

Earlscliffe (Sussex Summer Schools Ltd)

SAFETY IN BOARDING HOUSES

School Policy

It is the responsibility of the House Managers to ensure that all the School's Policies, including the Health & Safety Policies and Fire Evacuation procedures, are implemented and adhered to at all times within the Boarding House.

The House Manager to ensure that

All Residential Boarding staff are responsible for ensuring that all House Staff are fully aware of all the School's policies and in particular regularly update themselves on;

- Fire and evacuation procedures
- First Aid and medical protocols
- Educational, Holiday and Recreational visits procedures

The Residential Boarding staff must also ensure that fire exits in their houses are clear of furniture and other equipment and that rooms with external fire exits have a clear path from their internal doors with no obstructions.

Pupils must be briefed termly, understand and have practised the emergency and evacuation procedures covering the School and the House.

Electrical Equipment

Health & Safety inspections of the electrical equipment in boarders' rooms are to be completed every half term by the House Manager. Equipment must be used safely with no trailing wires and correct plug arrangement.

Students are to use 4 plug gangs rather than multi-socket adaptors and are not permitted kettles or cooking equipment in their rooms. It is the responsibility of the students to bring electrical equipment that complies with UK standard. The School conducts an annual PAT test on electrical equipment brought into the School by boarders. The School has the responsibility that sockets are safe and to check that the equipment is used safely on a regular basis.

Kettles and cooking equipment are located in student common areas for out of hours use.