



LANGSHOTT PRIMARY SCHOOL

Health & Safety Policy

Written by; Hayley Mathews	
Date of policy revision	Jan 2017
Review date	Jan 2020
Date of Governor Approval	Spring 2017



Health Safety and Welfare Policy & Arrangements For Langshott Primary School

To comply with the Health and Safety at Work etc Act 1974, Section 3:

(3) ...it shall be the duty of every employer to prepare and as often as may be appropriate revise a written statement of his general policy with respect to the health and safety at work of his employees and the organisation and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of all of his employees.

- Part 1: Statement of General Policy on Health, Safety and Welfare
- Part 2: Organisation and Responsibilities for Health, Safety and Welfare
- Part 3: Arrangements and Procedures for Health, Safety and Welfare



Part 1: Statement of General Policy on Health, Safety and Welfare

1. The Governing Body and Headteacher of Langshott Primary School:
 - Recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors
 - Act in accordance with the general H&S policy of Surrey County Council
 - Require all managers, in the school community, to act in accordance with SCC/School H&S policy and procedures, and require same of persons that they supervise and take responsibility for

2. The Governing Body and Headteacher will, provide as necessary, policy, procedures, arrangements and supervision, sufficient to ensure to compliance with all relevant H&S legislation, and will, so far as is reasonably practicable ensure:
 - A school/workplace in a safe condition
 - A safe working environment
 - Safe systems of work
 - Safe plant and equipment
 - Safe access and egress to all areas of the school
 - The safety of articles and substances for use at work and in school
 - Sufficient Instruction and Training Supervision

3. In support of the above, the Governing Body and Headteacher will ensure an adequate process for all necessary risk assessments for the school are to be carried out and communicated to all relevant persons, and for the significant finding to be properly incorporated into the school's H&S procedures.

Part 2: Organisation and Responsibilities for Health, Safety and Welfare

The following H&S organisational structure, and roles and responsibilities are approved by the Governing Body and Headteacher of Langshott Primary School.

1. The Governing Body

The Governing Body approves the H&S Policy of the school and monitors its successful implementation. The Governing Body further ensures, as administrators of the school's delegated budget that sufficient and appropriate resources are allocated to implement the H&S Policies. The Governing Body will specifically:

- 1.1 Include Health and Safety targets in the School Development Plan.
Targets may include:
 - Provision of facility for health and safety purposes
 - Reductions in accidents/incidents
 - Training for Governors/staff, and
 - revision of policy/procedure
- 1.2 Nominate a Governor (H&S) as a H&S link between the Governing Body and the wider school community, who will stay up to date with school H&S initiatives and inform the Governing Body accordingly.
- 1.3 Be informed and updated of Surrey County Council's H&S Policy, and receive advice and support from relevant Officers of Surrey County Council or Advisers acting on its behalf.
- 1.4 Ensure that H&S is an agenda item on full Governing Body termly meetings, and receive a termly H&S report from the Headteacher at this time. This report should include information on:
 - Accident/incident analysis
 - Relevant H&S information received from Surrey County Council or its Advisers
 - Suggestion on future H&S initiatives
- 1.5 Facilitate any necessary review of the school's H&S policy and procedure as may become apparent via the strategies above.

2. Headteacher

As Senior Manager for the premises, and of all on and off site school related activities, the Headteacher is responsible for the day to day management of H&S. The Headteacher will advise Surrey County Council/Governors of any H&S issue where their support or

intervention, either via system or finance, is necessary and appropriate in order to effect the requirements of this policy. In particular the Headteacher will ensure that:

- 2.1 The contents of this policy are brought to the attention of all relevant persons.
- 2.2 A process for risk assessments is applied within the school, and that:
 - All appropriate areas/activities are covered
 - Appropriate control measures are implemented, and that
 - Assessment are monitored and reviewed as necessary
- 2.3 There is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy.
- 2.4 Appropriate staffing levels for safe supervision are in place.
- 2.5 An adequate schedule of inspection and maintenance is in place to ensure a place of work in a safe condition and a safe working environment. Inspection and maintenance will include:
 - The fabric of the building.
 - Play equipment.
 - Fire appliances.
 - Boiler/heating systems.
 - Portable electrical appliances.
 - Water systems.
 - Premises staff equipment.
 - Curriculum specific e.g. gymnasium
- 2.6 An adequate needs analysis of H&S training is undertaken for school staff, and sufficient resources are put in place to ensure appropriate training is carried out. Appropriate training may include:
 - Headteacher H&S awareness
 - H&S Induction training (all new and temporary staff)
 - Emergency/Fire Training for the whole school community
 - First Aid
 - Risk Assessment
 - H&S Coordinator

and any further specific H&S training identified by the training needs analysis as being necessary and appropriate.
- 2.7 Adequate and easily retrievable health and safety training records are available and up to date.

