

# EMERGENCY PROCEDURES - OUT OF HOURS POLICY

## SOUTH OTTERINGTON C OF E PRIMARY SCHOOL

### 1. 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.

### 2. 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 out staff and visitors.

### 3. 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. Should the fire alarm go off and there be no obvious sign of a fire, the monitoring service will telephone for a key holder to attend. For this to work, we will:

- nominate key holders who live nearby and organise a continual rota system
- ensure that all key holder names and contact numbers are logged with the relevant authorities
- determine a reasonable attendance time. This has been set at **20 MINUTES**.
- provide key holders with emergency packs to assist fire fighting operations. These will include copies of building plans, fire alarm zones, positions of nearby hydrants and areas of high-risk or fire load. The building plans will be highlighted with the location of electricity, gas and water shut-offs so they can be accessed quickly if needed
- we will instruct key holders with regard to the precautions to be taken if they need to attend our premises alone. In the event of a call-out, the employee attending will be required to call the **headteacher** to confirm that the matter has been dealt with.

### 4. 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.....Date Spring 2015

Review Date Spring 2018