



5. Health and Safety Policy

Person(s) responsible: The Principal and Head of Finance and Premises

This policy should be read in conjunction with the other policies, procedures and guidance, stored in SharePoint, including:

- 3A – Positive Behaviour Support Policy
- 4A – Safeguarding Policy
- 4B – Code of Conduct
- 4C – Visitors Policy
- 5Q – Driving Policy
- 5T – Lone Working Policy
- 6A – Medicine Management Policy
- 6B – Infection Control Policy
- 6C – Health Conditions Policy
- Risk Assessments
- First Aid Arrangements
- Business Continuity Plan

Reviewed by: KK/SMT- February 2025 (annually)

Ratified by Trustees: March 2025

Review date: Spring Term 2026

EDI Assessment: SSET does not currently identify any EDI impact of this policy; should new information come to light, this will be considered at the next review.

HEALTH AND SAFETY POLICY STATEMENT

Introduction

This policy is concerned with ensuring that students, staff, visitors and contractors to The Sheiling Ringwood (TSR) are kept safe and healthy and that TSR meets its legal and statutory obligations. Accountability for Health and Safety rests with the Trustees and in turn the Principal. Day to day operational management is delegated to the Head of Finance and Premises, Facilities Manager, Health and Safety Officer and Heads of Departments (for student-related H&S).

Under the Health and Safety At Work Act 1974, Workers have a duty to take care of their own health and safety and that of others who may be affected by their actions at work. Workers must cooperate with employers and colleagues to help everyone meet their legal requirements.

Staff receive Health and Safety training as part of their induction and are informed of where the Health and Safety Policy can be found. When significant changes are made to the Policy, staff will be made aware via email with a current version of the policy always available on SharePoint. Staff undertake mandatory online H&S refresher training as part of a 3-year cycle.

Auditing, Monitoring and Review

This policy is reviewed by the Head of Finance and Premises, Facilities Manager, Health and Safety Officer, and the Senior Management Team (SMT) at least every year, prior to approval by the Trustees. Its efficacy in meeting satisfactory Health and Safety standards is monitored on an ongoing basis. Recommendations will be discussed and agreed by SMT/Trustees.

External audits and inspections may be carried out by enforcement bodies including Ofsted, CQC, Environmental Health, Dorset County Council and the Health and Safety Executive. Internal Health and Safety audits are carried out by the Health and Safety Officer and Heads of Department. Audit recommendations are discussed with Heads of Department/ SMT and the Trustees, with appropriate actions fed through the organisation and Focus Management Group.

The Head of Finance and Premises reports periodically on Health and Safety matters to SMT and to Trustees.