- 2.8 The school secures and maintains an arrangement for obtaining competent H&S advice as required by the management of H&S regulations.
- 2.9 A termly H&S report is provided to Governors.
- 2.10 The school cooperates and participates in Surrey County Council's H&S monitoring arrangements.
- 2.11 A school's Educational Visits Co-ordinator is appointed and trained accordingly.
- 2.12 Contractors (including catering, cleaning and grounds staff) and other authorised visitors to the school are appropriately managed and monitored.
- 2.13 Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accidents and incidents.
- 2.14 Emergency/Fire arrangements are formulated and reviewed as necessary and tested termly.

The fire risk assessment is updated annually and/or whenever significant changes or building works might affect the means of escape.

An appropriate Deputy is suitably instructed to take day to day responsibility for H&S in the absence of the Headteacher (in most instances this will be the School Business Manager followed by members of the SLT).

The Headteacher may delegate functions to other or single members of staff (in Langshott Primary School's case this is the School Business Manager) who may be tasked with the H&S administrative arrangements for ensuring the above responsibilities are complied with. The Headteacher will in any event retain the overall responsibility for ensuring that these responsibilities are carried out.

3. Deputy Headteacher

The Deputy Headteacher will take on the above responsibilities in the absence of the Headteacher.

4. Line Managers

Managers in charge of Curriculum Areas/Departments/Staff are responsible to the Headteacher for ensuring the application of this policy within the individual areas that they control. In particular line managers will ensure that:

- 4.1 The school's risk assessment process is applied within their area and that control measures are implemented in accordance with the assessment and monitored and reviewed accordingly.
- 4.2 All accidents and incidents occurring within their areas are reported, recorded and

investigated in accordance with the school's procedure.

- 4.3 All persons they manage, or are responsible for, are aware of their specific roles in case of fire emergency.
- 4.4 Any equipment/appliance which has been identified as being unsafe is removed from service.
- 4.5 The H&S training needs of staff are identified and the Headteacher informed accordingly.
- 4.6 Pupils are given relevant H&S information and instruction.

5. Teaching Staff

Teaching staff are responsible for the H&S of all pupils under their control and in particular must ensure:

- 5.1 Effective and appropriate supervision of the pupils that they are supervising.
- 5.2 That appropriate safety instructions are given to all pupils prior to commencing practical sessions.
- 5.3 That they are conversant with the school's H&S policy and any arrangements specific to their own department.
- 5.4 They know the emergency procedures.
- 5.5 Where relevant, that all personal protective equipment is suitable and in good condition prior to issue.
- 5.6 That, where relevant, safety devices such as machinery guards are in good condition and are used in accordance with good practice.
- 5.7 That they report any defective equipment to the relevant person.
- 5.8 All accidents and incidents are reported and reviewed or investigated.

6. Premises Officer

The Premises Officer is responsible to the Headteacher/School Business Manager, and in particular will ensure:

- 6.1 The removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe.

- 6.2 That any identified hazard is appropriately removed, isolated or contained as necessary to prevent danger.
- 6.3 That periodic H&S inspections are carried out at a timescale agreed by the Headteacher, paying particular attention to the building structure, services, access to/egress from the school, and the main circulation areas. (These may be carried out with others such as governors, H & S Co-ordinator etc.)
- 6.4 That persons they supervise only undertake work for which they are competent.
- 6.5 That any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment.
- 6.6 That all staff work in accordance with safe working practices issued by the school, Surrey County Council etc.

