FIRE POLICY &
EMERGENCY EVACUATION PLAN

Premises: Nurture Education Trust, Norwich, 289 Drayton Road, NR3 2PW
International Aviation Academy Norwich, 5 Anson Road, Norwich NR6 6ED.
Protocol - Appendix A1 GENERAL EVACUATION PROCEDURES

Review Frequency: Annually
Reviewed: 01/09/2026
Next Review Date: 01/09/2027 or if significant changes required.

POLICY STATEMENT

- Nurture Education Trust is committed to developing and maintaining excellent safety standards. This policy is intended to ensure the health, safety and welfare of staff, volunteers, contractors, visitors and members of the public as well as anybody else who may be affected by Nurture Education Trust's operations.

- This policy will contribute towards compliance with current Safety legislation – in particular the Regulatory Reform (Fire safety order) 2005 and the Health and Safety at Work Act (1974).

- This policy will also set out the safety measures which Nurture Education Trust will employ in order to control or remove the risks associated with fire within Nurture Education Trust premises.

RESPONSIBILITIES AND IMPLEMENTATION

The Head of Centre is the 'Responsible Person' in relation to Fire Safety at Nurture Education Trust, Norwich
The Head of Centre will:

- Ensure that the school meets the relevant legal and best practice requirements in regard to fire safety
- Ensure that Fire Risk Assessment is carried out by a competent, qualified Risk Assessor

- Ensure that the risks and controls identified are communicated to staff, visitors, pupils and other users of the premises
- Put in place, maintain and monitor appropriate fire safety measures
- Plan for emergencies and ensure regular testing is carried out
- Provide fire safety information, instruction and training

The Nurture Education Trust Trustee board and **Head of Centre MA** will ensure that adequate resources are made available to ensure the school fulfils its duties under the Regulatory Reform (Fire Safety) Order.

MA will ensure that the appropriate policies, procedures and audit protocols are in place and reviewed from time to time.

MA will ensure that an appropriate system for carrying out fire risk assessments and developing emergency plans is in place and that suitable arrangements are implemented in all premises and for all activities within the premises.

The Person with day to day responsibility for fire safety at Nurture Education Trust is **MA supported by AK (Deputy Head of Centre), LS Deputy Head of Centre – (working days Monday, Wednesday, Thursday & Friday) and KU (Office Manager).** Due to the increased use of the Aviation Academy annex, assigned SLT for DR are scheduled across two sites and a rota of responsibility is in place for who supports/takes on lead responsibility across a school week.

MA will ensure that Fire policies and procedures are implemented and adhered to in the school.

MA with the support of the KU (Office Manager) will ensure that action plans, fire precautions and evacuation procedures, resulting from fire risk assessments, are implemented and control measures for controlling the risk from fire are maintained.

MA will ensure that regular inspections and audits are carried out on control measures to ensure their continued effectiveness.

KU (Office Manager), will undertake a termly fire safety inspection using the form in Appendix C. Any defects, safety issues, risks or instances of non-compliance will be recorded and reported immediately to **MA.**

Employees, visitors, contractors and others will ensure they participate as requested in the fire risk assessment process and will ensure they comply with the arrangements

made to control risks from fire hazards.

All contractors using the building will be asked to confirm their acceptance and understand the school's fire procedures if carrying out any work and this will also be validated by the school's Inventry sign-in system.

FIRE SAFETY ARRANGEMENTS

Fire Detection and Alarm System

Automatic fire detection and alarm systems and break-glass call points are installed throughout the premises and are maintained and tested in accordance with BS 5839.

A maintenance contract is in place with **CHS Fire and Security Ltd** that provides a full check and service of the entire system in accordance with BS5839 every six months.

Fire alarms will be tested weekly by **MA or LS, AK,** any defects should be recorded in the fire logbook and reported immediately to **MA.**

Provision and Maintenance of Fire-fighting Equipment

Firefighting equipment will be sited as recommended by the Fire Risk Assessment, in key locations throughout the premises.

MA has responsibility to ensure that the equipment is accessible at all times.

An annual service contract is in force with **Norfolk Fire Protection** for maintaining the fire extinguishers and **CHS Fire and Security** for maintaining the 2 x Evacuation Chairs.

Firefighting equipment (including fire blankets) will be checked weekly by **MA or KU** and any defects should be recorded in the fire log book and reported immediately to **MA.**

Provision and Maintenance of Fire Escape Routes

Emergency lighting, fire exit route directional signage (and other fire safety related signage), fire doors, fire lobbies and other parts of exit routes shall be available.

Emergency lighting is installed in all premises to the current British Standard.

The emergency lighting is under a maintenance contract with **CHS Fire and Security Ltd.**

Emergency lighting will be tested monthly by **MA or KU** and any defects should be recorded in the fire logbook and reported immediately to **MA.**

EMPLOYEE'S DUTIES

Every member of staff has a duty of care to ensure the safety of themselves and that of their visitors/clients. It is important that staff become familiar with this policy and fire safety procedures in general.

Staff must take reasonable steps to ensure that the safety of themselves and others affected by Nurture Education Trust operations is not put at risk by any act or omission on their part.

Staff must cooperate fully with any procedures, drills, training and other measures implemented to control and reduce risks.

Staff will take the lead in an emergency situation and will ensure that premises are evacuated in a calm and safe manner. It is important that staff comply with the Nurture Education Trust fire marshals in order to facilitate this.

Nurture Education Trust staff will immediately inform management of any potentially unsafe conditions, equipment, systems or procedures which could lead to fire, or exacerbate the consequences of fire within Nurture Education Trust premises.

FIRE MARSHALS & EVACUATION RESPONSIBILITIES

Nurture Education Trust will identify and train dedicated Fire marshals who will take responsibility for familiarising themselves with their areas of responsibility, the escape routes and any issues with particular pupils such as access or mobility difficulties which may require additional support to safely carry out procedures.

The **Head of Centre MA** will manage fire marshals and fire marshal deputies to ensure all roles are covered at all times, assigning deputies to cover absenteeism. In MA's absence management of fire marshals will fall to the **Deputy Heads AK, LS (working days Monday, Wednesday**, **Thursday & Friday).**

On hearing the fire alarm Fire Marshals are responsible for:

- ensuring the safe evacuation of everyone in their area(s) of responsibility;
- checking all rooms in their area(s) of responsibility; including toilets, rest rooms and store rooms; to ensure that everyone has safely left the building;
- where possible, closing windows and doors as each room is checked;
- reporting to the **KU (Office Manager)** at the assembly point to inform

them that everyone has safely evacuated the building, or to report any problems;

- ensuring that nobody re-enters the building until the **KU (Office Manager)** has stated it is safe to do so;
- ensuring they are available, after the evacuation, to attend a debrief meeting to discuss the evacuation, identify any problems and share information.
- monitoring to ensure that fire routes and exits are kept clear at all times.

The table below outlines the current fire marshals and their respective responsibilities in the

event of fire or emergency evacuation.

*Appendix F shows a visual map of all buildings and the position of assembly points.

Role	Responsibilities	Mon	Tues	Weds	Thurs	Fri
Responsible person	Evacuate all occupants to assembly point Go to the fire panel and identify zone Isolate the alarm and reset only when safe Wait for Emergency Services to arrive.	AM – LS PM - MA	MA	LS	MA	MA
Fire Marshal	Deputise for MA/LS if absent. Cover Fire Marshal duties if staff absent or non-working day. Take staff register at the Fire Assembly Point **Staff to line up for register** **Once registers are confirmed, guide staff and students to Sloughbottom Park to main Fire Assembly Point, (as directed).** **If site/building deemed unsafe to return to, parents will be asked to collect students from Sloughbottom Park, car park,**	AK	AM – AK PM - SB	SB	LS	LS
Responsible person	Call and liaise with Fire Service Notify Fire service of: Type of emergency Location of the fire / incident Missing persons Flammable material stores	KU	MA	KU	KU	AK

	Location of high risk areas Any unusual activities such as building works or temporary structures **Wait for Emergency Services to arrive.**					
Fire Marshal	Sweep all rooms on ground floor Check ground floor toilets.	RM	RM	RM	AM – RM PM - MB	RM
Fire Marshal	Sweep all rooms on 1st floor Check 1st floor toilets	AM – JK PM - LS	JK	MB	JK	JK
Fire Marshal	Sweep all outside cabins X 3 Take the student register at the Fire Assembly Point **Students to line up in Year Groups for register**	EG	EG	EG	EG	EG
Fire Marshal	Collect student registers from office and pass to a LS/AK at fire assembly point Open main gate for Emergency Services Cover JC medical bag as/when required.	HB	HB	HB	HB	HB
Fire Marshal	Collects student and staff medication, puts into grab bag, collects additional wheelchair and takes to at Fire assembly point. Support assigned students with PEEP Additional cover for absences HB to cover if absent at assembly point.	HB	JC	JC	SB	JC/HB

Fire Marshal	Support allocated one to one student and follow PEEP OT11-Check-in at Fire Assembly Point	RH	JC	JC	SB	CD
Fire Marshal	MC11, DF11, SH11 & LP11 PEEPS Check-in at Fire Assembly Point	HB	JC	JC	SB	JC/HB
1 to 1 support	KP10 – mobility support (non-fire marshal role)	TB	TB	MP	MP	TB

International Aviation Academy Norwich

ND
IAA across the week.
	Fire Marshal International Aviation Academy Norwich	• Sweep all classrooms, kitchen and allocated toilets.
		• Take staff and student register at the Fire Assembly Point
		• ND to report evacuation to Nurture Education Trust - Norwich
		• International Aviation Academy Norwich appointed Fire marshal to liaise with Fire Service
		• Notify Fire service of:
		  ○ Type of emergency
		  ○ Location of the fire / incident
		  ○ Missing persons
		  ○ Flammable material stores
		  ○ Location of high risk areas
		  ○ Any unusual activities such as building works or temporary structures

International Aviation Academy Norwich representative.	Corrina Skinner Chief Fire Marshal **(CFM)** Lead partner for the IAAN	To support as/when required and absences.

