

This content is no longer current and was archived on 28 June 2016.

For latest information from DCYP please visit:

<https://www.gov.uk/government/groups/directorate-children-and-young-people>.

For latest information from SCE please visit:

<https://www.gov.uk/government/collections/service-childrens-education>.

**LEAFLET 14 TO**

**PART 3 TO SHEF**

**MANUAL**

### **SHEF NOTICEBOARDS**

1. All Schools and SCE establishments must have a SHEF Notice board that is prominently displayed for the benefit of employees, contractors and visitors. All employees should have their attention drawn to its location and contents.
  
2. The following notices are mandatory and must be displayed as a minimum:
  - a. The Secretary of State for Defence's SHEF Policy Statement.
  - b. The Chief Executive SCE SHEF Organisation and Arrangements (O&A's) Statement.
  - c. The Headteachers SHEF O&A Statement (for schools only).
  - d. The location of Accident book/s.
  - e. The names and contact numbers of First Aiders and the location of First Aid Boxes.
  - f. The emergency telephone numbers for Fire and Ambulance, with a translation into host nation language of what to say.
  - g. Emergency evacuation procedures, plus a translation in the host language.
  - h. Muster point in the event of evacuation of the building.
  - i. The identity and contact details of the local SHEF Co-ordinator.
  - j. Minutes of the Agency SHEF Meetings.
  - k. Minutes of the local SHEF Meetings.
  - l. Risk Assessments appertaining to the work of the establishment, or a signpost to where they are held.

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m. Fire Safety Management Plan (FSMP) Risk Assessment

n. A signpost to the Agency SHEF Manual.