7. Health and Safety Co-ordinator

The Headteacher may appoint or nominate a Health & Safety Coordinator (School Business Manager) to carry out H&S functions and maintain an overview of the H&S organisation and management of the school, and report to the Headteacher accordingly. Specific functions of the H&S Coordinator may include:

- 7.1 Having an overview of the school's H&S Policy and Arrangements, bringing amendments to the attention of the Headteacher where necessary.
- 7.2 Overseeing and supporting the school's Risk Assessment/Risk Management process and advising the Headteacher of any deficiencies.
- 7.3 Carrying out, with the Headteacher and others as appropriate, the school's accident/incident recording, reporting, and investigation arrangements.
- 7.4 Arrange for termly evacuation drills and weekly fire alarm tests etc.
- 7.5 Advising the Headteacher and/or Surrey County Council of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, and take whatever local action is necessary to minimise the risk until repairs can be arranged.
- 7.6 Arranging for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.
- 7.7 Co-ordinating regular Health & Safety inspections, ensuring all areas of the establishment and all activities are covered.
- 7.8 Reporting to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from readily available resources.

- 7.9 Liaising with and monitoring, as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum.
- 7.10 Ensuring that all Senior Managers are kept informed of the names and details of those persons appointed to provide competent health and safety assistance.

8. All Employees [including temporary & volunteers]

All employees are required to take care of their own safety and health whilst at work and that of others who may be affected by their actions.

Employees must also co-operate with the management of the school to ensure that all parties comply with their H&S responsibilities. In particular all employees must:

- 8.1 Participate in the school's risk assessment process and comply with findings.
- 8.2 Report any defects in the condition of the premises or equipment of which they become aware.
- 8.3 Report all accidents/incidents in accordance with the school's procedure.
- 8.4 Be familiar with the procedure to be followed in the event of a fire/emergency.
- 8.5 Make use, where relevant, of personal protective equipment provided for safety or health reasons.
- 8.6 To follow all relevant codes of safe working practice and local rules.
- 8.7 To report any unsafe working practices to their Line Manager.

Part 3: Arrangements and Procedures for Health, Safety and Welfare

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

1. Access Control/Security

Access to the school is controlled by a secure door entry system. Staff have an access code to enter and must not share this with non-staff. All visitors must report to reception. All visitors must be clearly identified and should be supervised as appropriate. The site boundary is checked every morning prior to the school opening. Security gates are locked by 9.00am every day and reopened at 2.55pm. Staff are expected to address any visitors without identification. After school the gates are promptly locked again to ensure the safety of children in after school clubs. They are opened as required when children of these clubs are collected and at such times remain manned. After all extra-curricular clubs are finished the gates will be closed but unlocked to provide access for parents/carers collecting from the After School Club

2. Accident Reporting, Recording & Investigation

All injuries, no matter how trivial, should be noted in the Accident and Sickness Record Book kept in the first aid cupboard in the school office. It is also a requirement that any 'near misses' are recorded on the relevant form kept in the school filing cabinet (under 'A' for accident). Office staff will refer to Headteacher if they feel the accident is serious enough for the child to be sent home and parent/carer will be contacted. The accident must be written in the Accident Book and reported on-line to Surrey County Council (website surreycc-safety.net) and, if child is taken to hospital and requires further treatment, the Health & Safety Executive must be notified.

3. Asbestos

The School Business Manager has responsibility for the Asbestos Survey record and it is held within the Premises Register. Contractors must have site of this register prior to the commencement of any building works. The operational implementation is delegated to the Premises Officer as the trained person onsite.

4. Contractors

Langshott Primary School follow Surrey County Council's procurement Policy for the selection of contractors. The School Business Manager has responsibility for ensuring H&S information is communicated to all parties and that risk assessments have been completed. The School Business Manager is also responsible for monitoring contractors working methods and liaising with Surrey County Council if necessary.

5. Curriculum Safety [including out of school learning activity]

Teaching staff must undertake suitable (written) risk assessments prior to commencing hazardous activities.

6. Electrical Equipment [fixed & portable]

All portable electrical appliances are subject to an annual test (PAT). While newly purchased appliances can be used in school before an annual test, staff should remember 'home appliances' must have a safety check before they can be used in school.

