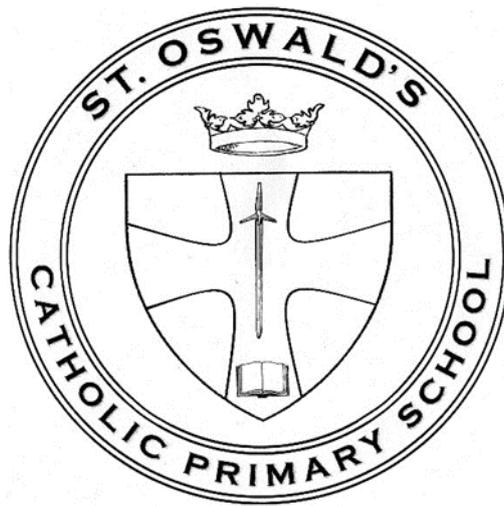


# **St Oswald's Catholic** **Primary School**



## **Health and Safety Policy**

Approved by:	Approval date	Renewal date
Resources Committee	09/03/23	Spring 24

# St Oswald's Catholic Primary School

## Health and Safety Policy

This is the policy for Health & Safety in St Oswald's Catholic Primary School, which aims to provide a safe, healthy and incident free place of work for staff, children, visitors and members of the school community. It is written and is set within the context of our aims and mission of



*Together with Jesus we will learn and grow in faith.*

The policy considers the organisation and ethos of the school, including Safeguarding and Child Protection Policies and current DfE, HSE guidelines and recommendations in relation to Covid-19.

### **Safeguarding Statement**

'St Oswald's Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.'

Organisation

### **1.0 Duties and Responsibilities**

The Governing body acknowledges;

The provisions of the Health and Safety at Work Act 1974, states that it is the responsibility of every employer to conduct their business in such a way as to ensure, so far as is reasonably practicable, the health, safety and welfare of pupils, staff and other persons using the school premises or participating in school-connected events.

They have a duty, as far as is reasonably practicable and foreseeable for the health, safety and welfare of persons not in their employment, but who may be affected by the actions of their employees or other authorised agents.

### **2.0 Governing Body**

#### **2.1 The Aim of the Governing Body**

To provide a safe and healthy working and learning environment for staff, pupils and visitors, believing that the prevention of accidents, injury or loss is essential to the efficient operation of the school and constitutes part of the good education of its pupils.

2.2 The arrangements outlined in this statement and various other safety provisions made cannot prevent accidents or ensure healthy working conditions.

2.3 Only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety.

The Governing Body will take all reasonable steps to identify and reduce hazards to a minimum, but all staff, pupils and visitors must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or taking part in school sponsored activities.

2.4 In the discharge of its duty the Governing Body, in full consultation with the Head teacher will;

Familiarise itself with the requirements of the Health and Safety at Work etc Act 1974 and any statutory and relevant health and safety legislation and codes of practices pertinent to the school, with particular regard to the Management of Health and Safety at work regulation 1992 (SI 1992 No 2051)

Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school.

Periodically assess the effectiveness of the policy and ensure that any necessary alterations are made.

Identify and evaluate all risks relating to, accidents, health and school sponsored activities.

Identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others.

Create, monitor and modify, if necessary, the management structure.

2.5 The Governing Body undertakes to provide;

A safe place for staff, pupils and visitors to work in, including safe means of entry and exit.

Equipment and systems of work which are safe.

Safe arrangements for the handling, storage and transport of articles and substances.

Safe and healthy working conditions, which take into account, statutory requirements, codes of practice, statutory or advisory, guidance, whether statutory or advisory.

Supervision, training and instruction, so that all staff and pupils can perform their school related activities in a healthy and safe manner. Staff will be offered the opportunity to receive health and safety training, appropriate to their normal duties and responsibilities and which must be instituted before and employee commences any relevant work. Wherever training is required by statute or is considered necessary for the safety of that member of staff, other employees, pupils or others, then, the Governing Body will ensure, within available financial resources, that such training is provided. Pupils receive such training as is considered appropriate and necessary to the school related activities which they are carrying out. Training may be monitored and updated as seen fit.

