

Health & Safety Information

All Staff, Hirers, Contractors and Others have a responsibility to:

1. Familiarise themselves with the Health and Safety policies at St John's which can be found on the ST John's website <https://www.stjohns.excalibur.org.uk/about-us/policies-finance/>;
2. Take full and reasonable care of their own Health and Safety and that of any other persons who may be affected by their acts or omissions at work;
3. Follow agreed working practices and safety procedures;
4. Report immediately any accident, near miss, incidents of violence, including verbal abuse or any hazard;
5. Ensure Health and Safety equipment is not misused or interfered with;
6. Will not introduce equipment for use on the academy premises without prior consent from the Lettings Administrator Mrs Cathy Stokes; and
7. Use the academy premises to conduct themselves, and to carry out their operations, in such a manner that all Statutory and Advisory safety requirements are always met .

First Aid

1. All events should have a nominated First Aider who holds a minimum of a Basic First Aid Certificate and the hirer will also need to provide their own first aid kit for each event.
2. In the event of an emergency please contact the Premises Supervisor via the radio in reception (a direction of use sheet will accompany the radio).
3. A record must be made of each occasion any person receives first aid treatment, either on the academy premises or as part of an academy-related activity. The Accident report book is available from the Premises Office.

Out of Hours Advice and Guidance

1. All Staff, Hirers, Contractors and Others must ensure that you sign in and out at reception.
2. Be aware of the emergency evacuation procedures.
3. A register of attendees must be completed at the start of each visit to site, and a paper version must always be readily available. This may be requested by the emergency services in the case of an evacuation.
4. When using the telephones please remember to dial 9 for an outside line, before dialing 999 for the emergency services.

Emergency Evacuation for Out of School Hours Activities

Alarm bell sounded



- Continuous ring of main bell - (Should the system fail then a continuous ring of hand bell or sound of klaxon or both).

Staff / Event Organisers to direct and accompany group to assembly point in the circular car park.



- Event Organiser must be aware of evacuation routes from their area.
- Close doors behind you but do not lock.
- Accompany group to assembly area.
- Remember your register.

Group to assemble in an orderly fashion away from high risk areas such as traffic routes.



- Event Organiser to register group and absentees reported to the Responsible Person.

Do not return to buildings unless advised it is safe to do so by the Responsible Person

- St John's Responsible Person to advise when the situation is confirmed.



Health & Safety

I confirm that I have read and understood the Health & Safety and Emergency Evacuation Information provided.

Signed: _____

Position Held: _____

Date: _____