Signature Chair of Trustees

Date

Signature Principal

Date

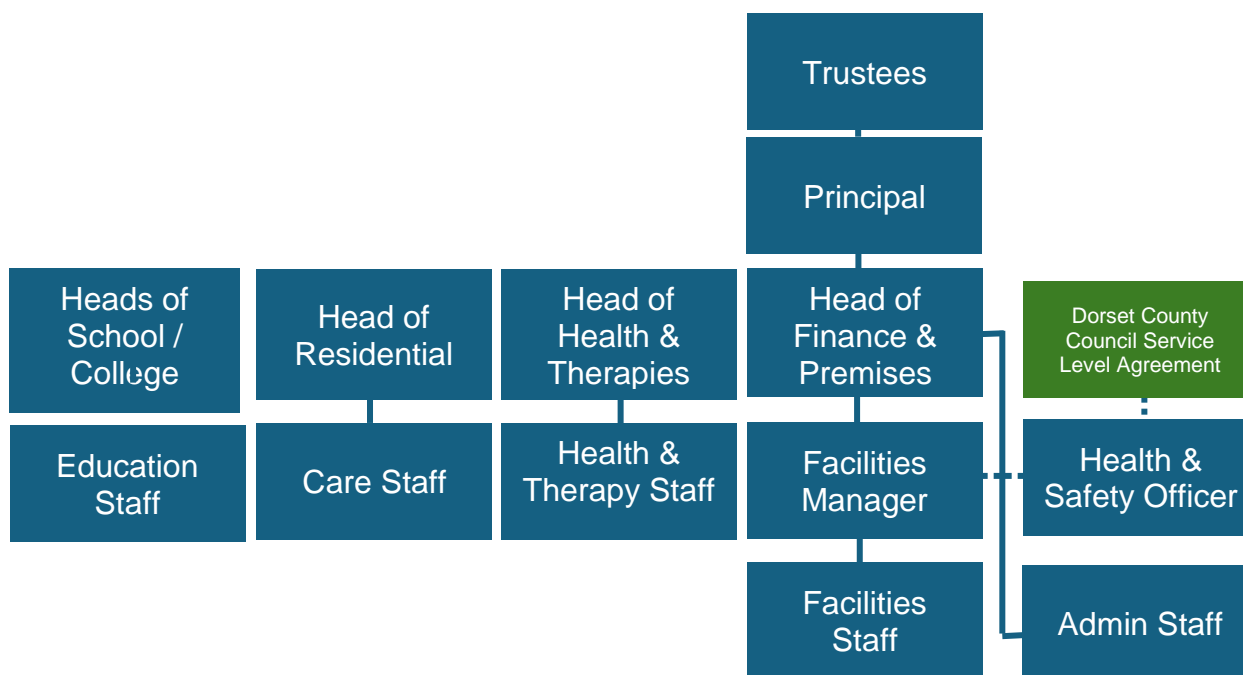
Signature Head of Finance and Premises

Date

ORGANISATION

Health and Safety Organisation Chart

The following chart represents an overview of the management organisation for Health and Safety:



Responsibilities

Trustees

The Trustees have overall responsibility for the Health and Safety Policy and practice.

Principal

The Principal has overall management responsibility for TSR and, in particular, the delegation of duties to ensure health and safety matters are dealt with appropriately.

The Head of Finance and Premises

The Head of Finance and Premises has management responsibility for:

- Providing leadership on Health and Safety matters
- Ensuring that there is an effective policy in place and appropriate systems for monitoring.
- Delegating responsibility as appropriate for the detailed implementation of the policy
- Ensuring adequate financial provision is made for Health and Safety including related training.
- Presenting relevant reports to the Principal and Trustees

Facilities Manager

The Facilities Manager, supported by external contractors as appropriate, is responsible for:

- Ensuring that TSR's buildings, plant and machinery are maintained in a safe working condition and that suitable records are kept.
- Ensuring that contractors' Health and Safety documentation is in place and work procedures comply with legislation.

- Ensuring that any reported hazardous or dangerous conditions or situations are remedied as soon as possible.
- To maintain and update statutory registers/recording including asbestos and legionella.

Health and Safety Officer

The Health and Safety Officer is responsible for:

- Ensuring the Health and Safety Policy is reviewed and reflects current legislation.
- Ensuring all aspects of the Health and Safety Policy are monitored and escalating issues as appropriate for action and review.
- Ensuring effective systems are in place to deliver the objects of the TSR's Health and Safety Policy.
- Advising and assisting staff with health and safety matters.
- Review and file Risk Assessments to ensure current ones are available to all staff via SharePoint.

Heads of Departments

All Heads of Departments have general responsibilities for ensuring that:

- Members of their department have a safe environment, working practices, risk assessments and procedures.
- Equipment within the department is safe, risk assessed, appropriate training has been provided and protective equipment is available and used.
- Ensure all activities falling within the remit of the role are risk assessed and that these risk assessments are periodically reviewed and complied with.
- Any accidents, hazards or 'near misses' are reported, via Databridge in a timely and appropriate way.

Head of Residential Services

The Head of Residential Services is responsible for ensuring that the Health and Safety Policy is implemented in the residential houses, in relation to the care of students, on and off site. This includes responsibility for ensuring appropriate risk assessments are in place for residential care, including health care, with support from the Head of Health and Therapies.

