



Maison Claire Fontaine

Health and Safety Policy - Méluzien Site

Introduction

Maison Claire Fontaine has a commitment to achieving excellent standards of health and safety. This policy is set out to comply with the letter and spirit of the Health and Safety at Work Act 1974, the management of Health and Safety Regulations 1999 and any other relevant legislation including appropriate French guidance. These provisions are regarded as minimum requirements.

Organisation

The company directors, Alex and Mark Elliott are responsible for the management of all health and safety matters within Maison Claire Fontaine. All MCF staff are responsible for ensuring that they work in a manner which is safe to themselves and to others, and to comply with the relevant requirements of this policy.

General Health and Safety Information

At Maison Claire Fontaine we believe passionately in the creation of a safe and appropriate learning environment for all our visitors. This means we always take the safety and well being of our guests seriously and strive constantly to put this principal into practical effect wherever possible.

All sports and activities have some sort of inherent risk, with some more obvious than others. We aim to minimise these risks with careful planning, awareness and the identification and elimination or reduction of potential hazards.

All MCF staff are trained to be conversant with the risk assessments and operational procedures for the activities and excursions that they are leading. These procedures are reviewed each week to take into account the individual needs of particular groups.

We ask that visiting staff also make themselves aware of the risk assessments and operational procedures and the role that they have in supporting MCF staff to ensure the safety and well being of their pupils.

If MCF staff or visiting staff have any queries or concerns about risk assessments or operational procedures these must be raised with the company directors straight away.



Fire Drill and Evacuation Procedures

Fire drill procedures will be explained to all visiting staff and pupils on their arrival. All staff and pupils are asked to familiarise themselves with the location of fire doors and fire exits as well as fire alarm call points and will be shown the nearest meeting point. Visiting staff must make themselves aware of the procedures for evacuation and the lead teacher will be shown the fire alarm system in order to manage the alarm if it were to go off over night. A full fire drill will take place on the first evening.

Fire officers :

During the day - 8.30 am to 9.00 pm

Company directors Alex and Mark Elliott or Centre Manager Johann Kempler.

Overnight - 9.00pm to 8.30 am

Lead teacher from the visiting school, supported by visiting school staff.

On Discovering A Fire

1. Operate the nearest fire alarm.
2. Leave the building.
3. Assemble at the nearest meeting point (in front of the table tennis tables).
4. Contact the fire service if necessary.

Emergency number : 18 for the Pompier or 112 from a mobile

Evacuation Procedures during the day (8.30 am to 9.00 pm)

If the fire alarm sounds, all pupils and staff must make their way calmly to the meeting point. Pupils should line up in their dormitories with their supervising staff. MCF teaching staff will register all pupils, visiting staff and onsite MCF staff using the FIRE EMERGENCY LIST, which is located in or near the meeting area. The company directors will confirm that everyone has vacated the building and assess the reason for the alarm. The company directors will make a decision as to whether it is safe to return into the building. In the absence of the company directors, the centre manager or other nominated member of the MCF staff becomes the designated fire officer supported by other MCF staff.

Evacuation Procedures over night (9.00 pm to 8.30 am)

If the fire alarm sounds, all pupils and staff must make their way calmly to the meeting point. Visiting staff in rooms next to dormitories should follow the pupils in their dormitories and ensure everyone has been evacuated, closing doors behind them.



Fire lists for registration are available in each of the teachers' bedrooms and also on a clipboard under the tent by the meeting point.

The lead teacher from the school will act as the designated fire officer and ensure that everyone is evacuated safely. Once safe evacuation is established he / she should determine the reason for the alarm using the information on the fire system. *(Training will be given to the lead teacher and other visiting staff on the first night during the fire practice)*. Other visiting staff must supervise pupils whilst the designated officer investigates the reason for the alarm.

Please be aware that MCF staff are in a separate building which is not linked with the same alarm. The supervision and evacuation of pupils after 9pm and before 8.30am is the sole responsibility of visiting staff.

Procedures for returning to the building after an alarm

If the fire alarm goes off without any prior warning the building should always be evacuated in the first instance. Once everyone has been evacuated safely the designated fire officer will investigate the reason for the alarm.

(1) If the reason for the alarm is a fire then the pompiers should be called straight away and everyone should stay out of the building.

(2) If the reason for the alarm is not a fire and can be resolved then the alarm can be reset and everyone should return to the building *(for instance the alarm may be set off by steam from showers or an insect passing through a sensor)*.

(3) If the reason for the alarm is not clear and visiting staff require assistance overnight then they may contact the company directors on their home number : 06 42 70 11 20 who will arrive within 10 minutes of being called.

Emergency Exits

Emergency exit routes must always remain tidy and free from obstacles and it is important that all luggage and clothing are stored under beds or on the shelves provided to ensure that this is the case.

Fire Prevention

We ask that all MCF staff, visiting staff and pupils take care to switch off any unnecessary electrical equipment and that fire doors are kept closed. Smoking is not permitted in any of the centre buildings. MCF staff should ensure that any gas appliances are always turned off safely and report any leaks immediately to the centre manager or directors.



Accidents

All accidents, fires or “near misses” must be recorded on an Accident and Incident sheet which is kept in the medical cupboard. The company directors should be made aware of any incidents that are recorded and will investigate further, revising operational procedures or training if appropriate.

First Aid

A first aid box is kept in the medical cupboard in the first aid area next to the dining room. First aid kits are also available in all teaching and activity rooms as well as the kitchen. A member of the visiting staff must always be available for MCF staff to contact or send pupils to should the need arise during activities or lessons on site.

First aid kits are always carried by MCF staff for offsite activities or excursions. There is also a first aid kit on every coach and the coach drivers are also first aid trained. We ask that visiting staff also carry a first aid kit for offsite activities and excursions.

It is important that at least one member of the visiting staff is fully first aid trained. There will always be a member of MCF staff available for consultation and also for transport to the local medical facility. However, visiting staff are ultimately responsible for:

- (1) Ensuring pupils have access to medication if required, including for trips and excursions off site.
- (2) Making decisions about treatment or medication or the action necessary in an emergency.
- (3) Informing MCF staff of any particular medical needs or issues for individual pupils.

In the case of an emergency, the emergency services should be called as soon as possible outlining the location and the nature of the emergency.

Emergency number : 15 for the Samu or 112 from a mobile

Risk Assessments

Details of operational procedures and risk assessments are available for all activities and excursions onsite and offsite. It is essential that these are understood and implemented at all times.

Monitoring of the Health and Safety Policy

The directors will review this Health and safety policy on an annual basis.

Last reviewed by Alex^[ah1] and Mark Elliott, 1st January 2020