In the event of fire, extinguishers should only be used by trained persons or as a last resort on small incidences. **NOTE the first priority is the safe evacuation of the building. Staff should undertake no action which could hinder their ability to do this**.

Staff trained in the use of fire extinguishers		
ND	MP	JC
MA	LS	KU
AK	JD	RH
CD	EG	HB
RM	JK	MB

COMMUNICATION

Nurture Education Trust will keep staff informed of any amendments to the fire policy and fire procedures through distribution of policies, procedures and evacuation plans. Staff will be given annual refresher training on fire procedures.

New employees will receive fire safety instruction as part of their induction. Fire Safety will be discussed regularly at team meetings and any issues raised to management accordingly.

Nurture Education Trust will ensure that clients and visitors to our premises are appropriately briefed on evacuation procedures and that visitors are aware of escape routes.

Evacuation procedures will be displayed in prominent positions within the premises in order that casual visitors have guidance in the event of emergency evacuation.

PERSONAL EMERGENCY EVACUATION PLANS

Nurture Education Trust will create a personal emergency evacuation plan (PEEP) Appendix E for staff or volunteers who require assistance with safely exiting the building/s in which they work. During staff/volunteer induction an evacuation questionnaire is completed Appendix D which allows Nurture Education Trust to determine if a PEEP is required.

Any Visitor expected to be on site for extended periods of time, should be shown emergency exits, fire alarm points and given a brief description of evacuation procedures. It is the responsibility of the person hosting the visitor to identify if a PEEP is required.

PEEP's for students will be completed on admission and will be reflective of their individual risk assessment and referral paperwork.

RISK ASSESSMENT

Nurture Education Trust will take the necessary steps to identify and remove or control any fire risks present within our premises. Staff and Management will work in cooperation to aid this process.

Nurture Education Trust will ensure that full fire risk assessments are undertaken by a competent and qualified external contractor, and that these are reviewed on a regular

basis (not more than annually or sooner if the situation demands).

The outcome of fire risk assessments will be distributed to all staff. Subsequently, remedial actions will be discussed and agreed.

MEANS OF ESCAPE

The normal means of entry and exit from the building may be well known to staff but may not be available in the event of a Fire**.** Staff must familiarise themselves with the location of every Fire Exit and the route to them from every part of the building.

If staff become aware of a physical problem or an unsatisfactory route, it must be reported to the Head of Centre immediately. This will enable the problem to be considered and if necessary, rectified.

Upon evacuation of the premises a roll call and building sweep will take place identifying those present and those who may remain within the premises

Assembly Points are clearly identified and staff must familiarise themselves with the location and procedure for evacuation. Staff must ensure that when making their way to an assembly area the route keeps clear of all windows and doors and away from close proximity to the premises. There is one fire assembly point located at the back of the main car park.

It is important that once the evacuation is complete, nobody enters the building until told it is safe to do so by the responsible person or the Fire Service.

PRACTISING THE FIRE PLAN

To ensure that everyone knows their role and understands the procedures, Fire Drills will be held once every term.

This will enable the emergency procedures to be put into practice and for staff to become familiar with their actions in the event of fire. Drills will be held at times when pupils are in the school so that they may also become familiar with evacuation procedures.

Fire drill performance will be monitored and recorded to identify any issues with evacuation plans and to enable improvements to be made.

These will be recorded on the fire drill form (Appendix B) and copies will be sent to Head of Centre and Health and Safety Trustee for review and action.

Failure to follow fire safety procedures may result in the implementation of staff disciplinary procedures.

It may be that at least one of the drills will incorporate more realistic simulation of procedures, which is out of the ordinary for example; the Head of Centre may wish to stand in front of an exit during a drill in order to simulate a blocked exit. This will enable the Head of Centre to assess staff's response realistic situations.

TRAINING

All employees, volunteers, temporary and supply staff will receive full induction training which covers this policy, including:

- Action to be taken on discovering a **Fire**
- Action on hearing and raising the alarm in the event of **Fire**
- The location and use of **Fire** fighting equipment
- The location of escape routes;
- The importance of **Fire** doors and the need to close ALL doors at the time of a **Fire**
- Their responsibilities with regard to evacuation of others
- The dangers and causes of fire
- Fire safety controls and risk management measures

Refresher training will be provided on an annual basis to ensure that everybody in the school maintains a good understanding of the fire policy and of the fire safety arrangements in place.

VISITORS

Any Visitor expected to be on site for extended periods of time, should be shown emergency exits, fire alarm points and given a brief description of evacuation procedures. It is the responsibility of the person hosting the visitor to ensure this is carried out.

Visitors must sign in and out using the Inventry touch screen sign in system on entering and exiting the building and it is the responsibility of the host to ensure that visitors do so.

Further direction for visitors is provided on the Inventry touch screen system and appropriate signage is displayed prominently.

Alternative site: Nurture Education Trust hire space located at the International Aviation Academy Norwich, 5 Anson Road, Norwich NR6 6ED.

Nurture Education Trust Staff follow the International Aviation Academy Fire Evacuation Plan. Site is Chief Fire Marshall, Corina Skinner.
Nadine Davy, Fire Marshall for Nurture Education Trust to follow Nurture Education Trust reactive Fire Marshall procedure. Outlined in Appendix F.

Appendix A GENERAL EVACUATION PROCEDURES

On Discovery of Fire;

1. Raise the alarm by pushing the panel on the nearest alarm call point (Red Panel)
2. If trained and it is safe to do so, tackle the fire using the Firefighting equipment provided
3. Leave the building immediately using the nearest safe exit
4. Close all doors behind you on the way out
5. Proceed to the nearest assembly point
6. Liaise with the Fire Wardens and give precise details about the fire
7. Do not return to the building for any reason until it is safe to do

On Hearing the Fire Alarm;

1. Never assume that the alarm is a test. Leave the building immediately using the nearest safe exit
2. Do not stop to collect belongings of any kind. Stay calm, do not rush or run.
3. Assist any visitors or pupils to safely evacuate on your way out
4. Proceed directly to the nearest assembly point
5. Remain at assembly point and confirm your presence to the Fire Warden

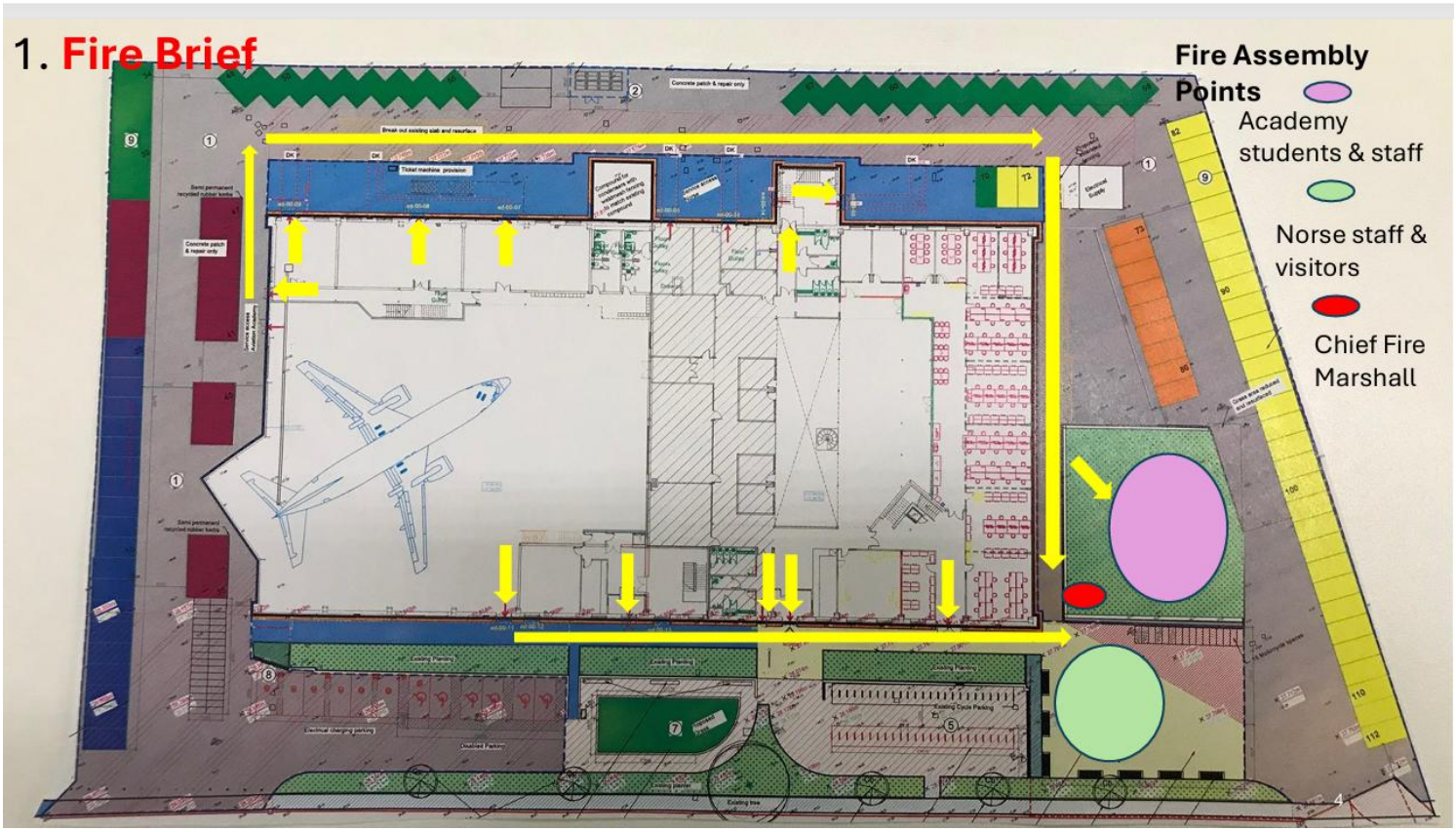
International Aviation Academy Norwich, 5 Anson Road, Norwich NR6 6ED.
Appendix A1 GENERAL EVACUATION PROCEDURES

What to do in the event of a fire.

General Principle in the event of seeing a fire is to raise the alarm using the manual call point.

Evacuate the building in an orderly fashion.

You are not expected to use Fire Extinguishers unless you have been trained in the use of them.



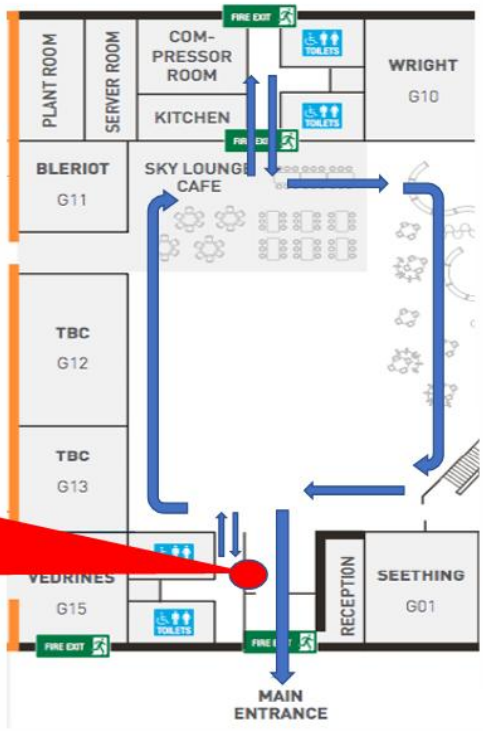
Appendix F1 **International Aviation Academy Norwich**

There are 3 fire zones in the academy:

Zone 1

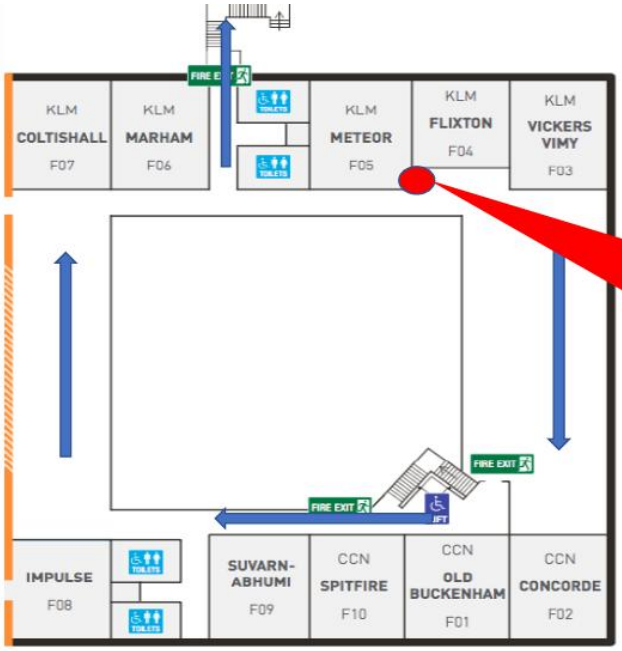
Main Atrium





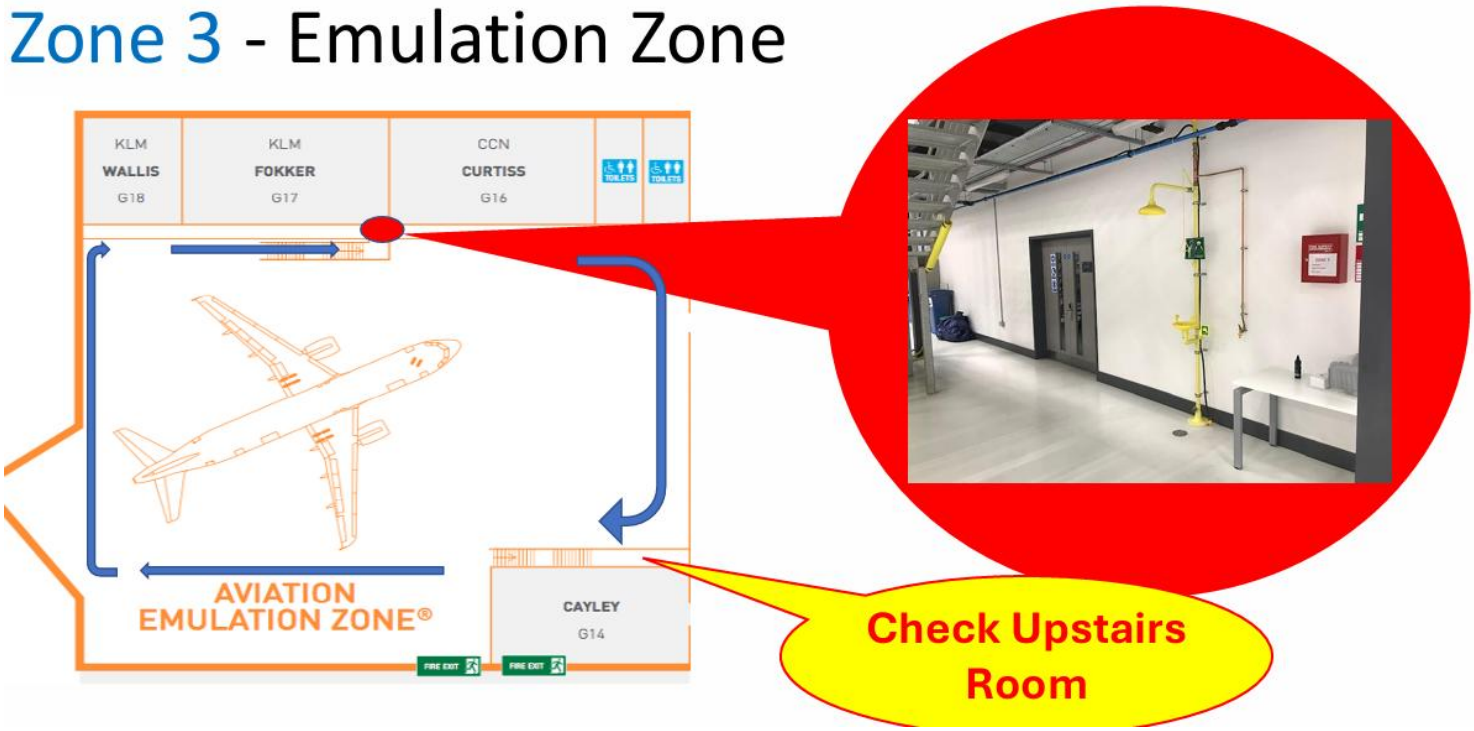
Zone 2

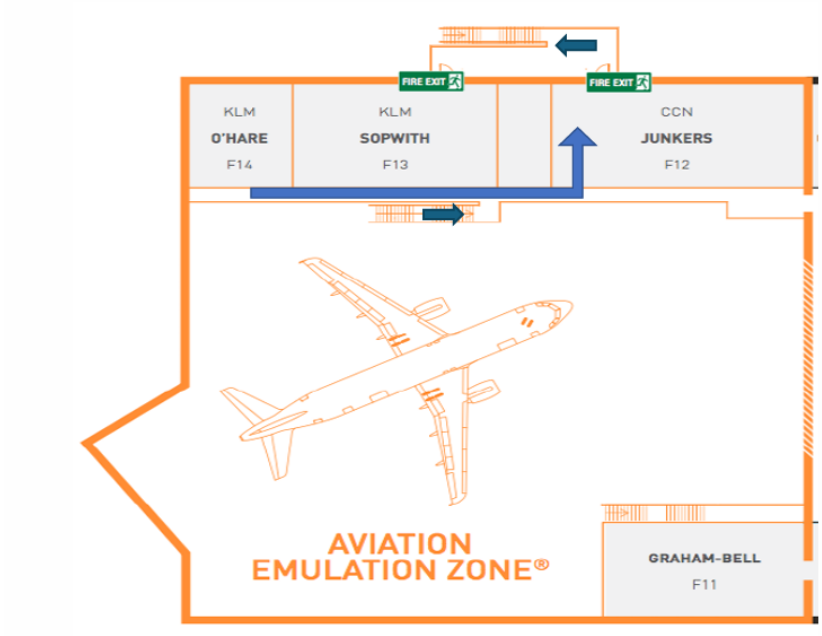
Upstairs Atrium





Zone 3 - Emulation Zone

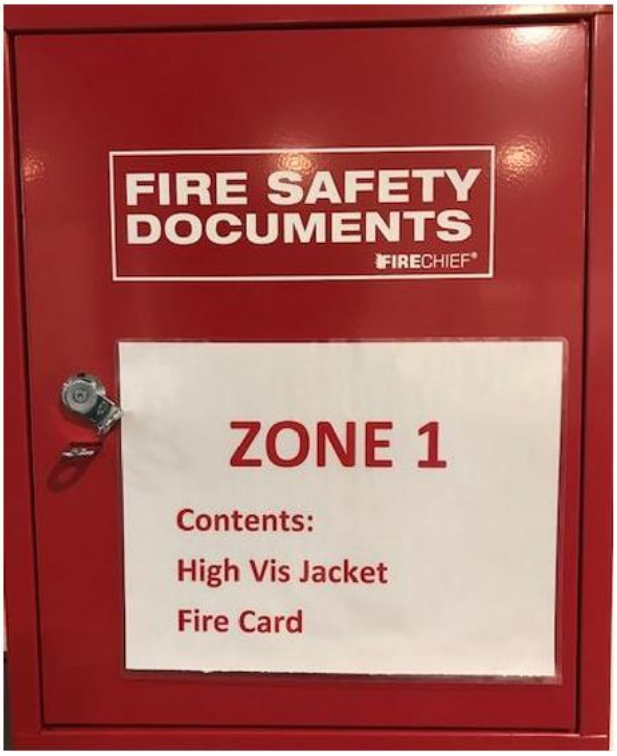


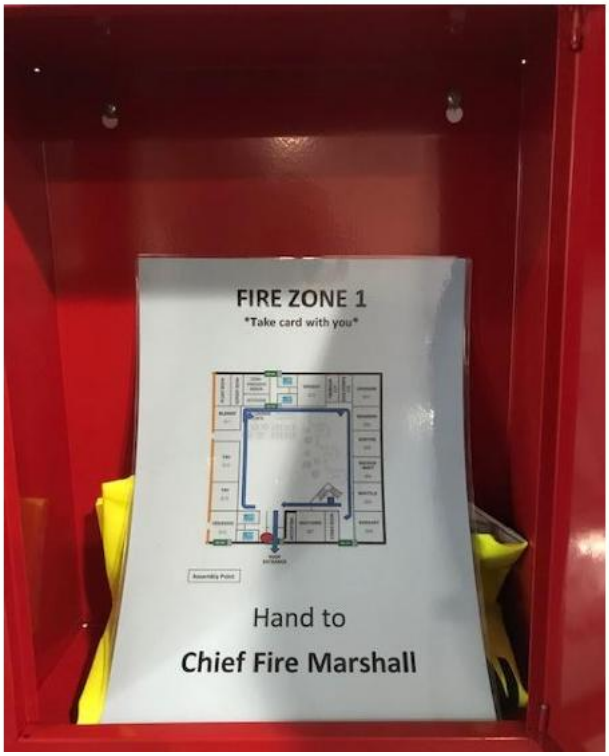


Zone 3
Upstairs
Emulation Zone (Continued)

International Aviation Academy Fire Evacuation Plan.

Actioned by IAA staff & site Chief Fire Marshall, Corina Skinner





When the Fire alarm is heard the nearest member of staff to the Fire Box should gain access:

Put on High Vis jacket

Take the fire card

Proceed around the zone indicated

Physically check where possible each room

Direct any personal out of the nearest fire exits

Complete a sweep and leave the building closing fire doors behind them

International Aviation Academy Fire Evacuation Plan.

Actioned by IAA staff & site Chief Fire Marshall, Corina Skinner

Staff actions

Staff with a Fire card will take them to the chief Firs Marshall (CFM) and all staff/students should go to their designated Fore assembly point.

Stay at the Fire assembly point until given the all clear by CFM or attending fire crew

Note… No one should re-enter the building without all clear.

Chief Fire Marshall (CFM)

CFM collects all 4 Fire zone cards and confirms no issues.

CCN, KLM, Nutriture Education Trust Staff senior staff confirm with their staff all students/ staff safe are present and report to CFM

Norse staff confirm any visitors have been accounted for and report to CFM

APPENDIX B1 – FIRE DRILL FORM – Drayton Road

Date of drill:	**Type of drill:** (e.g. Scheduled/unscheduled)
Optimum evacuation time: 2 Minutes	**Actual evacuation time:**
Time to completion of roll call:	**Site: Nurture Education Trust 289 Drayton Road, Norwich, NR3 2PW**
Person responsible for drill: (Lead person monitoring and overseeing drill)	
Approximate number of Staff/Visitors/Pupils involved:	
Assessment of drill: *Note the key observations from the drill, for example: did evacuation take place in an orderly and timely fashion, were doors and window closed, did staff carry out their roles effectively, had everybody present signed in to visitor/staff books, did anybody fail to follow the establish procedures etc.* • • •	
Outcome: ☐**Satisfactory** [All procedures were followed and no faults] ☐**Unsatisfactory** [Remedial actions are required to ensure safety standards are maintained] ☐ **Unacceptable** [Urgent remedial actions are required to improve safety standards]	
Remedial Action Necessary: *List any remedial action or improvement required and include named individuals as responsible parties. Include timescales where relevant.* • • • •	
Further comments: *Consider any additional comments or actions, for example; is further staff training required on roles and responsibilities, or were there any external factors affecting performance during the drill etc.*	

Name: Signature: Date :

APPENDIX B2 – FIRE DRILL FORM - International Aviation Academy Norwich

Date of drill:	**Type of drill:** (e.g. Scheduled/unscheduled)
Optimum evacuation time: 2 Minutes	**Actual evacuation time:**
Time to completion of roll call:	**Site: International Aviation Academy,** 5 Anson Road, Norwich NR6 6ED.
Person responsible for drill: (Lead person monitoring and overseeing drill)	
Approximate number of Staff/Visitors/Pupils involved:	
Assessment of drill: *Note the key observations from the drill, for example: did evacuation take place in an orderly and timely fashion, were doors and window closed, did staff carry out their roles effectively, had everybody present signed in to visitor/staff books, did anybody fail to follow the establish procedures etc.* • • •	
Outcome: ☐**Satisfactory** [All procedures were followed and no faults] ☐**Unsatisfactory** [Remedial actions are required to ensure safety standards are maintained] ☐ **Unacceptable** [Urgent remedial actions are required to improve safety standards]	
Remedial Action Necessary: *List any remedial action or improvement required and include named individuals as responsible parties. Include timescales where relevant.* • • • •	
Further comments: *Consider any additional comments or actions, for example; is further staff training required on roles and responsibilities, or were there any external factors affecting performance during the drill etc.*	
Name: Signature: Date :	

APPENDIX C - TERMLY FIRE SAFETY INSPECTION

Premises/location of inspection:	Date of Inspection:

Question	Y/N/NA	Area of Concern/Comments	Action Required	Date Action Taken
Are floor surfaces on escape routes free from tripping and slipping hazards?				
Have quantities of flammable or combustible materials/waste been allowed to accumulate in escape routes?				
Are final exit doors free from obstruction both internally and externally?				
Are final exits kept unlocked when the premises are in use?				
Can the devices securing final exits be immediately and easily opened without the use of a key?				
Are assembly points accessible and clearly marked?				
Are fire escape notices located in appropriate places, unobstructed and clearly visible?				
Do fire doors open and close freely?				
Are fire doors wedged open?				
Are fire doors marked with appropriate signs?				
Are self closing devices working effectively?				
Are magnetic fire door release catches (where fitted) working correctly?				

Do items of equipment; waste materials or other items block fire doors?				
Are fire doors in good condition (e.g. seals in place and free from defects)?				
Do refuge points have the appropriate signage, communication and (where necessary) evacuation equipment?				
Are all call points visible and accessible, with adjacent Fire Action notices displayed?				
Is the Fire Panel showing a normal condition?				
Has the fire alarm been tested in the last seven days?				
Is the alarm difficult to hear in any areas?				
Is fire fighting equipment visible and free from obstruction?				
Are fire extinguishers free from obvious defects?				
Have extinguishers been serviced in the last 12 months?				
Are flammable and combustible materials or substances stored away from sources of ignition?				
Have waste materials been allowed to accumulate externally against walls or buildings?				
Are there any signs of illicit smoking taking place?				
Has the fire manual and/or log book kept up-to-date (e.g testing, inspection and maintenance records)				
Have staff received training and are they aware of the emergency procedures to be followed?				

Additional Comments

Inspection completed by	Signature
Date of next inspection	

APPENDIX D - Emergency Evacuation

Questionnaire Why you should fill in the form?

As your employer, Nurture Education Trust has a legal responsibility to protect you from fire risks and ensure your health and safety at work. To do this properly we need to know:

a) if you need information about our emergency Evacuation procedures;

b) if you need assistance during an emergency.

Please take a few minutes to complete this form.

What will happen when you have completed the form?

We will be able to provide you with information you need about the emergency Evacuation procedures in the building(s) in which you work.
If you need assistance, we will be able to work out a "Personal Emergency Evacuation Plan" for you. To do this, we will discuss the best ways of getting you out quickly and comfortably. We will involve you, your manager and the Head of Centre.
We do not see you as a safety risk. The problem belongs to us and the building in which you work.

Name :-

Job Title:-

Brief Description of Duties:-

Location

1. Where are you based for most of the time? Please name: the building, the floor and the room number
Building:- ☐ Floor:- ☐ Room:- ☐

2. Will your job take you to more than 1 location in the building in which you are based? Yes ☐ No ☐

3. Will your job take you to different buildings? ☐ ☐

Yes No

Awareness of Emergency Evacuation Procedures

4. Are you aware of the emergency evacuation procedures that operate in the building(s) in which you work?
Yes ☐ No ☐

5. Do you need written emergency evacuation procedures? Yes ☐ No ☐

5a. Do you need written emergency evacuation procedures to be supported by ISL interpretation?
Yes ☐ No ☐

5b. Do you need emergency evacuation procedures to be in Braille?
YES ☐ NO ☐

5c. Do you need emergency evacuation procedures to be on tape?
Yes ☐ No ☐

5d. Do you need emergency evacuation procedures to be in large print?
Yes ☐ No ☐

6. Are the signs which mark the emergency exits and the routes to the exits clear enough? Yes ☐ No ☐

Emergency Alarms

7. Can you hear the fire alarm(s) provided in your place(s) of work? Yes ☐ No ☐ Don't know ☐

8. Could you raise the alarm if you discovered a fire?
Yes ☐ No ☐ Don't know ☐

Assistance

9. Do you need assistance to get out of your place of work in an emergency? Yes ☐ No ☐ Don't know ☐
If NO, please go to question 13

10. Is anyone designated to assist you to get out in an emergency? Yes ☐ No ☐ Don't ☐

know

If NO, please go to question 12. IF YES, give name(s) and location(s)

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11. Is the arrangement with your assistant(s) formal (that is, is the arrangement written into their job description)

Yes ☐ No ☐ Don't know ☐

11a. Are you always in easy contact with those designated to help you?

Yes ☐ No ☐ Don't know ☐

12. In an emergency, could you contact the person(s) in charge of evacuating the building(s) in which you work and tell them where you are located?

Yes ☐ No ☐ Don't know ☐

Getting Out

13. Can you move quickly in the event of a fire?

Yes ☐ No ☐ Don't know ☐

14. Do you find stairs difficult to use?

Yes ☐ No ☐ Don't know ☐

15. Are you a wheelchair user?

Yes ☐ No ☐ Don't know ☐

Thank you for completing this questionnaire. The information you have given us will help us to meet any needs for information or assistance you may have.

Remember, we do not see you as the problem – you are not a safety risk. The problem belongs to us and the building in which you work.

APPENDIX E – Personal Emergency Evacuation Plan

Name:	Date:
Position:	
Designated Assistance (including leave and cover arrangements for designated staff)	
Assistance Methods/Techniques	

Equipment Provided
Emergency Evacuation Procedures (a step-by-step guide, from alarm to safety)
1. 2. 3. 4. 5. 6. 7. 8. 9. 10.

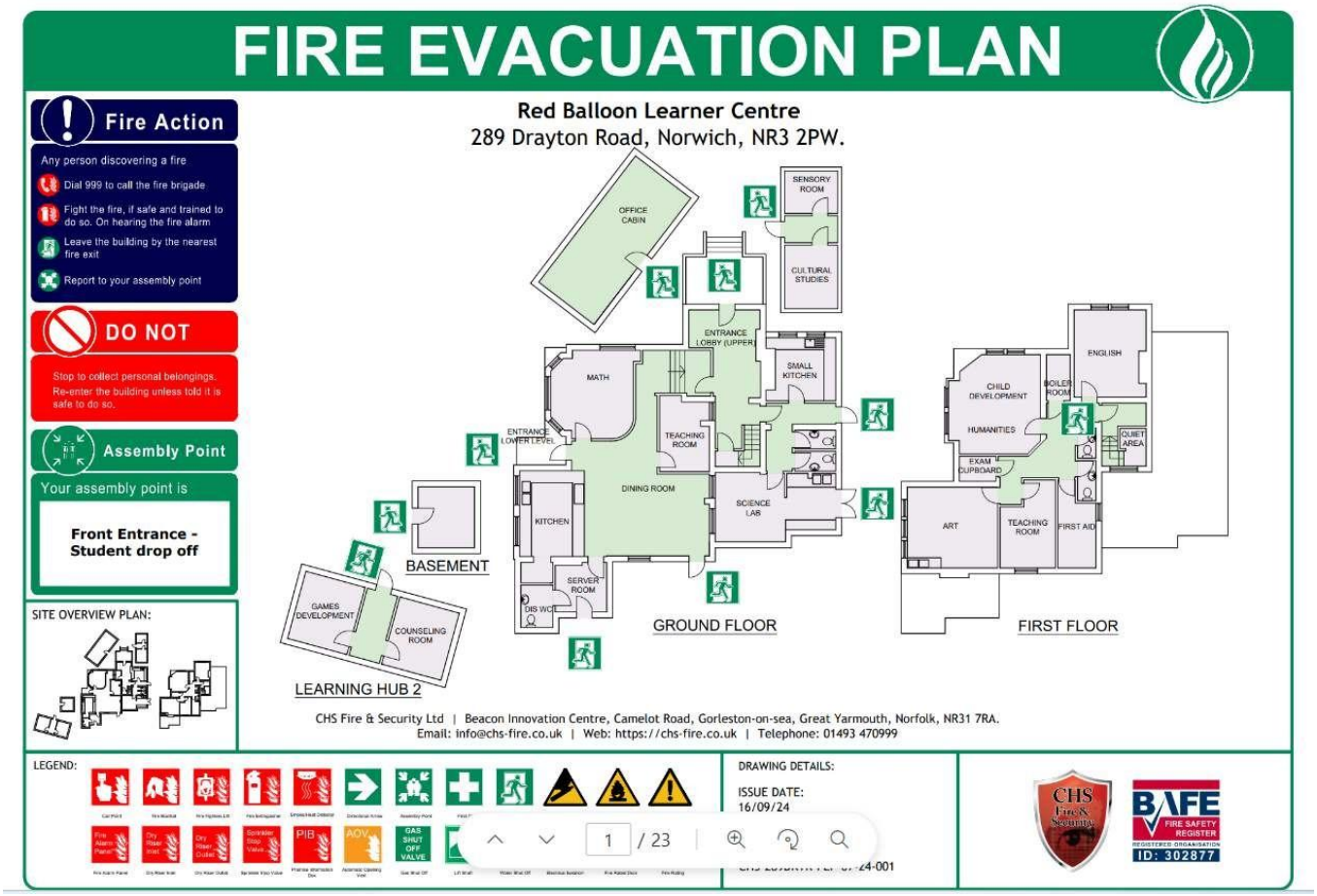
Evacuation Route(s)
(preferably with diagrams)

Please see diagram

Name	Role	Signature	Date
MA	Head of Centre		
	Evacuee		
	Designated Person 1		

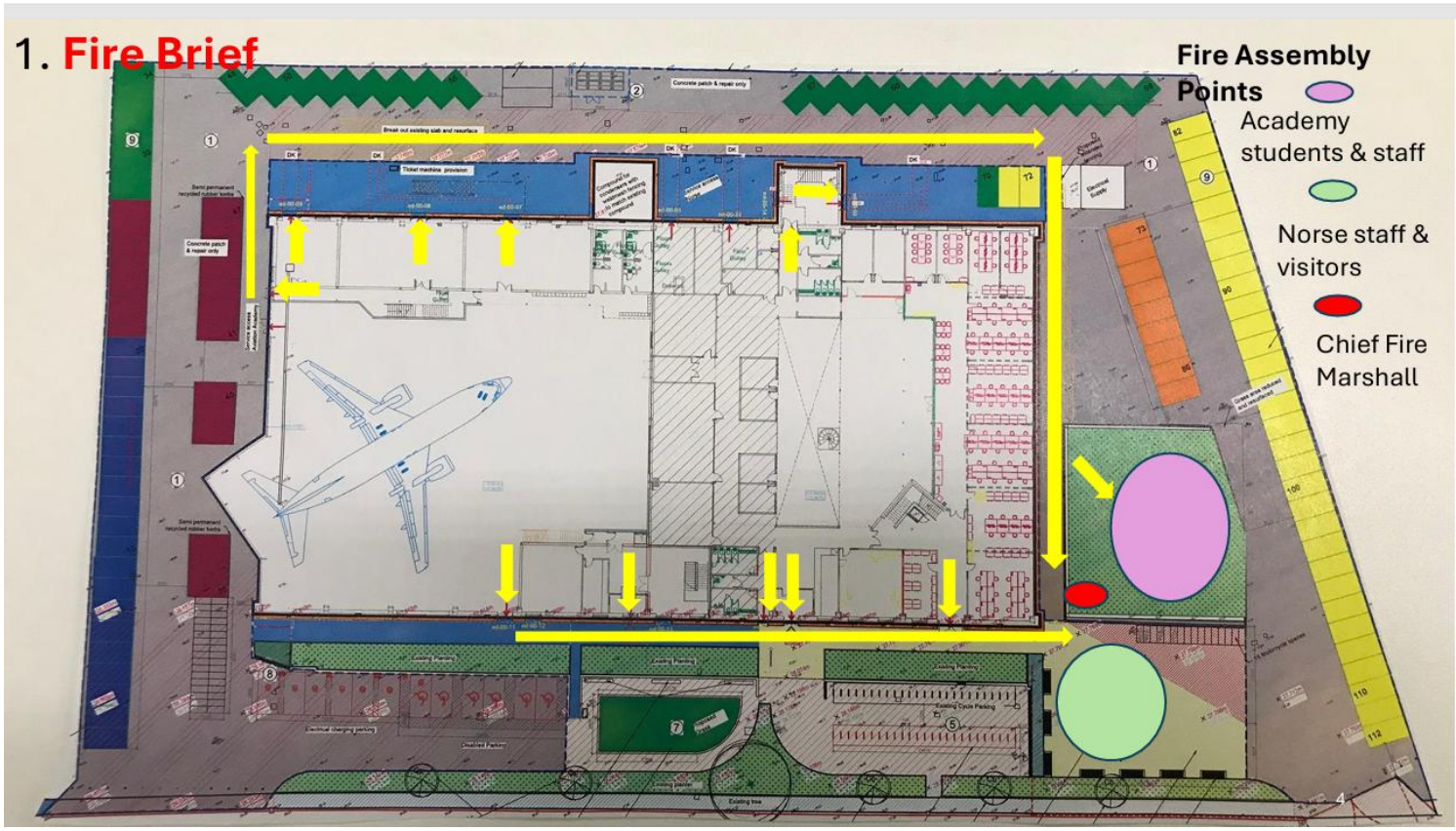
Appendix F

Fire Assembly Point located at front entrance student drop off, on Galley Hill.



Individual evacuation plans for each room are available from the main reception and internally via staff access to Microsoft Teams.

Appendix F1 International Aviation Academy Norwich Fire evacuation Map



Appendix G – Safety Guidance for Contractors

Introduction

This document is issued as a Safety Guidance Note to Contractors and Sub-Contractors employed on School contracts on any of the school premises.

It is designed to ensure a safe environment for the Contractor, School staff, students and visitors and must be adhered to at all times.

To be accepted as an approved contractor you will have to show evidence of insurance cover as required by the school.

A lapse in any of the above will prevent your company from being permitted to work with the school.

For all statements with regard to 'Contractors' the same requirement applies to all their employees, to Sub-Contractors and their employees.

It is the duty of all Contractors and Sub-Contractors to have knowledge of this Guidance document and any other relevant legislation and to take account of it in the pricing, planning and execution of all work on School Projects.

The School will nominate a School Representative for every project. This may be the Head of Centre, Deputy Head's, PA to Head of Centre or Supervising Officer identified by the Head of Centre.

Should a contractor be unsure of the contents of this Guidance document, Legislation, Codes of Practice or of safe working methods, they have a duty to discuss this at site level with the Head of Centre responsible for the project.

Objectives

The objectives of this document are to ensure that the standards for safety, as required by legislation, guidance and best practice, are achieved at all times and that all works are undertaken safely.

- It is the duty of all Contractors to be aware of and work in accordance with current legislation and co-operate with the School on matters relating to Health, Safety and Welfare.

- Contractors operations will be so designed that they will be carried out in a safe manner. Should on any occasion your attention be drawn to unsafe practices, prompt and effective action must be taken to remedy the matter.

Contractor Code of Conduct

Nurture Education Trust are committed to **safeguarding** and promoting the welfare of children and expects all staff, volunteers, contractors, and visitors to share this commitment.

As part of our safeguarding arrangements, interaction with children is strictly prohibited, without the express permission and supervision of the School. Any contractor, or their employee, in breach of this requirement will be barred from site.

Contractors and their employees are required to wear company identification and to conform to agreed **signing in procedures** including the wearing of visitor badges when required.

Clothing must be appropriate for work undertaken and respectful of a child centred environment.

On site parking is only available by prior agreement. All **vehicles** must be logged on

the Inventry touch screen sign in system and parked in designated areas. Vehicles and their contents are parked on site at the contractor's risk.

Playing of radios is prohibited on site and contractors and their employees are required to respect the ethos of the school/s and maintain (in addition to the health and safety regulations) an appropriate **environment** in terms of language and personal interaction with co – workers and adults / visitors whilst on site.

Smoking is not permitted in any part of Nurture Education Trust premises, or within sight of an entrance, exit or perimeter of the school including anywhere where staff may be observed by students or parent. This includes a ban on smoking within vehicles on school grounds.

Commencement of Work - Provision of Safety Information

In the first instance, no work may commence on any School Site until the signed Certificate of Compliance **RULES FOR CONTRACTORS AND SUB CONTRACTORS** has been received.

The rules and certificate apply to all subsequent work carried out by that Contractor on School locations until further notice. In addition, no work may commence before the Contractor has reported to the relevant School representative.

The Contractors should similarly report the completion of a job to the school representative, sign out and return visitor badges where issued. This requirement applies to each and every visit.

At the initial contact with the Head of Centre/PA to the Head of Centre you will be advised of any known Special hazards in the area where you are carrying out the work, and of the procedures and precautions to follow to ensure that the (potential) risks to your staff arising from these hazards are controlled.

In such instances, the Contractor shall, before commencing any work, furnish the Head of Centre/PA to the Head of Centre with a detailed written Method Statement and Risk Assessment on how s/he intends to control any hazards identified and seek the Head of Centre's agreement.

Contractors must comply with School Safeguarding Policies and procedures and provide DBS information as required.

The Head of Centre will suspend the provision of the service, or part thereof, in the event of any non-compliance by the Contractor with his legal duties for health, safety and welfare matters. The Contractor shall not resume provision of the service until the Head of Centre is satisfied that the noncompliance has been rectified. The Contractor shall bear all costs associated with any suspension and resumption of the service.

The Head of Centre, Deputy Head's/PA to the Head of Centre will access at any reasonable time any Site where the Contractor is undertaking any works in pursuance of the Contract for the purpose of carrying out an inspection of health, safety and welfare standards.

The Contractor shall fully co-operate with the reasonable requests of the Head of Centre and shall provide access to all areas of the works, health and safety documentation, welfare

facilities, accident records, training records and certificates, equipment inspection records, statutory registers and notices, plant and equipment for the purposes of inspection.

The Head of Centre will take any photographs, measurements, samples, copies of health and safety related documents etc. which s/he deems necessary to determine the Contractor's compliance with health and safety legislation and best practice and as evidence of any noncompliance.

Within departments, the work area should be clear of hazards to allow the work to commence. However, should you be concerned about any hazard either at the beginning of the work, or about any hazard that develops or becomes apparent during the course of the work; **then you should immediately get in touch with the Head of Centre or PA to Head of Centre.**

In some cases it may be necessary to demarcate the working area e.g. with cones, warning tape or other suitable barriers in order to prevent intrusion into the working area and Caution Notices displayed. The need for such demarcation should either be addressed in the contract or discussed with your site contact.

The Contractor must have included within his/her returned tender/quotation for the provision of any Personal Protective Equipment required to complete the works satisfactorily.

In the event of any unforeseen hazard arising during the course of the works, then the Head of Centre may instruct the Contractor accordingly and grant any additional costs the Contractor may incur as a result of this additional hazard(s).

Training and Competence of Employees and Notification of Hazards

All Contractors must ensure that its employees are adequately trained and experienced to carry out their work safely and hold a CITB or equivalent Certificate of Competence where appropriate.

Training should be to industry-recognised standards; evidence of training will be required. To this end they must ensure also that specific hazards likely to be experienced on the project, whether notified to them or discovered by them, are notified to their workforce, together with any precautions to be taken and local rules to be observed.

Similarly such hazards, and where discovered, should be notified to their SubContractors and to the School.

Improvement and Prohibition Notices

In the event of an Improvement or Prohibition Notice (in accordance with Section 21 and 22 of the Health and Safety at Work Act 1974) being served by an HSE Inspector, the Contractor must immediately notify the School regarding the reason for the Notice and the action the Contractor intends to take as a result.

The Contractor must comply with the terms of such Notice within the appropriate time period.

Construction, Design and Management (CDM)

Where the project is subject to the CDM Regulations the School will nominate a Planning Supervisor and Principal Contractor.

The duties of Principal Contractors are specific, therefore the School will satisfy themselves that prospective contractors are competent and adequately resourced before nominating them.

Duties of Principal Contractor can be found in HSG224 “Managing Health & Safety Construction”.

Plant Materials and Equipment (General)

All plant, materials and equipment used by the Contractor must be of good construction, sound material, adequate strength, free from patent defects, properly maintained and competently operated and routinely inspected, by a Competent Person (insurance inspector) when required.

Plant

All plant used by Contractors including cranes, lifting machines and lifting gear must be safe and fully efficient in use, guarded and equipped with safety devices wherever required and tested and examined in accordance with regulations and when required marked as to the noise level that is likely to be generated by the plant. It is essential that plant to be used is effectively silenced.

Periodic maintenance must be carried out in accordance with manufacturers instructions. Statutory registers, certificates and notices when appropriate are to be displayed or readily available for inspection. **Evidence of maintenance and testing should be available for inspection.**

Ref. L22 – “Safe use of work equipment” (PUWER 98) L113 – “Safe use of lifting equipment” (LOLER 98).

Equipment left on site overnight or through closure periods must be effectively immobilized and secured and is left at contractor’s risk.

All plant movement must strictly obey site specific delivery times and speed limits (where applicable) and banksman must be used where risks to other vehicles or pedestrians have been identified.

Material

All items of equipment and materials are to be stored safely on site and under cover to prevent deterioration.

The area in which items are to be stored will be designated by the Supervising Officer / site contact for the scheme.

The Contractor shall be responsible for the security and loss of any materials.

All materials whether permanent or temporary used on the works are to be safe and properly used and any manufacturers instruction or known hazard relating to use, handling or storage, is to be made known to the School Representative as well as their own and any other Sub- Contractors Workforce.

Waste Materials

Skips should not be stored less than 6m from:

a) a glazed face of a building
b) a gas cylinder store

Skips will be located in an area agreed by the Head of Centre.

Equipment

All equipment brought to the school must be provided in a safe to use condition and the operator properly trained and competent in its use. Similarly for sub contracted work.

Ref: L22 “Provision and Use of Work Equipment Regulations 1998” (PUWER)

All electrical work and work involving the use of electrical tools and equipment shall be carried out in accordance with the Electricity at Work Regulations 1989 and with School rules for all portable electrical equipment. Tools to be rated max (110V).

Battery powered tools are preferable.

Ref: HS(G) 141 “Electrical safety on construction Sites” Safety Equipment and Clothing

The Contractor shall provide all necessary Personal Protection Equipment (PPE) for his workforce including Safety Shoes, Helmet, Ear Defenders, Eye Protection etc, required by

statute.

This equipment will need to be checked at recommended intervals to ensure it still complies.

Ref: L25 “Personal Protective Equipment at Work Regulations 1992”.

Project Supervision

Contractors must ensure that a competent employee of suitable experience is always present on the project to supervise and direct the works and to receive and implement instructions from the Head of Centre or PA to Head of Centre.

Permit to Work

Hazardous work situations exist which can only be carried out under a Permit to Work

System. These include:

Hot Work Permit
Work on Pressure Systems
Work in Confined Spaces
Work on High & Low Voltage Systems
Work in Radioactive Areas
Misc – Asbestos, Sewerage

It is imperative that in such circumstances all affected parties are informed and agree to the Permit to Work System to be adopted.

Such work will then be carried out strictly within the limitations of the Permit to Work System under the direction of the person named as Coordinator of that operation.

Access to School Property / Site

The School have a responsibility under the Health and Safety at Work Act to ensure that contractors working on behalf of the School are competent and work in accordance with health and safety legislation and current best practice.

The contractors in turn will need to produce evidence that their sub-contractors meet the same standards and will be required to ensure compliance with school requirements.

Risk Assessments and Method Statements

Prior to commencing work for the School the contractor will need to provide risk assessments and/or method statements to the Head of Centre.

The risk assessments will need to be task related and address all hazards associated with that

task. The following will be required (where applicable) as a minimum:

- Management risk assessments
- COSHH assessments
- Manual handling assessments
- Noise assessments
- Working at Height

Ref: L21 "Management of Health and Safety at Work L23 "Manual Handling
L5 "Control of Substances Hazardous to Health L108 "Reducing noise at Work"
INDG 127 "Noise in Construction"

Contractors or sub contractors who deliberately flout School procedures or do not adhere to the assessment controls will be considered to be acting without their duty of care and to be in contravention of their responsibilities under health and safety.

As a consequence their names may be removed from any 'approved list' for future work.

Electrical

Plant

The Contractor or their employees shall not enter any sub-station, switch room or similar area without permission from the School's Supervising / Site Officer or Authorized Person, who will specify the nature and extent of the work and issue any necessary Permit to Work.

On completion of the work, any Permit to Work will need to be cancelled by the person issuing The Permit.

Underground/Overhead Services – Method Statement required

Contractors engaged in operations where underground or overhead services may exist, must take adequate steps to locate, identify and mark such services. Relevant precautions (within H.S.E. Guidelines) must then be taken to prevent injury or damage to person or property.

Ref: HSG47 “Avoiding Danger from Underground Services” (revised 2000) HSG185 “Health and Safety in Excavations”
CIS8 “Safety in Excavation”
GS6 “Avoidance of Danger from Overhead Electric Power Lines”

Noise and Vibration

The Noise at Work Regulations impose limits on the hours of exposure to noise of employees.

The duty is on the employer of the employee so exposed.

It is essential, therefore, that when any operation of the Contractor is likely to expose any employee on-Site to an average noise level of 85 db(A) or above, that assessments are carried out and the School informed.

In such circumstances the Contractor must keep stocks of ear defenders or other suitable ear protection for issue to all affected persons.

In addition to the forgoing, noise must be kept to a minimum at all times and must not exceed acceptable or locally specified rules and any conditions relating to noise imposed by the contract.

Due regard must always be given to noise levels permissible times for noisy work and other restrictions which may be imposed by Local Authority Environmental Health Officers under the Control of Pollution Act 1974.

Any items of particularly noisy work shall be brought to the attention of the Supervising Site Officer and any staff working within any adjoining areas, who may also be affected. This should be addressed prior to the contract commencing. The school reserves the right to instruct cessation of works should noise levels exceed agreed limits.

When hand held vibratory power tools, equipment and plant are used, without suitable controls, there is a possibility of persons using these tools and equipment on a regular basis contracting “hand-arm vibration syndrome” commonly known as Vibration White Finger (VWF).

When this equipment is used the Risk Assessment should detail what controls are in place to reduce the risk of injury.

Ref: L108 “Reducing noise at Work”
INDG 127 “Noise in Construction”
INDG126 “Health risks from vibration white finger – Employees Guide INDG 175 “Health risks from vibration white finger” – Employers Guide INDG296P “Hand –arm vibration syndrome” – Pocket guide

Explosive or Radioactive Materials

Under no circumstances will explosives, explosive devices or sources of ionising radiation be allowed on School Property without written consent (minimum 7 day notice) of the Trust and School.

Any Contractor using such materials will be required to prove their competence in the use of such material and notify the School of their Competent Person on the project.

Storage will not be allowed under any circumstance on School property.

No radioactive sources must be brought onto School property without PRIOR APPROVAL of the School Radiation Protection Advisor.

The covering or removal of any radioactive smoke detectors shall be brought to the attention of the Supervising / Site Officer who shall arrange an area for temporary storage, inform the School Safety Officer, and arrange for satisfactory and safe disposal of the redundant equipment.

Operation of Plant

No employee of any Contractor should operate tools or plant unless they have been adequately trained, and are competent in its use (Certification as proof may be called for).

No employee shall operate another Sub-Contractor Plant without the authority of its owner/hirer who will first ensure the competency of that employee to operate that item of plant.

Where plant and equipment is hired, evidence of maintenance and testing should be

obtained. School equipment must not be used.

The Contractors should note that some of the School's plant and equipment may be remotely and automatically controlled through a Computerised Building Management System.

Accordingly, Contractors should, before commencing work, receive appropriate authorization from the Supervising / Site Manager that any equipment they have been instructed to work on, has been isolated from the control system.

Asbestos

Prior to starting any work where there is likelihood that asbestos may be the contractor should obtain details of an asbestos survey from the Head of Centre.

If accidental disturbance occurs or where a material suspected as being asbestos is found, the work activity should cease immediately and the Head of Centre informed without delay.

Asbestos work will only be carried out under the control of the School, who will select suitable contractors.

Ref: HSG213 “Asbestos Essentials”

Housekeeping

It is imperative for the safety of the Contractors Employees and the School's Employees, Students and Visitors that all Contractors keep materials in an orderly fashion in the place designated.

Also that any debris or waste arising from the Contractors works on-Site are cleared away as soon as is reasonably practicable to the designated area.

Any waste not cleared which causes a hazard will be cleared by the School staff and the cost charged to the Contractor or debited to the account of the offending Contractor.

Fire Safety Guidance for Contractors

There is an obligation on School Authorities under various areas of Statutory Legislation to achieve and maintain an acceptable standard of fire precautions within the premises for which they are responsible.

This responsibility extends to ensuring that Contractors are made aware of their responsibilities whilst working on-Site and within the School's buildings. General Fire Precautions:

- If a Contractor discovers or suspects a fire, they should raise the alarm by operating the nearest fire alarm point.
- If a Contractor hears the alarm, or after actuating a fire alarm call point, they should evacuate the building by the nearest exit and assemble at the pre-agreed assembly point.
- Even if the alarm has been activated as a result of contractor activities, for example, by sparks, fumes, or accidental cutting of alarm cables, then all individuals must still evacuate the building.
- Contractor staff shall not, following an incident, re-enter the building until told it is safe to do so.

Before Commencing Work:

- Ensure you are familiar with the route of escape (including the alternative routes) from the area you are working in, bearing in mind you may be working in basements/roof voids and similar areas where the route is confined and plant or machinery has to be negotiated.

- Locate the nearest break glass alarm point. If this cannot be found contact the Head of Centre who will give detailed instruction of the method to be used in

raising the alarm, should the need arise.

- Locate the nearest source of any fire fighting equipment within buildings. General Rules to be followed:

  - Works carrying a high fire risk shall not be commenced without the prior written approval of the Head of Centre MA.

- If work is to be carried out in areas which necessitate the temporary closure of, or restrict the use of designated exits, for however short a time, this should be brought to the attention of all persons working or using these areas and the alternative route clearly marked before the work commences. If in doubt, seek the comments or approval of the Head of Centre.

-The correct storage, securing of and stacking of materials plant and machinery used during the contract, will be the responsibility of the Contractor.

- The Contractor (or any Subcontractors) will ensure that Exit routes are kept passable and all doors/staircases kept clear in the following circumstances:

(i) During the working day.
(ii) Whilst the working area is unattended, i.e. meal breaks/temporary suspension of the works.
(iii) Outside working hours.

The following is to be strictly controlled:

The use of equipment-materials and the carrying out of processes, which could:

- Cause a fire to be started.
- Increase the severity of a fire.

- All equipment utilising a naked flame is to be turned off, or disconnected after use on every occasion. Before commencing any work involving a naked flame, the Contractor shall ensure that a Hot Work Permit system is in place.

- Note : All works that involve the use of welding gear, blow lamps or other plant using naked flames shall cease not less than one hour before leaving the Site and it must be ensured that a thorough check is carried out of the area before leaving the Site immediately following the use of such equipment to reduce the risk of fire.

- Any use of flammable or toxic chemicals and gases is to be in strict accordance with and only as per the manufacturer's instruction and conditions of use. All such

materials are to be kept in the correct containers and stored securely when not in use.

- Smoking is forbidden in any part of the School premises, or within sight of an entrance, exit or perimeter of the school including anywhere where staff may be observed by students or parents. This includes a ban on smoking within vehicles on school grounds.

- Welding or burning shall not be carried out in such areas without the School's authority.

- All containers containing flammable gases shall either be stored in an area suitably designed to minimise any risk of combustion or removed from the Site each day after use.

- Whilst on Site and at all times when works are being carried out, the Contractor will ensure that suitable Fire Extinguishers are available close to the area of the works. School extinguishers shall not be removed and used for this purpose.

- Where the work carries a significant fire risk (i.e. work involving the use of naked flames or electrical equipment) the Contractor will supply for the use of their staff a Fire Extinguisher suitable for the work being carried out and be trained in its use.

Working Areas

Apart from access, Contractor's employees are forbidden from going outside their working areas.

All contractors shall wear an identification badge / contractor livery at all times whilst on school property.

Services

No connections may be made to electricity, mains gas, without authorisation of the Head of Centre or authorised school representative.

Excavations

All excavation works will require a Method Statement.

Before work commences, the Contractor shall consult with, who in turn will authorise the work And advise on the possibility of the electrical cables, drains, gas, water mains etc, likely to be affected, where known.

References - CIS8 “Safety in Excavations”
– HSG185 “Health and Safety in Excavations”
– HSG47 “Avoiding danger from underground services”

Compressed Gas Cylinders Contractors shall:

(a) Make adequate arrangements for the safe custody of all their cylinders.
(b) Not store cylinders in cabins.

(c) Take note of the precautions issued by manufacturers published in HSE Guidance Notes.

Ref: CS6 “The storage of LPG on construction Sites”

Working at Heights and on Roofs

All work carried out on roofs requires compliance with Roof Work Guidelines (which follow), a Safe Working Procedure and adherence to the following references:

Reference - HSG33 “Health and Safety in Roof Work” GS 31
“Safe use of ladders, stepladders and trestles
Construction (Head Protection) Regulations 1989”
GS25 “Prevention of falls to window cleaners”

Scaffolding

All independent and tower scaffolds for access and material handling purposes shall be erected in accordance with BS 5973 and must not undermine building security. This includes requirement to board lower levels to prevent unauthorised access.

All scaffolding shall be erected only by trained and authorised competent persons. Evidence of training should be available for inspection.

Any scaffold which remains erected for more than one week should be inspected at least once per week, and after bad weather, which may have an effect on strength and stability.

The inspection to be carried out by a Competent Person and a register of such inspection(s) to be retained on Site for inspection by the School Supervising Officer / Site Manager or
Authorised Person.

Ref: CIS10 “Tower Scaffolds”
CIS49 “General Access Scaffolds and Ladders”
INDG220 “Guide to Construction (Health, Safety and Welfare) Regulations 1996”

Danger Boards

The Contractor shall not touch any equipment if a School Danger Board or notice is attached to any Electrical/Mechanical Equipment.

If the Contractor is expected to work on the equipment then he must seek out the person whose name is shown on the Danger Board or notices and contact the Head of Centre before work commences.

Where 'locking off' arrangements are in operation under the Permit to Work systems these shall be in accordance with the School Code of Practice for Safe Systems of Working, which is available for inspection.

Working Alone

Contractors should ensure that if working alone on School premises they have suitable controls in place for the safety of the lone worker (this includes the self-employed).

Employers are responsible for their employees safety.

Ref: INDG72 (rev) “Working Alone in Safety”

Protection of all persons other than your own Employees

In addition to having suitable controls in place for the safety of your employees:

Contractors must ensure the safety of all persons on School controlled premises while undertaking work activities.

Controls should be in accordance with the following reference. Ref:

HSG151 “Protecting the Public”

Welfare

Provision of suitable welfare facilities should be provided by the contractor applicable to the work activity in agreement with the school.

Ref: CIS18 “Provision of Welfare Facilities at Fixed Construction Sites” CIS46 “Provision of Welfare Facilities at Transient Construction Sites”

Control of Pollution

Contractors may not deposit any waste, chemical or any other substances whatever into the drains or refuse disposal containers on School premises, unless express permission has been given by The Head of Centre.

Any toxic substances shall be collected and stored separately whilst on Site and the disposal arranged in accordance with the appropriate regulations or in agreement with the
Head of Centre.

A record of any such disposal, including the name and address of any disposal contractor, the date when the disposal and quantity of substances disposed of, shall be kept by the Contractor.

A copy of the record shall be given to the Head of Centre for her/his records.

Cartridge Operated Fixing Tools

Cartridge fixing tools are not be used on School premises without the prior permission of the Head of Centre.

Ref: L22 Puwer 98
PM14 “Safety in the use of Cartridge Operated Fixing Tools”

Flammable Materials

The Head of Centre must be consulted before flammable materials are stored on Site.

Ref: HSG 51 “The Storage of flammable liquids in containers” INDG227 “Safe working with flammable liquids”

Suitable precautions need to be taken when the Contractor is working with flammable fumes.

Toxic Fumes

Materials, which release toxic fumes, must be used in accordance with the manufacturer’s instructions, in well-ventilated areas and with such personal protection as may be required for the work in hand.

Ref: L5 “Control Of Substances Hazardous to Health”

Accident Reporting

The Contractor shall record all accidents, which arise out of the Contract Works in areas under his control.

The Contractor shall keep these records for the minimum statutory time period and shall provide copies of accident forms and accident statistics to the Head of Centre on request.

The Contractor shall notify the relevant health and safety enforcing authority within the statutory time periods of any injury, dangerous occurrence or disease which is reportable under the current Reporting of Injuries, Diseases and Dangerous Occurrences Regulations arising from activities under his control.

Copies of any such reports are to be provided immediately to the Head of Centre

Ref: L73 “A guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations(RIDDOR)1995”

Redundant Mechanical and Electrical Site Services

To reduce the risk of injury/incidence during refurbishment the following procedures will be adhered to as defined in the responsibilities given below, set out for each party (employer/contractor):

The contractor shall, as part of the contract works, ensure that prior to any works commencing a detailed survey of the area of the building identified for refurbishment carried out to ensure that all services have been correctly identified and marked.

This will require a Risk Assessment and Method Statement being prepared by the contractor and being agreed by the Head of Centre before the survey work commences.

Only suitably qualified and competent technical staff (NICEIC/gas safe etc) working on behalf of the contractor shall carry out the identification of the services.

Services that cannot be clearly identified and their source of supply confirmed should be brought to the attention of the Head of Centre who shall instruct the contractor on how to proceed.

The School shall, on receipt of information from the contractor of redundant services being present within a scheme either, instruct the contractor tasked with carrying out the scheme to undertake the removal of the redundant services or, alternatively, appoint and brief another contractor to carry out this work.

School Roof Work Guidelines Flat Roof Work Authorising Officer duties:

Before contractors have roof access the officer authorising the work should ensure that the contractors:

Have suitable Risk Assessments in place, which are Site specific and relevant to the type of work being undertaken. If required the assessments can be forwarded for comments and advice.

Book in with the Site Team prior to work commencement – stating location, nature of

business and times of expected access and egress.

Have a suitable means of communication, e.g. 2-way radio or mobile phone and understand what action to take in the event of an emergency.

Are made aware of any hazards associated with the area in which they are to work, e.g. no edge protection, fragile roofs and hazardous discharges from fume cupboards etc.
Carry out a communication check from the roof on which they are to work to ensure that whatever system is used is suitable and effective, failures will need to be rectified prior to work commencing.

Working outside normal working hours book in with the Deputy Head LC.

Security Control duties (outside normal working hours)

Security Control employees should ensure that outside normal working hours persons requiring access to a roof are logged in/out at Security Control.

Security Control duties at all times should ensure that:

Front door key is issued and returned on request of the Head of Centre or his/her representative. Key code will be changed after works during school holiday periods are completed.

School Employees

Managers and Supervisors should ensure that before roofs are accessed:

Suitable Site-specific risk assessments are in place for the work being undertaken prior to work commencing.

Employees are suitably trained for the work activity being undertaken (evidence of training should be available if requested).

Suitable means of communication are in place and tested from the work site prior to work starting.

Sloping Roof Work (Contractors and School Employees)

Managers and Supervisors should ensure that before roofs are accessed, a suitable Site specific Risk Assessment and Method Statement is in place before work commences; the risk assessment/method statement should be vetted.

If required specific advice should be sought from the Head of Centre or School.

Should you have any Health & Safety queries that you wish to discuss contact the Head of Centre.

Health & Safety Information

In addition to the School Guidelines you can obtain up-to-date Health & Safety information from the following sources.

HSE Direct

HSE direct is an online information service providing instant access

to: All the very latest health and safety legislation.

- Approved Codes of Practice and HSE guidance on legislation, including the ACOP and HSE services
- Guidance from HSE on specific workplaces, processes and substances including the HSG series and Industry Advisory Committee publications
- EU directives
- Case summaries
- HSE forms

The Site also contains daily news, HSE press releases, a health and safety events diary, useful contact details and much more: **www.hsedirect.com**

The requirements within these Guidelines must be complied with, when working for Nurture Education Trust. You are advised to keep these Guidelines readily available for future reference. Adherence to the Guidelines will be monitored by School personnel.

HSE Information Services HSE Infoline

HSE InfoLine can provide information on workplace health and safety and on HSE publications.

HSE InfoLine is available by email only at www.hse.gov.uk, a telephone service is available for reporting fatal or major injuries only (08453009923 8.30-5, 01519229235 outside those hours. General Email enquiries can also be addressed to concerns@hse.gsi.gov.uk

Certificate of Compliance

RULES FOR CONTRACTORS AND SUB CONTRACTORS Part A

I certify that I have received a copy of the "Safety Guidelines for Contractors", that I have read and understood its contents, and that I agree to do everything possible to protect myself and others from danger when working at the

SCHOOL NAME:.....

COMPANY (FIRM): .....

ADDRESS: .....

.....

.....

.....

TELEPHONE No: .....

POSITION: .....

NAME: .....

SIGNATURE:.....

DATE: .....

Please return to:
Named contact:
School Name:
Address: Telephone
No: Email address

Certificate of Compliance

RULES FOR CONTRACTORS AND SUB CONTRACTORS Part B

1 Permit title	**2 Permit number. Reference to other relevant permits or isolation certificates**
3 Job location	
4 Plant identification	
5 Description of work to be done and its limitations.	
6 Hazard identification - including residual hazards and hazards introduced by the work	
7 Precautions necessary - person(s) who carries out precautions, e.g. isolations, should sign that precautions have been taken	
8 Protective equipment	
9 Authorisation - signature confirming that isolations have been made and precautions taken, except where these can only be taken during work. Date and time duration of permit	
10 Acceptance - signature confirming understanding of work to be done, hazards involved and precautions required. Also confirming permit information has been explained to all workers involved	

11 Extension/shift handover procedures - signatures confirming checks made that plant remains safe to be worked upon, and new acceptor/workers made fully aware of hazards/precautions. New time expiry given
12 Hand back - signed by acceptor certifying work completed. Signed by issuer certifying work completed and plant ready for testing and decommissioning.
13 **Cancellation** - certifying work tested and plant satisfactorily decommissioned