Head of School and College

The Heads of School and College are responsible for ensuring that the Health and Safety Policy is implemented in the education setting, in relation to the education of students, on and off site. This includes responsibility for ensuring appropriate risk assessments are in place for the provision of education.

In addition to the above, certain staff may have department-specific responsibilities included within their job description.

All Staff (including vocational workers and agency workers)

All staff are responsible for:

- Familiarising themselves with, and adhering to, the Health and Safety Policy and relevant Risk Assessments
- Ensuring that safe working practices are followed at all times.
- Ensuring that houses / classrooms / work areas and equipment are safe before and during use.

- Using any supplied protective equipment properly
- Reporting any near miss incidents, accidents or hazards in a timely and appropriate way
- Cooperating and assisting in the writing of risk assessments (as required) and acting on any control measures identified.

Residents living on-site

All residents are responsible for:

- Familiarising themselves with, and adhering to, the Health and Safety Policy and relevant Risk Assessments
- Reporting any health and safety issues to the Health and Safety Officer, Facilities Manager or member of the SMT
- Ensuring their personal visitors adhere to the TSR Visitors Policy at all times.

Visitors

All visitors are required to sign in at Reception where they are issued with a visitor's badge which is to be worn at all times whilst they are on site. All staff are expected to escort their visitors whilst they are on site, explain the evacuation procedures in the event of a fire or emergency and ensure that they sign out (and return their badges) on leaving.

Communication and Consultation

Staff are informed of their Health and Safety responsibilities via this policy, through induction training and other training received as required through the year.

Updates on Health and Safety issues, regulations and practice are provided by the Health and Safety Officer using email or SharePoint.

Health and Safety issues are discussed at departmental meetings and staff are encouraged to raise any issues through their Line Managers in the first instance, through the Health and Safety Officer or via the Staff Forum, which the Health and Safety Officer attends.

Training

Health and Safety Training forms a mandatory part of induction training along with Fire Safety, COSHH and First Aid. Mandatory refreshers are run periodically for all staff along with 'toolbox' and task-specific training for staff whose roles may require this.

Health and safety arrangements

Safe Systems of Work

Heads of Departments should devise safe systems of work, where appropriate, for their departments. The aim of these systems is to minimise the risk of accidents or injuries to both students, staff, visitors and contractors. Consideration should be given to:

- The layout of the work and the use of the working areas to allow safe access and exit
- Analysis of the tasks involved including safety and the provision of clear instructions.
- Identification of safe procedures, both routine and emergency
- Written procedures for the operation of potentially hazardous machinery or for the use of potentially hazardous materials.

Risk Assessments

Risk Assessment guidance documentation is held on SharePoint and is accessible to all staff. It sets out the legislative framework within which we are obliged to assess and manage risk, along with TSR-specific guidance on how we achieve this. TSR's approach to risk assessment and the procedures staff are required to follow also forms part of the mandatory induction training for all staff.

Incident Reporting (including RIDDORs)

Staff report all incidents (near misses or accidents) on Databridge.

Databridge will notify the relevant Manager who will investigate. Residential student incidents are reported to the Deputy Head of Residential Services. Day student incidents are reported to the Deputy Head of College / School. Staff incidents (including visitors, contractors, volunteers, bank staff or agency staff) are reported to respective the Head of Department who will contact HR Manager or Health and Safety Officer if required. If urgent attention is required or if the incident is outside of Monday to Friday daytime working hours staff must inform the on-call Manager via extn 2368.

Any accident, near miss or incident should be responded to and investigated as soon as practicable in the following way:

- Ensure area is safe to enter.
- Make sure any injured person has first aid / medical attention.
- Look for witnesses.
- Record the scene with photos (ideally date and time printed), if a camera is available/permitted, or sketches.
- Safeguard any evidence.
- Establish what happened and update associated plans/procedures as appropriate.
- Inform Line Manager
- Investigate and refer to Health and Safety Officer if RIDDOR might apply and/or if advice or guidance is required.
- Log all actions on Databridge.

Definitions:

- Accident: an event that results in injury or ill health.
- Near miss incident: an event that, while not causing harm, has the potential to cause injury or ill health.
- Significant Event (Students): may at a later date show a bruise or other injury, following an episode of self-harm or a behaviour incident.

Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR)

Where a serious or specific type of injury occurs, or a staff member is off work for 7 or more days after an accident it must be reported to the Health and Safety Executive (HSE). The Health and Safety Officer or Head of Finance and Premises will decide whether a RIDDOR report is necessary and submit as required.

Dealing with Emergencies

TSR has a Business Continuity Plan (BCP) which details what to do in the event of emergencies. A copy of the BCP is accessible by key members of staff. In the event of an emergency, staff must phone the on-call manager who will determine whether to trigger the BCP.

In addition:

- Fire evacuation plans/procedures can be found in the Fire Folders (Red folder) within each building.
- Missing Student/Person Procedures can be found near the main exit of each building.
- Chemical Safety Data Sheets can be found in the COSHH folders (Green folder) within each building.

Off-site visits, including residential visits, adventure activities and work experience. Risk Assessments must be completed and referred to when carrying out off-site visits, residential visits, adventure activities or work experience. If the activity is provided by third party and is high risk (eg. high ropes or skiing) this must be referred to Health and Safety Officer or Head of Finance and Premises to assess whether it is safe for the trip to go ahead.

An 'Outing Detail Form' must also be completed which details students involved and provides guidance as to the process to follow with regard to relevant risk assessments.

Fire Safety

Building fire risk assessments are completed for all buildings and/or when significant changes occur within the buildings that alter the fire safety arrangements in place. Each building has a Red Fire Folder containing:

- Fire safety records.
- Testing and checking logs.
- Personal evacuation plans
- Records of fire evacuation drills
- Information for fire service
- Information on asbestos in the building

Each building also has appointed Fire Wardens who receive appropriate training. The Fire Wardens are responsible for taking the lead in terms of overall fire safety within the building. They are also responsible for taking the lead in the event of any evacuation whether planned or unplanned.

Appendix A outlines the Fire Safety Arrangements in place at TSR.

First Aid, Infections and Diseases, and Administration of Medicines

Please refer to the First Aid Arrangements (available on SharePoint), Medicine Management Policy, Infection Control Policy and Health Conditions Policy.

Occupational Health, Managing Stress and General Staff Welfare

Occupational Health issues will predominantly be dealt with via the HR Department. Guidance on these and related issues are covered during Induction. A free confidential counselling service is available to all staff and a number of staff within the HR team are qualified in Mental Health First Aid. The Staff Forum meets three times per year and provides a means of consultation and feedback on Health and Safety matters and includes the Health and Safety Officer as a core member.

Security of Site and Site Safety

TSR takes reasonable steps to prevent unauthorised entry to its premises and this is also referred to within the Safeguarding Policy. The arrangements for ensuring the security of the buildings and site are as follows:

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- Initial responsibility rests with individual members of staff, their Line Managers and Heads of Department, to ensure that areas in which they work are left secure, with windows and doors locked and any electrical equipment, including lights, switched off, if appropriate.
- Residents and staff are expected to remain vigilant and lock up as required after hours.
- Most buildings have automatic locking and door codes.
- Coded entry and exit locks/pads to gates and building doors, along with alarms and CCTV are in place.
- Safety risks including, but not limited to, trespassing, arson and burglary, are considered, in appropriate risk assessments.

On site there is a 10-mph speed limit and staff are reminded that there is a need to be extremely vigilant, especially near boundaries, gates and whilst reversing. Students and residents may also use cycles and go-karts. TSR is in wooded grounds which are managed by the Facilities Manager. Staff who park their cars on site, do so at their own risk and are advised to wear suitable footwear due to uneven ground in some areas.

Risk from injury by vehicles moving on site is reduced by:

- A speed limit of 10 mph and signage in place
- Students are accompanied by staff members.
- Parents/carers, agency staff, visitors, delivery people and contractors are advised of the vehicle access requirements and procedures are available at Reception when signing in.
- Line Managers advise staff on parking arrangements at Induction.

Security of the site and site safety is covered via an estates risk assessment and our Safeguarding policy.

Violence/ Challenging Behaviour of Students towards staff

Violence of any form is unacceptable. Acts of violence by members of staff are dealt with via the TSR Disciplinary Policy.

There is a distinction between actual intentional violence and harm resulting from the unintentional behaviours by a student that challenge. Behaviours of a student are dealt with through the Positive Behaviour Support Policy.

New and Expectant Mothers, Young workers, Workers with disabilities

Risk Assessments are carried out for high-risk areas of work and workers, and these may include new and expectant mothers, young workers and workers with disabilities. High risk workers would be assessed on a case-by-case basis with involvement from the HR Manager, Health and Safety Officer and Line Manager.

Manual Handling / Display Screen Equipment (DSE)

TSR is aware of its duties under the Manual Handling Operations Regulations 1992 and, where there is a possibility of injury being caused, the following action will be taken in line with the regulations:

- Staff receive Manual Handling Training as part of the TSR induction and as part of the mandatory annual H&S refresher training.

- Specific manual handling activities that have been identified as posing increased risks are individually assessed to reduce those risks far as reasonably practicable. Where activities involving risk cannot be avoided, they will be subject to an assessment of the task, the load, the working environment and individual capability using the HSE Manual Handling Assessment Chart (MHAC) and Risk Assessment of Pushing and Pulling (RAPP) tools.
- The risk of injury will be reduced so far as reasonably practicable by:
 - Getting assistance from other personnel
 - Breaking heavy loads down to more manageable sizes
 - Using appropriate equipment and moving loads via a mechanised process instead.

The initial responsibility for assessing any manual handling implications rests with the person lifting the object.

Staff working with display screen equipment (DSE) on a regular basis (daily, or for continuous periods of an hour or more), must complete the HSE assessment document provided at Induction training, and ensure these are signed off by their Line Manager. The assessment must be reviewed, if there are any changes to the working environment, by the member of staff and their Line Manager.

Slips, Trips and Falls

Risk assessments take into account slips, trips and falls. Slip, trip and fall hazards identified are to be dealt with immediately by the member of staff who identified it (trailing leads, spills etc) – only if this can be done safely. If this is not possible due to the nature of the hazard, the matter should be reported to the Facilities Manager and the area made safe for other users.

Vehicles, Transport and Authorised Drivers

Please refer to the Driving Policy.

Management of Asbestos / Radiation

Please refer to the Asbestos Management Plan, held by the Facilities Manager.

No work shall be undertaken by any member of staff or contractor on any material or premises that contains or may contain asbestos or radiation unless fully risk assessed and carried out under consideration of all applicable legislation.

Ionising radiation, such as x-rays, gamma rays or particles and non-ionising radiation (NIR)s, such as ultraviolet (UV), power frequencies, microwaves and radio frequencies, are not recorded as an issue within TSR premises.

Control of Substances Hazardous to Health (COSHH) / Glass and Glazing COSHH

Managers/ Heads of Departments must ensure COSHH risk assessments are in place for any hazardous substances being used in their area. The Health and Safety Officer is responsible for creating and updating these risk assessments. Managers must look at the Safety Data Sheets and COSHH risk assessments to establish the risks and control measures. Managers must ensure:

- All containers are clearly labelled. (If there is any doubt about the contents of a container, the contents are to be disposed of in accordance with current legislation)

- Staff using hazardous substances are provided with sufficient instruction, information and training to ensure safe use.
- Staff are issued personal protective equipment (PPE) as required.
- A COSHH inventory of hazardous substances is held and kept up to date.

Further advice can be obtained from the Health and Safety Officer.

Safety Glass and Glazing

Safety glass is used in all new buildings and where identified as being required has replaced standard glass to minimise the risk of injury to students, staff and others. The Facilities Manager reviews the need for safety glass or Perspex in all building work/sheds etc.

Working at Height

The Working at Height regulations 2005 apply where there is a risk of a fall that may cause injury. There is no minimum height at which they become effective. They apply to all access equipment which covers ladders and stepladders as well as more advanced equipment such as scaffolding and mobile access equipment. Training is provided to staff via H&S induction training and relevant staff through 'toolbox training'.

Line managers must ensure that any work at height is properly planned and organised and provide additional training as required. Risk assessments must be carried out prior to any activity to ensure the correct access equipment is used, staff are competent in its use, and any necessary measures are taken to minimise the risks or consequences of a fall. All access equipment must be inspected prior to use by the person using the equipment. Any defective equipment must be taken out of service immediately. A scheduled inspection and maintenance regime must also be in place and actioned by the Facilities Manager.

Lone Working

Please refer to the Lone Working Policy.

Therapy Pool

The Therapy Pool has a Safe System of Work in place called the Pool Safety Operating Procedures (Normal Operating Plan and Emergency Action Plan) to allow for its safe use. Pool Safety Rules and Risk Assessments are also in place.

Pool activities are under the control of the Heads of Departments. Managers/Heads of Department must inform staff about the Pool Safety Operating Procedures and ensure any person leading a session has undergone training.

The Facilities Manager is responsible for the maintenance of the pool and pool building including water testing and maintenance of the pool plant room equipment.

Leisure Activities and Events

Risk assessments are in place for all activities currently undertaken which are available to all staff on SharePoint. A new risk assessment will be required (or an existing one will need to be updated) if any of the anticipated hazards associated with a new activity are not covered. The process for carrying out risk assessments for these types of activity are covered within the Risk Assessment Guidance and the Outing Detail Form both of which are on SharePoint.

Maintenance of Plant and Equipment

All electrical equipment, ventilation systems, pressure systems, gas appliances and protective equipment must be inspected, stored, maintained and used in accordance with manufacturers' instructions and any regulatory requirements, risk assessments or inspections. Further details can be obtained from the Facilities Manager, SharePoint or the HSE website.

Toolbox training is provided covering the HSE Toolbox information and any additional requirements by the Facilities Manager, to the Maintenance, Grounds and Gardening and IT teams.

Heating and Temperatures

Temperatures to be controlled via use of fans, windows, radiators where a comfortable temperature cannot be maintained.

Extreme weather conditions are monitored by the Facilities Manager and/or the Health and Safety Officer and advice issued by email where appropriate. When the woods are "closed" due to high winds they are checked prior to advising when they are safe to use again.

Water hygiene / Legionella / Waste Disposal

Legionella testing is carried out in premises in accordance with HSE legislation and the Approved Code of Practice and Technical Guidance document HSG 274 – Legionnaires' disease, Parts 1, 2 and 3. Legionella testing is organised and recorded by the Facilities Manager.

Waste Disposal

A maintenance request form is required to be completed for all requests for specialist waste disposal.

Any General, Confidential, Clinical, Biological, and Hazardous Waste are disposed of using PPE as applicable and by adhering to Waste Regulations for disposal of waste and infection control.

Food Safety (preparation, cooking and service) / Housekeeping, Cleaning, Grounds Maintenance

Risk Assessments are carried out regarding food preparation taking into account requirements from the Food Standards Agency.

Food preparation, including educational activities, are to be undertaken with the supervision of staff trained in food hygiene and with awareness of requirements related to food allergies.

Housekeeping (including laundry), cleaning and grounds maintenance must be carried out in line with:

- Appropriate risk assessments
- General infection prevention and control information
- The use of Personal Protective Equipment (PPE)
- COSHH requirements
- Safe use of equipment and signage

Physical education, Outdoor play and Teaching equipment

When working with tools, equipment and materials in practical activities and in different environments - including those that are unfamiliar to students the following Health and Safety aspects need to be considered:

- regarding hazards, risks and risk control.
- recognising hazards, assessing the consequent risk(s) and take steps to control the risks to themselves and others.
- use information to assess the immediate and cumulative risks.
- manage the working environment to ensure the Health and Safety of themselves and others.
- explain the steps required to control the risk(s)

It is the responsibility of Heads of School, College and Residential Services to ensure relevant equipment, and the related activity is risk assessed appropriately. The Facilities team is responsible for ensuring the equipment is maintained appropriately. Outdoor play equipment is checked periodically by external consultants and recorded by the Facilities Manager and Health and Safety Officer.

Workshops

Workshop areas and related equipment or machinery used by students must be risk assessed by the Heads of School or College prior to use. All equipment in the workshop, including any extract equipment must be maintained annually by an approved contractor.

Pets/Animals/Wildlife

Pets and Animals

All pets or visiting animals to TSR premises need to be authorised by the Principal and their presence on site managed in accordance with risk assessments, policy and where relevant staff rental agreements.

- The welfare of the pets and associated costs, including medical emergencies and waste removal, are the responsibility of the pet owner and a risk assessment needs to be put into place considering:
 - Any injury caused by the animal or as a consequence of it being on the premises.
 - Any allergy or allergic reactions
 - Diseases and pests
 - Welfare of the animal
 - Waste and means of disposal.
 - Medical treatment(s) of the pet
 - Competence of the owner

There is a duty to ensure the welfare of any animal on TSR grounds, including calling veterinary assistance or the RSPCA.

Wildlife

Control measures to manage risk from plants and wildlife including ticks, snakes, rats, fungi, mushrooms and potentially poisonous plants, are covered via the whole site risk assessment.

Woodland Management

The Facilities Manager is responsible for the management of the trees and woodland to mitigate any potential risk from falling trees/branches. External consultants are used to

provide a Woodland Management Plan, and a tree survey is carried out periodically to identify remedial safety work.

Contractors

Contractors including Construction Work

The Facilities Manager is responsible for ensuring contractors adhere to relevant statutory health and safety requirements and relevant TSR policies and procedures.

Contractors are provided with a “Contractor pack” prior to carrying out work. This pack includes any permits relevant to their planned work.

Contractors must report to the Facilities Manager or sign in at Reception.

Contractors are required to observe their own health and safety policies and procedures, and produce risk assessments and method statements, where appropriate.

Where more than one contractor is working in a defined area or building one will be assigned by TSR in writing as the principal contractor to whom other contractors must report.

Contractors shall comply with the requirements of the CDM Regulations and be responsible for the correct disposal of any waste or products brought on site.

Appendix A

Fire Safety Procedures at The Sheiling Ringwood

1. Introduction

The aim of this document is to establish fire safety procedures for TSR, protecting staff, students, residents and visitors.

Scope: These procedures cover all TSR buildings and areas. With reference to relevant UK fire safety legislation (eg. Regulatory Reform (Fire Safety) Order 2005).

2. Fire Risk Assessment

Fire Risk Assessments for all TSR buildings are commissioned by the Facilities Manager and carried out by a registered third-party contractor. They can be found on SharePoint. Any significant findings and actions arising from the Fire Risk Assessments are also recorded by the Facilities Manager. Annual reviews of the fire risk assessments are carried out by the Health and Safety Officer

3. Fire Prevention Measures

- No-Smoking Policy in place.
- Electrical Safety: EICR testing regime in place.
- PAT testing regime in place.
- Risk assessments for Celebrations and events, Fire pit use, Candles, Christmas Trees and Battery charging in place.
- Hot works permit systems in place

4. Fire Detection and Alarm Systems

TSR buildings are all covered by individual fire detection systems including smoke detectors, heat detectors and manual call points. Residential houses have Class1 fire detection systems installed as per our statutory requirement.

All buildings' fire detection and alarm systems are tested weekly by maintenance (or house staff in the residential houses) with records kept in the individual building fire folders. All fire detection systems are maintained every 6 months by external contractors with certificates for this held by the Facilities Manager

5. Fire Fighting Equipment

Fire extinguishers and fire blankets are installed in all TSR buildings by registered external contractors.

Fire extinguishers and fire blankets are inspected monthly by maintenance staff (or house staff in the residential houses) with findings recorded in the individual building fire folders.

The fire extinguishers and the fire blankets are also maintained annually by registered contractors. Certificates are held by the Facilities Manager.

TSR staff receive fire extinguisher training as part of their induction and via mandatory annual health and safety refresher training. Fire wardens also receive specific fire warden training every 3 years.

6. Emergency Lighting

Emergency lighting is provided in all TSR buildings and is in place to illuminate escape routes. The emergency lighting is tested monthly by maintenance staff (or house staff in the residential houses) with findings recorded in the individual building fire folders. All emergency lighting is also maintained and tested annually by a registered contractor. The certificates for this are held by the Facilities Manager

7. Fire Doors

The prime purpose for fire doors is to save lives and stop the progress of fire in support of both escaping occupants and fire-fighting activities. Fire doors are provided in all TSR buildings.

Fire doors are inspected and maintained monthly by TSR maintenance staff with findings recorded in the individual building fire folders. Larger fire door works are carried out by registered external contractors. Fire doors must not be propped open.

8. Escape Routes

All TSR buildings have escape routes that are clearly identified designated means of escape. All designated routes are inspected weekly by TSR maintenance staff (or house staff in the residential houses) ensuring they are kept clear at all times. All escape routes are identified through the use of compliant escape route signage and lighting designed to guide people to safety.

9. Staff Fire Training

All TSR staff receive fire safety training as part of their induction. Mandatory annual Health and Safety refresher Training is also provided to all staff with records for this held by HR. Specific Fire Warden Training is also provided to TSR building fire wardens. This training includes hands on fire extinguisher training.

10. Fire Drills

TSR carries out fire drills in all buildings. Residential houses have at least 4 fire evacuation drills per year, with at least 1 being conducted at night. All other TSR buildings have an annual fire drill conducted by the buildings' fire wardens. The findings from the fire drills are recorded on the TSR Fire drill record form. This form is then reviewed by either the Head of Residential Services or the Health and Safety Officer with recommendations fed back to the fire wardens and house managers. A log of the fire drills is kept by the Health and Safety Officer.

11. Fire Folders

All TSR buildings have an individual fire folder. They contain relevant information specific to that building including emergency procedures, inspection records, and building plans. The fire folders are easily accessible to staff in case of an emergency and are located at the entrances to all buildings.

The TSR Health and Safety Policy and these Fire Safety Procedures are reviewed annually by the Health and Safety Officer and the Head of Finance and Premises. The documents are available to all staff via SharePoint and the TSR website.

0.6 Fire Evacuation Action Plan

Building Name:		Evacuation Point:	
Fire Wardens:			

Initial Action on Discovering Fire	<ol style="list-style-type: none"> 1. Raise the alarm by activating the nearest fire call point break glass. 2. Evacuate the building to the designated assembly point. 3. Call the fire brigade 999 4. Attack fire with extinguishers or blankets ONLY if this can be done without personal risk
On hearing the Alarm	<ol style="list-style-type: none"> 1. The alarm will be a continuous bell or warning siren. 2. Evacuate the building to the designated assembly point. 3. Close all doors and windows as far as reasonably possible.
Evacuation Procedures	All staff to assist with orderly and calm evacuation with assistance to be given to those who may need help. Do not run. Leave the building quietly and quickly. Do not delay by collecting personal belongings. Do not return to the building until it has been declared safe to do so.
Primary Escape Routes	Exit the building by safest and nearest exit.
Assembly & Roll Call	Assemble at evacuation point and check that no one is missing. If someone is missing, inform the fire brigade when they arrive.
Calling Fire Brigade	<ol style="list-style-type: none"> 1. Dial 999 2. Address: The Sheiling Ringwood, BH24 2EB Horton Road, Ashley Heath 3. Do not hang up until your call has been acknowledged. 4. Call the emergency team on 2368 or 07785 957542 5. Meet the fire brigade at the Main Gate (office) make yourself known
Fire Fighting Equipment	<ol style="list-style-type: none"> 1. Extinguishers located near to fire exits and on each floor. 2. Fire blankets 3. Only use if trained and when safe to do so.

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