7. Fire Precautions & Procedures (and other emergencies)

All staff must be familiar with the evacuation and sheltering procedure, fire escape routes, location of all fire extinguishers and blankets. All staff must read and sign the relevant instructions in the Fire Evacuation Routine and Record Book. Smoking is not permitted anywhere on the school site. The School Business Manager is responsible for undertaking and reviewing fire risk assessments, arranging fire drills and sheltering practises, maintenance of fire-fighting equipment and maintenance of fire exits. Please also see section on Personal Evacuation

8. First Aid, Drugs and Medications

- A list of children with medical problems is displayed on the inside of the First Aid cupboard door in the school office giving details of any treatment that may be necessary.
- No child may be sent home without the permission of the Headteacher or a senior teacher in the Headteacher's absence.
- The majority of staff should be first aid trained and hold current first aid certificates.
- Ensure that all injuries, bumps to heads and possible breaks to limbs are recorded in the accident book in the first aid cupboard, relevant forms are completed and on-line reporting carried out as appropriate. All bumps to head should be followed up with a letter to the child's parents (See appendix 1).
- Class teacher to be notified as soon as possible of any injuries and if child has been sent home for registration purposes.
- Only prescribed medicines are to be administered unless exceptional circumstances at Headteacher's discretion.
- All prescribed medicines must be kept in the school office or fridge in staffroom where medication can only be administered with parents' written permission (See appendix 2). The exception to this rule is in the case of asthma pumps for KS2 children. Please see asthma policy.
- First aid bags, kept in the first aid cabinet in the school office, are available and must be taken on any school trips.

9. Hazardous Substances

The use of any hazardous chemicals is governed by C.O.S.H.H. (Control of Substances Hazardous to Health) Legislation. The School Business Manager must ensure that appropriate paperwork is completed and all such chemicals stored safely.

10. Housekeeping, cleaning & waste disposal

All employees should be aware of the consequences of 'poor housekeeping' and should maintain a safe working environment. The following should be avoided:-

- High storage, especially of heavy or sharp/angular objects (use a kick stool or step ladder where appropriate).
- Trailing electrical leads
- Use of potentially unsafe fixtures and fittings e.g. unsecured shelving

11. Handling & Lifting

A risk assessment for identification of all activities involving lifting/handling is undertaken annually to identify precautions to minimise manual handling tasks. Staff members are discouraged from doing any activity that may involve manual handling, however where applicable they are aware of bending from the knees, distribution of weight and avoidance of storage at heights. For the lifting of pupils we ensure there are always two adults present to share the load, where possible.

12. Jewellery

In the interests of safety, children should not wear any jewellery, including earrings or ear-studs at school. If parents/carers are contemplating having their children's ears pierced, this should be carried out at the beginning of the summer holidays to give the ears time to heal. If any parent/carer feels they have an exceptional reason for allowing their child to wear an item of jewellery, they will need to discuss with the Head teacher who will take all circumstances of the request into account.

13. Long Term Evacuation Plan

Please see the Emergency Plan for details of long term evacuation.

14. Maintenance / Inspection of Equipment

We buy into SCC Inspection buybacks for heating, emergency lighting, lightning protection, cold water storage tanks, sewage pumps, kitchen ductwork, fixed wiring and fire alarm testing. We also conduct inspections for air conditioning units, fire-fighting equipment and legionella.

15. Monitoring the Policy

The School Business Manager has responsibility for monitoring implementation of the policy by staff.

16. Personal Emergency Evacuation Plans (PEEP)

A PEEP will need to be written for any person with a mobility, hearing, visual or other impairment or disability in order to manage a safe exit from the building. These are always individual and only prepared for specific individuals (please see Appendices 1-5). A copy is to be kept with the class teacher and by the Health & Safety Co-ordinator/School Business Manager.

17. Playground Safety

Staff on playground duty have general health and safety responsibilities and the following guidelines apply:-

- Children should remain in the designated areas and not leave the premises once entered.
- Members of staff will actively supervise all areas of the playground, grass and woodland areas to ensure children behave sensibly. If staff ratios are lower due to staff absence the woodland will be designated out of bounds.
- In the event of a child having a suspected serious accident during playtime, one member of staff will stay with the child, one will deal with the rest of the children and a child must be sent with a 'help card', located in front of class Midday Supervisor (MMS) clipboards, to fetch adult assistance.
- Minor incidents should be dealt with in situ if possible or children with minor first aid needs should be given a 'red heart' found in front of MMS clipboard and sent to the school office, accompanied by another child.
- MMSs must note down any incidents during the lunch hour on their clipboards which should be brought to the attention of the class teacher when children return to the classroom for the afternoon.
- One member of staff should supervise the hard play area and one should supervise the grass and woodland area.
- At the end of playtime the children will be expected to leave the playground in a quiet, orderly fashion and return to their teaching areas.

