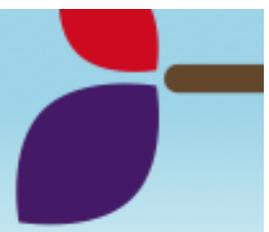


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# Lanesend Primary School

## Health and Safety Policy Statutory Policy

Signed: ..... Date:  
(Headteacher)

Signed: ..... Date:  
(Chair of Governors)

**Review Date:** January 2019 (Yearly)

**Reviewed By:** Health and Safety Consultant (Mark Elliott)  
and Full Governing Body

## Lanesend Primary - Health and Safety Policy

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## Health and Safety Policy Statement

### **Section A - Statement of Intent**

Lanesend Primary School's Board of Governors, as an Academy School, recognise our duty and responsibility to comply with all relevant health and safety legislation. We will ensure the health, safety and welfare at work of all our employees and others who may be affected by our actions. The school management is committed to establishing and implementing arrangements which will ensure that staff and visitors will be safeguarded when on the premises or engaged on offsite activities (e.g. visits to other areas), and that the premises for which they are responsible is safe for visitors including young persons.

It is understood that good health and safety management encourages safe practices and improves morale.

The Headteacher will ensure all staff are aware of their responsibilities towards health and safety by ensuring that training and good communications throughout the organisational structure are maintained.

Lanesend has retained the services of Wight Safety Consultancy and Mark Elliott CMIOSH to advise on all matters relating to Health and Safety.

Signed

Signed

Headteacher

Chair of Governors

Date

Date

## **Section B - Organisation**

The Headteacher is responsible for ensuring that staff, children, families and other visitors (including contractors) adopt safe working practices and generally conduct themselves in such a way that they will not injure themselves or others.

### ***Responsibilities***

#### **The School Governors**

The Governors have a responsibility to ensure that the school staff and premises comply with health and safety policy and practices.

The Governing Body and Headteacher will comply, as far as reasonably practicable, with any advice given to them by Wight Safety and the DFE and other regulatory bodies as required, concerning the health and safety of persons on the school premises or when taking part in any external school activities.

## The Role of the Headteacher

- Production and annual review of the Health and Safety Policy.
- Checking that the Health and Safety requirements are implemented, e.g. risk assessments, and keeping a record of the periodic monitoring which is undertaken.
- Ensuring that all staff have read and understood the Health and Safety Policy and any supporting documents.
- Monitoring Risk Assessments.
- Carrying out regular health and safety inspections and addressing any safety issues as necessary.
- Receiving and dealing promptly with complaints about safety issues.
- Ensuring that emergency evacuation procedures are in place and that records are maintained.
- Ensuring that requirements of any enforcing authorities (Fire Prevention Officer, HSE and Environmental Health Officer) are properly addressed.
- Ensuring that adequate first aid provision is made.
- Ensuring that they themselves are adequately trained and that staff receive any necessary training determined by identifying their training needs.
- Ensuring records of the training are kept and having a system for ensuring that refresher training, where necessary, is undertaken within the prescribed time limits.

## **The Role of the Appointed Person**

The Headteacher has appointed a person responsible for managing the health and safety arrangements for the school. This person is identified in Appendix A.

The role of the appointed person is to ensure that Health and Safety statutory duties are acted on and that any necessary records are maintained.

Where appropriate, the appointed person may request the assistance of competent persons to help with specific Health and Safety issues.

The appointed person will make staff aware of specific Health and Safety training that may be beneficial for their function and ensure records are maintained of any training.

## **The Role of Teaching Staff**

Teachers are responsible for the safety of children under their supervision and where provided, controls indicated by the risk assessments will be used to reduce the risk of harm.

In the event of fire, their role is to lead their class to the designated assembly point or other agreed place of safety.

Staff should familiarise themselves with the requirements of the fire risk assessment and emergency procedures.

## **The Role of First Aid Personnel**

The role of the First Aider is to administer immediate first aid to employees, children and visitors to the school who may have suffered injury or ill health.

Where appropriate, the First Aider will request professional medical aid such as an ambulance.

The First Aider will ensure an Accident Record is completed and where a child is concerned the school first aid log is also completed and all school procedures are followed.