Necessary safety and protective equipment and clothing, together with any necessary guidance, instruction and supervision.

Provide adequate welfare provision and facilities.

2.6 The Governing Body through the Head Teacher will, so far as is reasonably practicable, make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts, to receive comprehensive information on;

this policy

Other relevant health and safety matters

Instruction and training, so that employees may perform their normal duties in a safe manner, without placing themselves or others at risk.

### **3.0 Duties of the Head Teacher**

Under the provisions of the Health and Safety at Work Act 1974 and DfE, guidelines and recommendations in relation to Covid-19, the Head Teacher of St Oswald's Catholic Primary School recognises their managerial responsibilities and so far as is reasonably practicable will;

3.1 Have responsibility for the day to day running, maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, ancillary staff, pupils, visitors and any other persons using the premises or engaged in school sponsored activities and will take all reasonably practicable steps to achieve this end, through the senior management, curriculum leaders, teachers and others, where necessary.

3.2 Take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full, at all times.

3.3 Provide and maintain a safe and healthy workplace on a day to day basis with due regard to statutory requirements.

3.4 Provide training and instruction to enable staff to perform their work safely and efficiently.

3.5 Ensure safe working practices and procedures throughout the school, including those relating to the provision and use of machinery and other apparatus, so that each task is carried out to the required standards and consequent risks are controlled.

3.6 Consult with members of staff, including health and safety representatives, the LA, specialist technical authorities and the governing body, on health and safety issues.

3.7 Arrange systems of risk assessment to allow the prompt identification of potential hazards and perform periodic reviews and safety audits on the findings of the risk assessments.

3.8 Ensure that any defects in the premises, its equipment or facilities, which relate to, or may affect the health, safety and welfare of staff, pupils and others are made safe without delay.

3.9 Identify the training needs of staff and pupils and ensure, with the financial resources available, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction on health and safety matters.

3.10 Encourage staff, pupils and others to promote health and safety, and encourage employees to suggest ways of reducing risks.

3.11 Collate accident and incident information and when necessary, carry out accident and incident investigations, monitor first aid and welfare provision.

3.12 Monitor, with the governing body, the management structure.

### **4.0 Duties of senior staff**

Under the Health and Safety at Work Act, Employees have a duty to

4.1 Work safely and efficiently, considering the safety of themselves and others, following health and safety regulations, rules, procedures and codes of practice.

4.2 Take a direct interest in the school's health and safety policy and in helping other members of staff, pupils and others to comply with its requirements.

4.3 As part of their day to day responsibilities, they will ensure that:

- i. Safe methods of working exist and are implemented throughout their area of responsibility.
- ii. Staff, pupils (new employees), are instructed in safe working practices.
- iii. Positive, corrective action is taken where necessary, to ensure the health and safety of all staff.
- iv. All reasonably practicable steps are taken to prevent the unauthorised or improper use of equipment.
- v. All materials used are correctly used, stored and of good order.
- vi. All health and safety information is communicated to the relevant persons.
- vii. Any health and safety concerns are reported to the relevant persons.

#### **5.0 Duties of All Staff**

Routine of School Day Appendix 1

5.1 All members of staff will make themselves familiar with the requirements of the Health and Safety at Work Act and any other health and safety legislation and codes of practices considered relevant to the area of their normal work.

5.2 Staff will take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work.

5.3 Staff will co-operate with their employer, as far as necessary, to enable their duty of requirements to be performed or complied with.

5.4 All members of staff will,

- i. Be familiar with the safety policy and regulations detailed by the governing body.
- ii. Ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils.
- iii. Ensure all equipment is in good working order and used correctly.
- iv. Report any damage or defects of premises, equipment or facilities to the relevant member of staff.
- v. Take an active interest in promoting health and safety and suggest ways of reducing risks.

#### **6.0 Persons responsible for premises management**

6.1 The persons responsible for premises may be held by an individual role or through shared responsibility, including the Head Teacher, Site Manager, Business Manager or Caretaker. This person(s) is responsible and accountable to their Governing Body for co-ordinating the health, safety

and welfare arrangements within the buildings and grounds. The responsibility for work activities and practices of staff within the premises is held with relevant line management.

