NYES | Health and Safety

EMERGENCY/OUT OF HOURS PROCEDURES

Glusburn Community Primary and Nursery School

General Statement

We recognise that our duty to safeguard our employees is not restricted to conventional working hours. For this reason, we have put together a policy to manage the safety of our premises outside normal business hours. Whilst safety is our primary concern, this policy will also help protect the continuity of our establishment in the event of a serious problem.

Employees Duties

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully with us in complying with any procedures that we may introduce as a measure to protect the safety and well-being of our staff and visitors.

Nomination of Key Holders

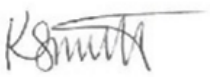
In order to enable a timely response in the event of an out-of-hours emergency, we have nominated key holders.

Name	Role
Bulloughs Caretaker - Tony	Caretaker
Chris Metcalf	Bulloughs Manager
Neil Bithell	Deputy Headteacher
Katie Smith	Headteacher

Instructions for Key Holders

When responding to a request for attendance, staff are expected to adhere to traffic laws at all times. This means observing the usual speed limits and not using a hand-held mobile phone whilst driving.

Once on-site, no key holder is to put their personal safety at risk in trying to identify whether the alarm is false or genuine. For example, if there is a smell of burning, but no obvious sign of smoke, then the fire brigade must be called.

Signed:	
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