## **The Role of the Site Manager**

The Site Manager is responsible for ensuring the fabric and grounds of the school is maintained and with due regard to others who may be affected by them, including security, cleanliness, tidiness, storage, monitoring contractors, routine and pre-planned maintenance and refurbishment, minor repairs, and advising the Headteacher / School Development Manager on suggested improvements to the school environment.

## **The Role of all Staff**

All staff have a responsibility for the health and safety of themselves, their colleagues and visitors. They also have a duty under the Management of Health and Safety Regulations 1999 to report, to their line manager, any shortcomings in the employer's health and safety arrangements.

## **Safety Representatives**

The school allows the appointment of Safety representatives by recognised unions.

Recognised unions:

Unison

GMB

Unite

NAHT

National Union of Teachers

National Association of School Masters and Union of Women Teachers

Association of Teachers and Lecturers

Professional Association of Teachers

Safety representatives are responsible for deciding whether they wish to have a Safety Committee if one does not exist already, in which case, the Headteacher will facilitate this.

### Functions of the Safety representative:

- Investigation of hazards and dangerous occurrences in the workplace
- Examine the causes of accidents and report results to the Headteacher

- Make representations regarding general matters of Health and Safety and welfare of employees.

The Headteacher recognises that the safety representative may require 'in school' time to perform some Health and Safety functions.

### **Property Maintenance**

Lanesend Primary School will ensure that planned preventative maintenance and safety testing is undertaken by competent and authorised contractors.

Planned preventative maintenance is carried out on the facilities within school including equipment, fixed wiring, plumbing systems and drainage.

## **Section C - Arrangements**

It is important that the day-by-day activities of all staff, children, young persons, families, contractors and visitors are conducted in a way which is as safe as possible.

### **General Practices Applying To All Staff**

#### **1. Young Persons**

- 1.1. The supervision policy must be followed in order to ensure the safety of young persons (16 to 18 years) within the premises and/or if supervised by a member of staff outside of the premises.
- 1.2. Assessment of risk is necessary for hazards to which young persons may be exposed. Records of these will be maintained in the main admin office.

#### **2. Visitors**

- 2.1. All visitors, not being children at this school, shall be accompanied by a member of school staff unless they have been given a Health and Safety induction and safeguarding training and the visitor is authorised by the Headteacher to be on site unaccompanied.
- 2.2. Arrangements for the signing in and out of visitors and contractors are used at Lanesend Primary School.

#### **3. Contractors**

- 3.1. The Headteacher will appoint a person to liaise and manage contractors. This person will ensure contractors are aware of current known hazards on the site such as locations of asbestos.
- 3.2. Only contractors who are competent will be deemed suitable to work within the school environment.
- 3.3. Contractors must be able to produce a method statement and risk assessment addressing both the hazards they will present to school employees, children and others and detail the controls that will be adopted to protect them.
- 3.4. Contractors are not permitted to lone work, unless given express permission to do so by the Headteacher.

#### **4. Fire Safety**

- 4.1. All employees gain knowledge of the Fire procedures, firstly as part of the health and safety induction process and then through periodic fire drills.
  - 4.2. A fire officer has been appointed to manage the fire arrangements including risk assessment, drills, alarm tests, emergency lighting tests and all fire safety equipment maintenance.
- The appointed fire officer is identified in Appendix A.

4.3. Fire marshals, who will have had training in this role, have been appointed to assist the fire officer during drills and actual fire events. The role of the fire marshal is to ensure that the site buildings are clear of children and people who may have been inadvertently left behind.

4.4. Periodic checks of the fire safety systems are made and records maintained. The following fire equipment will be tested by the fire officer, or his representative. Maintenance of this equipment will be carried out only by a contractor deemed competent to do so. Records of checks and maintenance, including test certificates, will be retained in the 'Fire Record' book.

4.4.1. The fire alarms are tested weekly. Each week a different call point will be used to activate the alarm and identified in the record. Maintenance of the alarm system will be yearly.