18. Reporting Defects

Hazards should be reported to the School Business Manager and cordoned off pending remedial works.

19. Risk Assessments

The School Business Manager is responsible for ensuring Risk Assessments are undertaken and for periodic review of risk assessments.

20. School Trips/ Off-Site Activities

The Educational Visits Co-ordinator is responsible for ensuring educational visits are planned appropriately with a 1:6 staff ratio and appropriate first aid provision. Parental authorisation must be obtained and all helpers must have clear DBS checks. A risk assessment must be completed three weeks prior to the visit, and where possible a pre-visit will take place.

21. Staff Health & Safety Training and Development

Health and Safety forms part of the staff induction process and individual CPD is planned depending on job profile. Whole school staff first aid training is completed every three years.

22. Staff Well-being / Stress

Langshott Primary School purchases the Employee Assistance Programme and all staff members have access to the helpline and website.

23. Supervision [including out of school learning activity/study support]

Pupils must not be left unattended at any time during curriculum time, in the playground, in the food hall, in the school office or during the Out-of-school club.

24. Use of VDU's / Display Screens

Staff who work at a computer for a substantial length of time complete a DSE assessment form and remedial action is taken. Workstations are positioned to avoid glare, temperature is thermostatically controlled, and lighting can be controlled through the use of blinds. Eye sight tests for these individuals are reimbursed. Frequent breaks are encouraged.

25. Vehicles on Site

Vehicles are not usually permitted on site during the school day. In circumstances where it is necessary the School Business Manager will have responsibility for the safety of adults and pupils and will co-ordinate the process.

26. Violence to Staff / School Security

Entry to the school is controlled by a secure access door system and all visitors must sign in and be identifiable. Langshott Primary School follow the Surrey County Council's policy on verbal and physical violence towards staff members.

27. Work Experience

A risk assessment for work experience placements is in place and reviewed. Work experience students have an induction process in place, including Health and Safety procedures.

To be completed by the Health and Safety Coordinator. (May require to develop more than one plan for more than one building)

PERSONAL EMERGENCY EVACUATION PLAN FOR

Name _____
Class _____
Class Teacher _____
Building _____

AWARENESS OF PROCEDURE

The disable person is informed of a fire evacuation by:

existing alarm system pager device visual alarm system Other (please specify)

DESIGNATED ASSISTANCE:

(The following people have been designated to give me assistance to get out of the building in the case of an emergency).

Name _____
Position _____
Class (where mainly based) _____
Name _____
Position _____
Class (where mainly based) _____

METHODS OF ASSISTANCE:

(eg: Transfer procedures, methods of guidance, etc.)

EQUIPMENT PROVIDED (including means of communication):

EVACUATION PROCEDURE:

(A step by step account beginning from the first alarm)

SAFE ROUTES:

Health and Safety Leader Signature : **Date:**
Head Teacher Signature **Date:**
Class Teacher * **Date:**
Teaching Assistant * **Date**

* Where necessary

APPENDIX 2: EXAMPLE OF PERSONAL EMERGENCY EVACUATION PLAN CHECKLIST

Personal Emergency Evacuation Plan Checklist

To be completed by the Health and Safety Leader. (May require to develop more than one plan for more than one building)

Completed questionnaires should then be attached to the Personal Emergency Evacuation Plan (PEEP)

Section 1 - General information Name of Assessor:		
Name of Person Plan Prepared For:		
Date of Assessment:		
Nature of Impairment(s)/Disability:		
Area(s) Covered By The Assessment:		
What times / days are covered by this assessment?		
Does the building Fire Risk Assessment denote that the proposed building has suitable access/egress?	YES	NO