Persons responsible for premises management will ensure that:

- i. Buildings and grounds risk assessments are carried out and all controls in place are suitable and sufficient, considering reasonably practicable measures.
- ii. There are co-ordinated and scheduled building inspections, to ensure that building structures and equipment are safe and adequately maintained.
- iii. Access and egress through premises are unobstructed and without hazards.
- iv. Records of all statutory testing and inspections are maintained.
- v. Adequate security measures are in place.
- vi. Fire risk assessments are undertaken, and all measures of fire protection and prevention are adequately maintained and tested.
- vii. Emergency procedures are in place, practiced and records maintained.
- viii. Premises risk assessments are undertaken and all hazards sufficiently managed, including asbestos, legionella, electricity, gas, passenger and goods lifts and powered doors, gates and barriers.
- ix. Contractors are appropriately selected and monitored with regard to their health and safety performance. All relevant building related risk assessments and information is shared with contractors, where appropriate.
- x. Health, safety and welfare information relating to the school premises is made readily accessible to all with relevant authority, upon request, including safety representatives.

#### **7.0 Hirers, Contractors and Others.**

When the premises are used for purposes, not under the direction of the Head Teacher, then the principal person in charge of the activities for which the premises are in use, will have responsibility for safe practices, as indicated in Section 3.0

7.1 The Head teacher, or the co-ordinator will seek to ensure that hirers, contractors or others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory requirements are met at all times.

7.2 When the premises are hired to persons outside the employ of the school or the Governing body, it will be a condition for all hirers, contractors and others using the school premises or facilities that they are familiar with this policy and that they comply with all the directives of the Local Education Authority, Liverpool Archdiocese or the Governing Body.

They will not without prior consent of the Head teacher or Governing Body;

- i. Introduce equipment for use on the school premises.
- ii. Alter fixed installations
- iii. Remove signage, fire and safety notices.
- iv. Take any action that may create hazards for persons using the premises or the employees or pupils of the school.

7.3 All contractors who work on the school premises are required to ensure safe working practices by their own employees, under the provision of the Health and Safety at Work etc. Act. They must pay due regard to the safety of all persons using the premises in accordance with Ss3-4 of the Health and Safety at Work Act etc. 1974.

7.4 In instances where the contractor created hazardous conditions and refuses to eliminate them or act to make them safe, the head teacher will take such actions as are necessary to prevent persons in their care from risk or injury.

7.5 The Governing Body draws attention of all users, including parents, of the school premises to S 8 of the Health and safety at Work Act etc. 1974 which states that no person shall wilfully interfere with or misuse anything which is provided in the interests of health, safety, or welfare, in pursuance of any of the statutory provisions.

7.6 Contractors will provide a written 'Method Statement', describing how the work is to be carried out safely. The contractor will also provide copies of any risk assessments which have been carried out prior to any hazardous activities to be undertaken during the contract work.

7.7 Construction projects liable to take more than 30 days (500 person days) will be notifiable to the HSE (CDM Regulations 2015). All construction contracts are under the requirements of CDM Regs, 2015, however shorter duration contracts are not notifiable. The client has a duty to allow sufficient resources, realistic timescales and ensure crucial health and safety information is passed on to the principal Contractor.

7.8 Other construction projects requiring careful planning and likely to require notification to the HSE include some asbestos removal and demolition.

## **8.0 Risk Assessment**

Copies of Risk Assessments are kept in the school office.

The head teacher will ensure that a risk assessment survey of the premises, methods of work and all school-sponsored activities is conducted annually (or more frequently if necessary).

8.1 The survey will make a suitable and sufficient assessment of the risks to the health and safety of staff, pupils and others.

8.2 The survey will;

- i Identify all defects and deficiencies.
- ii Prioritise any revealed defects.
- iii Outline any necessary remedial measures or risk control, with due consideration to the importance and financial resources available.

8.3 The school undertakes a de facto risk assessment on a day-to-day basis, during the course of its work; problems that occur in, or changes in working practices are notified and commensurate faults will be recognised and corrected.