4.4.2. Emergency lighting systems will be tested monthly and maintenance carried out six monthly.

4.4.3. Smoke detectors are tested annually by Wight Fire as part of the annual service contract.

4.4.4. Firefighting equipment will be visually inspected weekly and maintenance carried out yearly.

4.5. Fire risk assessments are carried out as a result of an annual workplace inspection by the Wight Safety Consultancy for the board of Governors approval. Specific fire hazards are identified and risks determined where appropriate, controls are implemented.

## **5. Arson**

5.1. Regular external inspection of the premises is necessary to check for arson activities and potential arson risk. This check will be carried out by the site manager.

5.2. All waste receptacles where practicable are stored in the appropriate "Bin Store."

5.3. Buildup of rubbish including leaves etc. will be regularly removed to prevent use as fuel.

5.4. Trespassers will be dissuaded from visiting the site by appropriate signage, outside illumination and a CCTV system.

## **6. Bomb Alerts**

6.1. The school will take appropriate evacuation action on receipt of information regarding a bomb on the site.

6.2. The general fire procedure will be followed and, as with the fire procedure, the location of the hazard or device will be avoided.

6.3. All staff, children and visitors to the school will assemble at the designated secondary assembly point as shown on the fire plan.

6.4. No attempt will be made by the school staff to handle potentially hazardous devices or objects.

## **7. First Aid/Illness**

7.1. First Aid boxes are stocked as per HSE guidance and are located in every classroom.

7.1.1. Contents are checked and maintained by class teachers and LSAs.

7.1.2. First aid instructions and named First Aiders are posted in the classroom.

7.2. First Aiders Responsibilities

7.2.1. Responsibilities of the trained First Aider are to ensure persons injured or ill at the school are adequately treated and where necessary make other appropriate special arrangements.

7.2.2. Ensure any accidents are reported to the appointed person (see Appendix A)

7.2.3. Recording of all first aid treatments shall be maintained and held in the classroom or main admin office.

7.3. Families will be informed of any injury or illness to their child by a member of staff or an appointed person.

See First Aid Policy.

## **8. Accident Reporting and Recording**

8.1. All employee accidents will be recorded in the Accident Book (B1510). The tear out report will be filed in a lockable cabinet.

8.2. Non-employee accidents will be reported in the schools incident book located in the main office.

8.3. Where injury may be particularly serious i.e. person is taken to hospital, then the Headteacher and School Development Manager shall be contacted by telephone as soon as possible and a written report submitted within 48hours by the First Aider using the Accident Report form. The School Development Manager or appointed person will report any RIDDOR – 2013 reportable accidents/incidents advice and support is available form - Wight Safety Consultancy – 07818 402292.

8.4. Accident and incident records will be retained in the main admin office.

## **9. Housekeeping**

9.1. The building is cleaned by employed cleaners every weekday. Though the responsibility for ensuring the work environment is kept clean and tidy is applied to all staff.

9.2. The disposal of small amounts of waste can be treated as ordinary household waste i.e. placed in appropriate bins within the building and its surrounds, and removed each day by the cleaners to the designated storage area prior to removal by a Refuse Service Contractor.

9.3. Stacking and Storage

9.3.1. Materials, equipment and any other items will be kept in appropriate storage areas. Where this is not possible for temporary reasons, the staff responsible for those materials will ensure that they are stacked tidily, to a height which does not

constitute a hazard and in such a way that they do not impede the movement of staff or visitors.

9.4. Cloakrooms and Exits etc., will be kept clear of obstructions (including electrical cables and other trip hazards).

9.5. Main reception area

9.5.1. All staff are requested to be vigilant in regards to identifying any potential hazards in this area as visitors are not so familiar with the surroundings.

## **10. Lifting and Handling**

10.1. Injuries can be caused by incorrect lifting and handling of objects, (which need not be large or heavy). Therefore, any operation where lifting or handling is involved should be avoided where possible.

10.2. Both generic and, where appropriate, specific risk assessments are undertaken for all potentially hazardous handling activities, including objects and people.

10.3. The moving of children with disabilities is of particular concern and specialist advice is available from Medina House School or St Georges Special School (see section D).

10.4. Only competent appointed persons may carry out these risk assessments. (see appointed persons list Appendix A).

## **11. Control of Substances Hazardous to Health (COSHH)**

11.1. Any hazardous substances on the school site must be managed safely and to do this all of them will be identified. The Site Manager is responsible for ordering any substances in. If members of staff bring in hazardous substances, they must first get permission from the Headteacher, complete a risk assessment and inform the Site Manager who will then manage the substance according to the procedures for controlling hazardous substances.

11.2. Substances which are hazardous will be assessed for risk to employees and those who may be affected by them. The assessment form is used for this.

The assessment record will be located

- a) at point of use,
- b) at point of storage and
- c) in a master record file located in the site office in case of fire.

11.3. Assessed hazardous substances will be stored safely in appropriate storage areas and be locatable from a plan in the main office master record book.

11.4. Site manager is designated responsible person for undertaking CoSHH assessments.

## **12. Asbestos and Legionella**

12.1. A survey should be carried out for the presence of asbestos containing materials (ACMs), and, where necessary, identification labels placed.

12.2. Any areas where ACMs have been identified have been addressed to determine the risk to person who may be exposed and where necessary removed. Where removal is not necessary periodic monitoring for condition will be instigated and a record maintained.

12.3. The survey report is available for reference to all persons who may potentially disturb ACM's during their work i.e. electrical contractors.

12.4. The asbestos survey report is available to view in reception area and attached to it is a signature record for contractors and others to sign as proof of reading. These records are retained in a file alongside the survey report.

12.5. A survey has been carried out on the water systems within the school to identify potential areas of the system that may promote uncontrolled Legionella bacterium growth. Work to remove redundant system pipework which had the potential to provide optimum bacterium growth has been carried out.

Legionella assessments and monitoring is undertaken by WSM Associates Ltd.

12.6. Higher risk of bacterium growth is likely through long warm holiday periods and therefore maintenance is required to flush the water systems prior to school recommencing. A record is maintained of this maintenance.

### **13. Premises and Equipment**

13.1. The Headteacher will periodically arrange for a visual inspection of the premises and equipment. Risk Assessments will have been carried out for premises and these may be reviewed during the visual inspection. Where immediate action is required to prevent injury, the Headteacher will ensure arrangements are made to address the hazard.

### **14. Electrical Plant and Equipment**

14.1. The Headteacher will arrange for all portable electrical equipment to be checked on a regular basis and a record kept. A schedule/checklist of inspection timescales will be maintained by the site manager.

14.2. The site manager is designated responsible person for the testing and inspection of portable electrical appliances.

14.3. Site Manager is responsible for ensuring the electrical installation has been tested and certificated as safe.

14.4. All staff are required to report any damaged equipment - including portable equipment and fixed wiring to site manager for remedial repair or removal.

14.5. They must, under no circumstances, attempt any repairs unless the Headteacher is satisfied that they are competent to do so. Personal mains-powered electrical equipment must not be brought onto the school, unless it has been subjected to the same tests as general school equipment.

14.6. A five year electrical check will be carried out by certified electricians.

### **15. Risk Assessments**

15.1. Risk assessment shall be undertaken for all activities which present a potential to cause harm.

15.2. The risk assessment will identify the hazard, the risk and the controls which are present or remedial action planned to reduce the likelihood of injury / ill health.

15.3. Suitable and sufficient risk assessments are to be carried out by competently trained and authorised staff or external support. They will be authorised by the Headteacher and the Educational Visits Coordinator (EVC).

15.4. Areas where risk assessment shall be carried out include:

15.4.1. Premises (slips & trips)

15.4.2. Areas on the site with specific hazards present.

15.4.3. Fire & Arson

15.4.4. Technology equipment

15.4.5. Control of Substances Hazardous to Health (COSHH)

15.4.6. Caretaking activities including working at height.

15.4.7. PE activities

15.4.8. Educational visits

15.4.9. Stress

15.4.10. Manual Handling

15.4.11. Display Screen Equipment (DSE)

15.4.12. New and expectant mothers

15.4.13. Young persons working (16-18yrs) i.e. on work experience.

## **16. Working at Height**

16.1.1. All staff are asked not to carry out work at height unless it is agreed by the Headteacher that it is necessary and subject to an appropriate work at height risk assessment.

16.1.2. Working at height does pose a higher than normal risk of injury to those carrying out the work and those below them. It is therefore necessary to carefully consider whether there is a real benefit or necessity to carry out this work before starting.

16.1.3. The Working at Height Regulations requires all work required where access equipment, such as ladder or step stool, is required above or below floor level to be assessed for potential risk and controls implemented to mitigate injury.

16.1.4. Risk assessment will be carried out by a competent person for all working at height activities. In some cases these will need to relate to specific activities though in most cases, such as display work, it may be acceptable to produce a generic assessment.

16.1.5. All employees who carry out any work at height will be appropriately trained, appropriate to the task, which will be recorded within the school safety training records. This training will include the use of any risk assessments that may be available for the task.

16.1.6. Employees who are unhappy with carrying out any form of work at height are not expected to do so unless it explicitly forms a part of their terms of employment.

16.1.7. The person appointed to oversee and advise on all working at height activities is the site manager.

## **17. Slips and Trips**

17.1. The school site, internally and externally, shall be assessed at least annually for potential hazards that may result in injury or other loss. This assessment will be carried out by Wight Safety Consultancy – Lanesend Health and Safety Provider and others as required, such as the Headteacher and Governors etc.

17.2. The risk assessment shall include areas such as:

- 17.2.1. Internal and external steps and stairways
- 17.2.2. Carpets and floor coverings
- 17.2.3. Dining hall cleanliness and spillages
- 17.2.4. Caretaking and cleaning activities
- 17.2.5. Outside paving, walkways and other hard surfaces
- 17.2.6. Grounds, including pitches
- 17.2.7. External lighting effectiveness

17.3. Risk assessment results shall be used to identify priority for mitigation of potential injuries and shall be shared with all employees.

## **18. Stress**

18.1. Stress is acknowledged by the school as a potential cause of staff illness and all efforts are made to reduce it. The school has a Staff Wellbeing policy for procedural arrangements

## **19. Alcohol, Drugs and Smoking**

19.1. The abuse of alcohol or drugs is a safety hazard and if there is any suspicion that a member of staff or visitor is under the influence of either, then this must be reported to the Head Teacher who will take the appropriate disciplinary action.

19.2. Smoking, taking drugs and consuming alcohol within the whole school site is prohibited.

## **20. Violence and Aggression**

20.1. Violence and harassment, in both physical and verbal forms, will not be tolerated within the school; either between employees or between employees and non-employees. This also covers violence and aggression between adults and children.

20.2. Employees shall report all incidents of this type using the Lanesend Incident form for the attention and action as required by the Headteacher. Appropriate action will in the first instance be taken by the school.

20.3. Disciplinary action will be taken against employees being the source of such behaviour.

20.4. Action against non-employees who are the source of violent, harassing or threatening behaviour, may be by prohibiting them entry to the school.

20.5. The person responsible for ensuring the process of recording and follow up action is listed in Appendix A.

## **21. Display Screen Equipment (DSE)**

21.1. All DSE equipment and workstations will be assessed for suitability for individual employee use by a competent person. Wight Safety Consultancy is designated competent advisor for DSE use

21.2. Where appropriate, equipment shall be provided or replaced to ensure the user is not put at risk of illness or injury.

21.3. Records of all assessments will be maintained and held in the main admin office.

21.4. Eyesight testing is offered to persons identified as habitual users.

## **22. Safe Systems of Work (SSW)**

22.1. To ensure some types of work, such as working at height, is done safely, it is necessary for the school to prepare a SSW; a procedure which details how the work shall be carried out. Wight Safety Consultancy will provide necessary support for completion of SSW.

22.2. This will be used along with the risk assessment to ensure all potential hazards are known about, as well as how to conduct the work as safely as possible.

## **23. Training**

23.1. The Headteacher will ensure that employees with responsibilities for health and safety are competent. This will be reinforced by appropriate training.

23.2. The responsibility for safety training and/or refresher training rests with the Headteacher.

23.3. Training records will be maintained for all employees and periodic examination of these takes place and if training needs are identified, then appropriate training shall be provided.

23.4. Information on Health & Safety courses can be obtained from the Learning Centre, online or Wight Safety Constancy.

## **24. Lone Working**

24.1. It is recognised that staff may at some point be required to work outside of normal working hours. If this is necessary, then staff must either ensure there is another person in the building with them or they must use the 'Lone Working' procedure.

24.2. The lone working risk assessment is available. Text or phone the Headteacher if lone working is required.

## **25. Educational Visits**

25.1. The school recognises that educational visits, away from the safety of the school site, expose school employees, children and non-employee volunteers to potentially unknown risks.

25.2. For all educational visits, a competent Group Leader is appointed by the Headteacher. The Group Leader will ensure all arrangements are made and that all appropriate requirements of the School Educational Visit Policy are met.

25.3. People appointed as the Educational Visit Coordinators (EVC), who have received training for this role, will oversee / advise on the arrangements and advise of documentation required for the particular type of visit.

These fall into four categories.

25.3.1. Residential (R)

25.3.2. Adventurous (A)

25.3.3. Off Island (O)

25.3.4. Local (L) – these are lower risk

Wight Safety Consultancy provide health and safety support for external visits

25.4. Injuries occurring during an offsite visit must be handled as those at school. Information about injuries must be relayed back to the school as soon as possible.

## **26. New and Expectant Mothers**

26.1. The school recognise the fact that new and expectant mothers (NEMs) are at an increased risk of a) injury to themselves and their unborn child b) injury to others who may be affected by their actions.

26.2. To ensure the safety of the NEM, the management of potential risks is required. This is done by a risk assessment carried out by a competent person and the implementation of controls to eliminate or reduce risk.

26.3. The NEM will be allowed to take, as appropriate, rest breaks and a safe place to rest.

## **27. Keeping Animal in schools**

27.1 Please see our Animal Friendly Policy

## **Section D – Contacts and Information**

### **Health and Safety Support**

Wight Safety Consultancy

Mark Elliott CMIOSH

122b Pyle Street

Newport

Isle of Wight  
PO30 1JT  
Tel 01983 247024

**Fire & Arson advice** -

Community Safety – Newport Fire Station, Tel: 01983 533 834

**Moving Children** -

Medina House School on 522917 or  
St Georges Special School on 524634

## Appendix A – Persons with specific Health and Safety responsibility

<b>Name</b>	<b>Job Title</b>	<b>Responsibility</b>
Caroline Sice	Headteacher	Policy, implementation & monitoring of H&S.
Carrie Almond	Appointed person	Monitors that the requirements of the H&S pol are operated. Liaises with LA on H&S issues.
Darren Attrill	Contract officer	Contractors on site
Darren Attrill Caroline Sice Carrie Almond	Fire officer	Ensure fire arrangements are operational.
Darren Attrill Caroline Sice	First Aider – First aid at Work 3 day Course.	Application of first aid
Andrea Flux Hannah Holmes		Incident Forms
Andrea Flux Hannah Holmes		Behaviour Forms

## Appendix B - Fire Safety

### 1.1. Fire Instructions

1.1.1. These are placed where staff can easily read them.

1.1.2. Emergency Exits, Assembly Point and Assembly Point Instructions shall be clearly identified

### 1.2. Fire Alarm

1.2.1. In case of fire dial 999

1.2.2. The fire alarms are tested weekly every Thursday eve.

1.2.3. A Fire Test Record Book is maintained and held in site manager's office

### 1.3. Fire Drills

1.3.1. Are carried out at least once per half term.

1.3.2. Assembly point is *Playground*.

1.3.3. Records are maintained of drills and are held in site manager's office.

### 1.4. Fire Fighting

1.4.1. Teachers supervising children must not attempt to fight fires as they are expected only to evacuate the area safely.

1.4.2. Staff are not ever expected to "have a go". However, in small fires and only if no undue risk to life and limb has been assessed and there is always a clear escape path available, then appropriate action may be taken.

### 1.5. Fire Hazards and Fire Risk Assessments

1.5.1. Storage cleaning substances only in a locked cupboard.

### 1.6. Maintenance of Fire safety equipment is carried out by competent contractor;

1.6.1. Emergency lighting – Wight Fire.

1.6.2. Fire extinguishers maintained – Wight Fire

1.6.3. Fire alarms Maintained – Wight Fire

1.6.4. Fire Safety Signs and identification of escape routes - Inhouse