Health and Safety Leader Signature : **Date:**

Head Teacher Signature **Date:**

Class Teacher * **Date:**

Teaching Assistant * **Date**

* Where necessary

APPENDIX 3: EXAMPLE OF PEEP QUESTIONNAIRE FOR MOBILITY IMPAIRED PERSONS

Name:		Name of School:	
Building to which this PEEP applies:			
Personal Emergency Evacuation Plan Checklists		Yes	No
To be completed with the pupil / staff member / visitor			
1	Have the general emergency procedures been explained to you?		
2	Can you open the fire escape door on the floor(s) you will be using?		
3	Do you use a manual wheelchair?		
4	What is the approximate width of your wheelchair?		
5	If you use another type of mobility aid, what is it? (insert details)		
6	At the intended time of use, how many fire exits are available for disabled use?		
7	If only 1 emergency exit is available, how far, approximately, is the exit from the area where you are starting to escape?		
8	How long, approximately, would it take you to evacuate, aided, from the building? (please record a time for each of your available exits up to a maximum of 4)	Mins:	
		Mins:	
		Mins:	
		Mins:	
9	Are the exit routes free from any structural features that will present either a hazard or a barrier to you using any of the available fire exits?		
10	Who will be providing assistance? (insert names)		
11	Who will cover this "help" role when the normal helper is absent e.g. due to sickness, leave etc? (insert names)		
12	Is there an evacuation chair provided in the building? If yes please provide detail (e.g. of location)		
13	Is the pupil/staff member/visitor able to use an "evac" chair?		
14	Can the pupil/staff member/visitor transfer to an "evac" chair without being lifted?		

ASSESSMENT SIGN OFF

Signed (Assessor)		Date:
Signed (Headteacher)		Date:
Signed (Person assessed)		Date:

APPENDIX 4: EXAMPLE OF PEEP QUESTIONNAIRE FOR VISUALLY IMPAIRED PERSONS

Name:		Name of School:		
Building to which this PEEP applies:				
Personal Emergency Evacuation Plan Checklists			Yes	No
To be completed with the pupil / staff member / visitor				
1	Have the general emergency procedures been explained to you?			
2	Can you open the fire escape door on the floor(s) you will be using?			
3	Can you read the fire exit signs?			
4	Does the pupil/staff member/visitor require the emergency escape procedure to be on tape?			
5	Does the pupil/staff member/visitor require the emergency escape procedures to be in Braille?			
6	Does the pupil/staff member/visitor require the emergency escape procedures to be in large print?			
7	At the intended time of use, how many fire exits are available for disabled use?			
8	If only 1 emergency exit is available, how far, approximately, is the exit from the area where you are starting to escape?			
9	How long, approximately, would it take you to evacuate, aided, from the building? (please record a time for each of your available exits up to a maximum of 4)		Mins: Mins: Mins: Mins:	
10	Are the exit routes free from any structural features that will present either a hazard or a barrier to you using any of the available fire exits?			
11	Who will be providing assistance? (insert names)			
12	Who will cover this "help" role when the normal helper is absent e.g. due to sickness, leave etc? (insert names)			

ASSESSMENT SIGN OFF

Signed (Assessor)		Date:
Signed (Headteacher)		Date:
Signed (Person assessed)		Date:

APPENDIX 5: EXAMPLE OF PEEP QUESTIONNAIRE FOR HEARING IMPAIRED PERSONS

Name:		Name of School:		
Building to which this PEEP applies:				
Personal Emergency Evacuation Plan Checklists			Yes	No
To be completed with the pupil / staff member / visitor				
1	Have the general emergency procedures been explained to you?			
2	Can you open the fire escape door on the floor(s) you will be using?			
3	Can you hear the fire alarm in normal circumstances?			
4	Does the pupil/staff member/visitor require the building emergency procedures to be provided in an alternative format to the standard written instructions?			
5	Does the pupil/staff member/visitor require written emergency procedures to be supported by BSL interpretation?			
6	Is the school fitted with a "hard wired" flashing light, linked to the fire alarm?			
7	At the intended time of use, how many fire exits are available for disabled use?			
8	If only 1 emergency exit is available, how far, approximately, is the exit from the area where you are starting to escape?			
9	How long, approximately, would it take you to evacuate, aided, from the building? (please record a time for each of your available exits up to a maximum of 4)		Mins:	
			Mins:	
			Mins:	
			Mins:	
10	Are the exit routes free from any structural features that will present either a hazard or a barrier to you using any of the available fire exits?			
11	Who will be providing assistance? (insert names)			
12	Who will cover this "help" role when the normal helper is absent e.g. due to sickness, leave etc? (insert names)			

ASSESSMENT SIGN OFF

Signed (Assessor)		Date:
Signed (Headteacher)		Date:
Signed (Person assessed)		Date: