

# Health and safety policy



## Prior Pursglove and Stockton Sixth Form College



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## 1. Statement of Intent

Tees Valley Collaborative Trust is determined to promote best practice in all areas of Health and Safety. This policy sets out our broad aims, responsibilities and the procedures and arrangements in place to ensure compliance with health and safety legislation within Prior Pursglove and Stockton Sixth Form College. The aim of the statement is to ensure that all reasonably practicable steps are taken to ensure the health and safety of all persons including students, employees, governors, contractors and any other person who operates within the trust.

Our trust aims to:

- Provide and maintain a safe and healthy environment.
- Establish and maintain safe working procedures amongst staff, learners and all visitors to our school/college sites.
- Have robust procedures in place in case of emergencies.
- Ensure that our premises and equipment are maintained safely and are regularly inspected.

## 2. Legislation

This policy is based on advice from the Department for Education on [health and safety in school/colleges](#) and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The trust follows [national guidance published by Public Health England](#) when responding to infection control issues.

This policy complies with our funding agreement and articles of association.

## 3. Roles and responsibilities

### 3.1 The trust

The academy trust has ultimate responsibility for health and safety matters in each of its school/colleges. The trust will oversee health and safety, as led by The Director of Resources and advised by North Yorkshire Education Services H&S dept, but will delegate day-to-day responsibility in each school/college to the Headteacher/Principal in accordance with the trust scheme of delegation.

The trust has a duty to take reasonable steps to ensure that staff and learners are not exposed to risks to their health and safety. This applies to activities on or off the school/college premises.

The trust, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school/college activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them

- › Ensure that adequate health and safety training is provided

### 3.2 Headteacher/Principal

The headteacher/Principal of each school/college is responsible for health and safety day-to-day. This involves:

- › Implementing the health and safety policy
- › Co-ordinating the day to day activities of the running of the whole school/college in accordance with the health and safety policy;
- › Ensuring there is enough staff to safely supervise learners
- › Ensuring that the school/college building and premises are safe and regularly inspected
- › Providing adequate training for school/college staff
- › Reporting to the local governing board on health and safety matters - Liaison with the Local Governing Body, advisers and enforcement agencies on policy issues and any problems implementing the health and safety policy;
- › Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- › Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- › Ensuring all risk assessments are completed and reviewed
- › Ensuring there is a copy of the health and safety law poster up in the school/college, or that each member of staff is given the equivalent leaflet (available [here](#))

In the Principal's absence, an Assistant Principal assumes the above day-to-day health and safety responsibilities.

### 3.3 Health and safety lead

The nominated health and safety lead is the Director of Resources

- › Co-ordinating the development and implementation of the policy;
- › Monitoring the implementation of the policy;
- › Review and updating of the policy and its supporting arrangements;
- › Communication of any changes to all staff; communicating the requirements of the policy to all staff;
- › At the Prior Pursglove site - liaising with Montessori Nursery on all matters relating to Health and Safety
- › At the Stockton site – liaising with Stockton Town Football Club and EDC.
- › Reporting on all health and safety matters to the Principal.
- › Obtaining and disseminating specialist advice to the relevant staff, including the latest Health & Safety guidance and regulations
- › Providing and/or obtaining specialist advice, including safety audits;
- › Devising and developing appropriate responses to ensure safe working methods are implemented;
- › Work in conjunction with managers to support the development of effective Health and Safety practices and procedures;
- › In conjunction with managers and staff identify necessary training responses to ensure staff are able to undertake their work in a safe manner including First Aid provision;
- › Monitoring the reporting and recording of accidents on college premises;
- › In conjunction with managers and staff carry out accident investigation and analysis;
- › Ensuring that all statutory and Trust policy requirements are met as far as practicable and all staff receive training so as to perform their work activity without risk to themselves and others;

- › Undertaking regular reviews of the effectiveness of site/location specific policy implementation;
- › Develop and apply appropriate reporting and recording procedures necessary to support the policy including the reporting of accidents;
- › Ensuring that a Fire Risk Assessment is carried out;
- › Ensuring that fire safety procedures are followed by all members of staff and regular fire drills are held;

### 3.4 Managers

- › Responsible for ensuring the Health and Safety of all their staff, students, visitors and contractors within the college and particularly within their specific area of responsibility. As part of this they will ensure that Risk Assessments have been completed prior to the commencement of any activity for which required, and that these documents are being observed, are reviewed, and revised accordingly, incorporating any legislative changes. Managers must approve Risk Assessments by Staff.
- › Responsible to identify and prioritise the Health and Safety induction and training needs of the staff within their team. Responsible for developing and implementing a training programme that meets these identified needs. Responsible for disseminating Health & Safety information at team meetings.
- › Responsible for the investigation of accidents and identified hazards within their team and reviewing/revising the relevant Risk Assessments and other procedural documents to ensure, as far as reasonably possible, that such accidents and hazards are eliminated.
- › Be the first and main point of contact with any outside Health and Safety agency representatives that visit their team for whatever reasonable purpose, including the investigation of reportable incidents.
- › Responsible for the identification and provision of appropriate safety equipment such as (but not exclusively) PPE, DSE for defined "Users", and to ensure that staff are trained in the use of such equipment, that this equipment is used and maintained in a suitable condition.
- › Be 'Fire Wardens' in the event of a fire evacuation and check that the area they are working in has been evacuated as they leave the building.

### 3.5 Staff

School/college staff have a duty to take care of learners in the same way that a prudent parent would do so.

Staff will:

- › Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- › Co-operate with the school/college on health and safety matters
- › Work in accordance with training and instructions
- › Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- › Model safe and hygienic practice for learners
- › Understand emergency evacuation procedures and feel confident in implementing them

### 3.6 Learners and parents

Learners and parents are responsible for following the trust's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

### 3.7 Human resources staff

- › Record staff training

- › Upkeep of SafeSmart training module system. Allocate appropriate online training modules to particular staff and track the completion of this training.
- › Periodically check and track staff progress in online training. Informing staff and their line managers when necessary H&S training has not been done.

### 3.8 Contractors

Contractors will agree health and safety practices with the Estates Co-Ordinator before starting work.

## 4. Site security

Estates team/Caretakers are responsible for the security of the school/college site in and out of school/college hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

Estates staff and senior leaders are key holders and will respond to an emergency.

## 5. Fire

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.

Emergency evacuations are practiced at least once a year, preferably once a term.

The fire alarm is a loud continuous buzzer

Fire alarm testing will take place once per week.

New staff will be trained in fire safety and all staff and learners will be made aware of any new fire risks.

In the event of a fire:

- › The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- › Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- › Staff and learners will congregate at the assembly points.
  - PPC – Main visitors car park at front of college – at least 30 meters away from main building.
  - SSFC – College field next to Student entrance – at least 30 meters away from main building
- › Teachers/teaching support staff will ensure all learners have left the classroom and accompany the group that they are teaching/supervising to the assembly point, ensuring the learners remain calm and walk at all times. They will check that all the learners in their supervision have arrived at the assembly point. It is the primary duty of teachers/teaching support staff to ensure their learners evacuate the building.
- › Reception/admin staff will collect the 'signing-in book' as they leave the building and check visitors are at the assembly point.
- › Fire wardens will 'sweep' the area of the building they are responsible for on leaving the building. Making sure that everyone has evacuated the building.
- › Staff and learners will remain outside the building until they are told it is safe to re-enter

The school/college will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

A fire safety checklist can be found in appendix 1.

## 6. COSHH

School/colleges are required to control hazardous substances, which can take many forms, including:

- › Chemicals
- › Products containing chemicals



- › Fumes
- › Dusts
- › Vapours
- › Mists
- › Gases and asphyxiating gases
- › Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by [the relevant head of department/faculty manager/subject teacher] and shared with staff. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

## 6.1 Gas safety

- › Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
- › Gas pipework, appliances and flues are regularly maintained
- › All rooms with gas appliances are checked to ensure that they have adequate ventilation

## 6.2 Legionella

- › A water risk assessment/Legionella assessment will be completed by a qualified person. Director of Resources is responsible for ensuring that the identified operational controls are conducted and recorded in the school/college's water log book
- › This risk assessment will be reviewed every year and when significant changes have occurred to the water system and/or building footprint
- › The risks from legionella are mitigated by the following: [ temperature checks, heating of water, disinfection of showers, annual testing]

## 6.3 Asbestos

- › Key Staff are briefed on the hazards of asbestos, the location of any asbestos in the school/college and the action to take if they suspect they have disturbed it
- › Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work
- › Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe
- › A record is kept of the location of asbestos that has been found on the school/college site

## 7. Equipment

All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place

When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards

All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents

### 7.1 Electrical equipment

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
- Any learner or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to the Estates team immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
- Where necessary a portable appliance test (PAT) will be carried out by a competent person
- All isolator switches are clearly marked to identify their machine
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

## 7.2 PE equipment

- Learners are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely
- Any concerns about the condition of the gym floor or other apparatus will be reported to the Estates team.

## 7.3 Display screen equipment

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

## 8. Lone working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working on site during school/college holidays.
- Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure that they are medically fit to work alone.

## 9. Working at height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- › The Estates team retain ladders for working at height
- › Learners are prohibited from using ladders
- › Staff will wear appropriate footwear and clothing when using ladders
- › Contractors are expected to provide their own ladders for working at height
- › Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- › Access to high levels, such as roofs, is only permitted by trained persons

## 10. Manual handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The school/college will ensure that proper mechanical aids and lifting equipment are available, and that staff are trained in how to use them safely.

Staff and learners are expected to use the following basic manual handling procedure:

- › Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- › Take the more direct route that is clear from obstruction and is as flat as possible
- › Ensure the area where you plan to offload the load is clear
- › When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

## 11. Off-site visits

When taking learners off the school/college premises, we will ensure that:

- › Risk assessments will be completed where off-site visits and activities require them
- › All off-site visits are appropriately staffed
- › Staff will take, information about the specific medical needs of learners along with the parents' contact details
- › There will always be at least one first aider on school/college trips and visits

## 12. Premises hire

This policy applies to premises hire. Those who hire any aspect of the school/college site or any facilities will be made aware of the content of the school/college's health and safety policy, and will have responsibility for complying with it.

## 13. Violence at work

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager immediately. This applies to violence from learners, visitors, or other staff.

## 14. Infection prevention and control

We follow national guidance published by Public Health England when responding to infection control issues. We will encourage staff and learners to follow this good hygiene practice, outlined below, where applicable.

### 14.1 Handwashing

- › Wash hands with liquid soap and warm water, and dry with paper towels

- › Always wash hands after using the toilet, before eating or handling food, and after handling animals
- › Cover all cuts and abrasions with waterproof dressings

## **14.2 Coughing and sneezing**

- › Cover mouth and nose with a tissue
- › Wash hands after using or disposing of tissues
- › Spitting is discouraged

## **14.3 Personal protective equipment**

- › Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)
- › Wear goggles if there is a risk of splashing to the face
- › Use the correct personal protective equipment when handling cleaning chemicals

## **14.4 Cleaning of the environment**

- › Clean the environment frequently and thoroughly

## **14.5 Cleaning of blood and body fluid spillages**

- › Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- › When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface
- › Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below

## **14.6 Laundry**

- › Wash laundry in a separate dedicated facility
- › Wash soiled linen separately and at the hottest wash the fabric will tolerate
- › Wear personal protective clothing when handling soiled linen
- › Bag children's soiled clothing to be sent home, never rinse by hand

## **14.7 Clinical waste**

- › Always segregate domestic and clinical waste, in accordance with local policy
- › Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- › Remove clinical waste with a registered waste contractor
- › Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

## **14.8 Animals**

- › Wash hands before and after handling any animals
- › Keep animals' living quarters clean and away from food areas
- › Dispose of animal waste regularly, and keep litter boxes away from learners
- › Supervise learners when playing with animals

- › Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

## 14.9 Learners vulnerable to infection

Some medical conditions make learners vulnerable to infections that would rarely be serious in most children. The school/college will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

## 14.10 Exclusion periods for infectious diseases

The school/college will follow recommended exclusion periods outlined by Public Health England

In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

## 15. New and expectant mothers

Risk assessments will be carried out whenever any employee or learner notifies the school/college that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- › Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- › If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- › Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly

## 16. Occupational stress

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place in the school/college and trust for responding to individual concerns and monitoring staff workloads.

## 17. Accident reporting

### 17.1 Accident record book

- › An accident form (page in accident book) will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. The accident record book can be found at reception
- › As much detail as possible will be supplied when reporting an accident
- › Information about injuries will also be kept in the learner's educational record
- › Records held in the accident book will be retained by the school/college for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of

### 17.2 Reporting to the Health and Safety Executive

The Headteacher/Principal will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Director of Resources will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:
  - Fractures, other than to fingers, thumbs and toes
  - Amputations
  - Any injury likely to lead to permanent loss of sight or reduction in sight
  - Any crush injury to the head or torso causing damage to the brain or internal organs
  - Serious burns (including scalding)
  - Any scalding requiring hospital treatment
  - Any loss of consciousness caused by head injury or asphyxia
  - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury, but could have done
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to school/colleges include, but are not limited to:
  - The collapse or failure of load-bearing parts of lifts and lifting equipment
  - The accidental release of a biological agent likely to cause severe human illness
  - The accidental release or escape of any substance that may cause a serious injury or damage to health
  - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](#)

### **17.3 Notifying parents**

The Headteacher/Principal will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

### **17.4 Reporting to Ofsted and child protection agencies**

The Headteacher/Principal will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school/college's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Headteacher/Principal will also notify local child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school/college's care.

## **18. Training**

Our staff are provided with health and safety training as part of their induction process.

Staff who work in high risk environments, such as in science labs or with woodwork equipment, or work with learners with special educational needs (SEN), are given additional health and safety training.

## **19. Monitoring**

This policy will be reviewed by the Director of Resources every 3 years.

At every review, the policy will be approved by the board of trustees.

## **20. Links with other policies**

This health and safety policy links to the following policies:

- Asbestos Management Plan
- Educational Visits Policy
- Staff HR Handbook
- First aid policy
- Risk assessment template
- Display Screen Equipment Policy

## Appendix 1: Fire safety checklist

ISSUE TO CHECK	YES/NO
Are fire regulations prominently displayed?	
Is fire-fighting equipment, including fire blankets, in place?	
Does fire-fighting equipment give details for the type of fire it should be used for?	
Are fire exits clearly labelled?	
Are fire doors fitted with self-closing mechanisms?	
Are flammable materials stored away from open flames?	
Do all staff and learners understand what to do in the event of a fire?	
Can you easily hear the fire alarm from all areas?	