8.4 Preventative and Protective measures.

- i It is always best, if possible, to avoid risk altogether.
- ii Combat risks at source, rather than by palliative measures; treat the cause, not the effect.

iii Adapt work to suit the individual, reducing potential adverse situations.

iv Staff, pupils and others must understand what they need and are required to do, when and how to do it, especially if not part of their normal routine.

8.5 Risk assessments are part of a coherent approach to progressively reduce risks or the possibility of risks occurring.

### **9.0 Safety in the School Area**

Office and school equipment must be treated with care and in accordance with instructions.

Floors, passage ways, open areas must be kept clear. In line with Covid-19 regulations the school has a clear surface rule.

Dogs are not permitted on the school premises unless they are Guide Dogs or Hearing Dogs or permission has been obtained from the Head Teacher.

### **10.0 Emergency and Evacuation Plan**

St Oswald's Primary School has produced a School Emergency Management Plan (SEMP) to cover all foreseeable major incidents which could put at risk the occupants or users of the school. This plan indicates the actions to be taken in the event of a major incident so that everything foreseeable is done to protect life, prevent injury and minimise loss. The plan has been agreed by the Governing Body and is rehearsed by employees and pupils. The result of such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the Governing Body.

### **11.0 First Aid**

The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents.

11.1 The number of certificated first aiders will not, at any time, be less than the number required by law.

11.2 At the discretion of the Governing Body, other staff will be given training in first aid techniques, as is required, to give them a basic, minimum of competence.

11.3 Supplies of first aid materials will be held at various locations throughout the school. The locations will be determined by the Head. A Defibrillator is situated by the school offices. The first aid equipment, first aid boxes and bags will be prominently marked and all staff will be advised of the position. Contents of the bags and boxes will be checked and restocked regularly by member of staff, allocated by the SLMT.

11.4 Treatment of wounds. The extent to which staff are allowed to treat children's wounds is the cleaning of the wound area with cold water and the use of sterile wound dressing.

11.5 Adequate and appropriate first aid provision will form part of the arrangements for all out of school activities.

#### **11.6 First Aid Consideration**

i Care and consideration should be given when dealing with bodily fluids.

ii Awareness of Covid-19 and the regulations involved.

iii Appropriate PPE is available.

11.7 Records will be made of each occasion any member of staff, pupil or other person requiring first aid treatment either on the school premises or as part of a school-related activity.

11.8 Sharp safe. If any sharp object is discovered (Needles, Knives etc.) The relevant staff will be notified. Depending on object Old Swan Health Centre offer advice and assistance for disposal. (0151 285 3700) Other rubbish not covered by the Sharp safe procedure must be removed by the Caretaker.

#### 11.9 Playground Rubbish

Bins are available on the playground. Areas must be maintained and rubbish removed.

#### 11.10 Personal medicines (See separate policy)

If children need to take medicine in school, parents must inform school in writing.

Medicines must be kept in a secure location away from children.

Inhalers are kept with the relevant children, written permission for the use of individual's inhalers is kept in the school office.

Individuals Epi-pens are kept in the school office.

An emergency Inhaler pack is kept in each area, staff to be made aware of its location.

Other medication given at the direction of the Head Teacher. Permission must be given by the parents of the child.

#### 11.11 Accident Procedure

See Appendix 2

#### 11.12 Accident/ Incident reporting

Refer to RIDDOR Guidance GN1" Accident-Incident Reporting and Investigation.

Accident reporting is carried out via the Liverpool City Council online Accident Reporting system.

### **12.0 Fire and Emergency Procedures**

Refer to SEMP. Fire Evacuation Poster, Fire action notices posted throughout the school buildings.

#### Fire Safety Policy

Minimise the risks to pupils, staff and employees that may arise from fire.

In the event of a fire or the suspicion of a fire the School Fire Drill will be followed.

See Appendix 3

All staff and visitors and must sign in and out of the school premises.

Class registers must be taken

#### 12.1 Fire Procedure

\* The alarm must be raised even on the suspicion of a fire.

- \* Act immediately, whoever discovers the fire, smoke, has the responsibility for raising the alarm.
- \* Do not attempt to collect personal property.
- \* Keep yourself and the children calm and quiet.
- \* Gather at assembly point, any unaccompanied children must be taken to the assembly point.
- \* Registers will be brought out by office staff. Walkie talkies to share information.
- \* Roll call to be taken.
- \* Result of roll call to be collected by relevant member of staff. Immediate search of missing individuals, only if safe to do so. Fire Brigade will perform this task if on site.
- \* Chief Fire Officer must be met on arrival and will take responsibility.
- \* No one must re-enter school until given the all clear.
- \* All adult visitors will be shown a copy of the Fire Drill. Visitors must sign in, acknowledge the Fire Drill and sign out when their business is finished.
- \* Fire-fighting equipment, appropriate to the risks, is provided. Staff training for use of fire extinguishers is provided annually. Staff should make themselves aware of the location and operation of the equipment.
- \* Get out, Stay out.

12.2 Practice Fire Drills. A record of the Fire Drill will be kept and available if requested.

12.3 Fire Alarms must be tested weekly by the caretaker. A record of these tests will be taken and placed in the log book.

#### 12.4 Further Points

The school complies with the Liverpool City Council Directive towards non-smoking sites, hence there are no provisions for smokers this includes e-cigarettes and vapes.

Flammable materials used by the school in performing its duties are securely held in Caretaker/Cleaners room or cupboard.

No matches, candles or night lights are to be lit and left unattended within the school.

There must be no stockpiling of junk, paper or other materials that may pose a direct fire hazard or interfere with the smooth evacuation of the building on the sounding of the fire alarm.

### **13.0 School trips and visits**

Education Visits policy

Risk assessment to be completed before a trip or visit takes place. EVOLVE.

### **14.0 Irregular Departures**

Children who depart from school early, for whatever reasons, must be collected from the school office and be signed out on the Inventory System with the reason for early collection.

Children not collected at the end of the school day. Parents will be contacted. Child not to be left unaccompanied. Child must be signed out on the Inventory System as late collection.

#### **15.0 Cleaning Equipment.**

All products have the appropriate COSHH documentation.

Cleaning equipment is located and stored safely in the Caretakers room/ Cleaners cupboard.

#### **16.0 Waste Disposal**

Household waste will be placed in bin bags and disposed of at the designated disposal points.

Contaminated waste will be double bagged (tied) and disposed of by authorised personnel.

#### **17.0 Visitors**

All non-teaching staff/visitors must be signed in using the school inventory System and will receive the appropriate lanyard, (Green, school staff. Blue, DBS checked, Red Supervision required) from an authorised member of staff.

Visitors must be made aware of the Fire Drill, Safeguarding information and any other relevant documentation, (E.g. mobile phone policy) dependent on the nature and duration of their stay.

Appendix 4 Visitors instructions

#### **Review**

This Health and Safety policy will be reviewed annually, or, in the event of a major incident, and when appropriate, to ensure compliance with the statutory requirements, and will ensure that all employees are made aware of the amendments undertaken.

## APPENDIX 1

**Routines:** Timings maybe subject to change.

<b>Times</b>	<b>Activity</b>
<b>8.30</b>	Nursery doors open to receive nursery children.
<b>8.45</b>	Doors open to receive the children.
<b>9.00</b>	Teachers report to their areas.
<b>9.05</b>	Area doors are to be locked.
	After that time, children and their responsible person <b>MUST</b> enter by <b>St. Oswalds Street Entrance (Infant Building) Montague Road Entrance (Junior Building)</b> .
<b>10.30</b>	<b>Dry Playtime:-</b> Children must not be allowed onto the playground unless a member of staff is in attendance.
<b>10.45</b>	Children are escorted back from the playground and return to their areas.
<b>10.30</b>	<b>Wet Playtime:-</b> Children remain in their areas, supervised by members of staff.
<b>10.45</b>	All members of staff return to their areas.
<b>12.00</b>	<b>Lunchtime:-</b> Dinner Supervisors will take charge of the children for the Lunchtime Period.

<b>12.05</b>	Members of staff remain in the area until this time to assist.
<b>1.00</b>	Members of staff return to classrooms for Afternoon Period.
<b>3.15</b>	Areas doors are opened; children may only leave if their responsible person is there to collect them.
<b>3.30</b>	Members of staff remain in the area until this time.
	<p>After that time, any children remaining are escorted to the administration block and <b>MUST</b> be collected from the <b>St. Oswalds Street Entrance (Infant Building), Montague Road Entrance (Junior Building)</b>.</p> <p>Children must then be signed out on the Inventory System as a late collection.</p>

## APPENDIX 2

### Accident Procedure/Incident reporting

In the event of an accident, the **Accident Procedure** must be followed and **First Aid** administered by the trained First Aiders.

Nature of Accident	Action to be taken
<p>◆ <b>Minor Injuries:</b> First Aid in School</p>	<p>Incident noted by School and parent informed</p>
<p>◆ <b>Significant Injuries</b>  Sprains, falls, head and or eye injuries</p>	<ul style="list-style-type: none"> <li>• <b>Pupils:</b> parents sent for immediately</li> <li>• <b>Adults:</b> taken or sent to receive medical attention</li> </ul> <p>Complete Accident Form <b>ACC 1</b> and keep on file at school</p>
<p>◆ <b>Major Injury or Condition:</b>  1. death 2. fracture of bone 3. amputation 4. serious eye injury 5. electrocution 6. loss of consciousness 7. other acute illness</p>	<ul style="list-style-type: none"> <li>• <b>Emergency Services sent for</b></li> <li>• <b>Pupils:</b> parents sent for immediately</li> </ul> <p>Complete Accident Form <b>ACC 1</b> and keep on file at school. Send copies to LEA Risk Man.&amp;H&amp;S Units Telephone <b>HSE</b> within 24 hours (<b>0845 300 9923</b>) and the <b>LEA (0151-225-2273)</b> Complete Form <b>F2508</b> and sent to <b>HSE</b> within 7 days Copies of <b>ACC 1</b> and <b>F2508</b> sent to the <b>LEA</b> within 7 days</p>

<p>◆ <b>All Injuries (to Staff only):</b> causing incapacity for more than 3 days</p>	<p>Complete Form <b>F2508</b> and sent to <b>HSE</b> within 7 days and copies of <b>ACC 1</b> and <b>F2508</b> sent to the <b>LEA</b> within 7 days</p>
<p>◆ <b>All Injuries to Pupils:</b></p>	<p>When notifying parents, record in the Accident Book if it was necessary to advise them to seek medical advice</p>

**NB:** Employees must note that **LEA** require doctor's certificate from first day of absence, if caused by an industrial injury. For other details see New Accident Reporting Procedure –attached.

## APPENDIX 3

# FIRE DRILL

**THE FIRST PRIORITY IS THE CHILDREN'S SAFETY, ALWAYS  
REMEMBER THAT!**

The school requires all staff and visitors to have read and understood the fire and emergency procedures laid down here.

### THE SEQUENCE

1.	<b>DISCOVERY</b>
2.	<b>ALARM</b>
3.	<b>EVACUATION</b>
4.	<b>ASSEMBLY</b>
5.	<b>ROLL CALL</b>

All **PARENTS** and **VISITORS** must obey the instructions of the **STAFF**.

### ASSEMBLY POINTS:

**1. FRONT PLAYGROUND, ST. OSWALD'S STREET,  
NEXT TO RAILINGS**

**2. REAR PLAYING FIELD, MONTAGUE ROAD,  
NEXT TO RAILINGS**

### **3.JUNIOR PLAYGROUND, NEAR TO PLAYING FIELD**

Because of the layout of the school, it is impracticable and unsafe to give just one assembly point, and to indicate a preferred exit and assembly point for the areas

These decisions will be made when evacuation takes place, with due consideration to the location and nature of the hazard.

**This procedure is also to be obeyed for any other form of  
evacuation hazard, however caused**

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## **Visitors Instructions**

**1. Please sign yourself in on the Inventory System.**

**2. Make yourself aware of the Fire Drill, Safeguarding Policy.**

**3. Wear your Visitors' badge so it is visible.**

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**4. On completion of your visit, sign yourself out and return your badge, thank you.**

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