant	Takes lunch registers/visitors/staff signing in sheets to the Assembly Point.
Headteacher / Deputy Headteacher	Central point of contact during Evacuation procedure for registration, missing children, etc.

## **APPENDIX C – CONTACTS and INFORMATION**

### **Health and Safety Advice**

Health, Safety and Welfare Team – Isle of Wight Council

E-mail: [hsassistance@iow.gov.uk](mailto:hsassistance@iow.gov.uk)

### **Outdoor Education Advice**

Hampshire Outdoor Education Team

[Hampshire Outdoors | Hampshire County Council \(hants.gov.uk\)](http://HampshireOutdoors|HampshireCountyCouncil(hants.gov.uk))

Tel: 01962 876218

Mob: 07961 147165

### **Insurance Services**

Insurance Dept - Isle of Wight Council Insurance

Services Tel: 01983 823625 / 826234

### **Fire and Arson advice**

Community Safety – Local fire station details here

### **Moving Children**

Medina House School – 01983 522917 or St

Georges Special School – 01983 524634

### **Information**

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

### **DfE Support**

[Health and safety: advice for schools - GOV.UK \(www.gov.uk\)](http://Healthandsafety:adviceforschools-GOV.UK(www.gov.uk))

### **Counselling Services**

Employee Assistance Programme (*details displayed in staffroom & emailed to staff*) Provided by Health Assured via IOW Council

24/7 telephone helpline and access to the Health Assured on-line health & wellbeing portal and App