



Health & Safety Manual 2021-2022

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Approved by the governing board:

September 2021

Date of next review:

August 2022

**MORE
HOUSE
SCHOOL**

KNIGHTSBRIDGE

*Following the appointment of Mentor as the School's Health & Safety advisors all Health & Safety Policies and procedures will be reviewed in consultation with them during the Academic Year 2020/21. This exercise will include a follow-up Health & Safety audit of the School environment and existing risk assessments by a Mentor consultant.

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D1 HEALTH AND SAFETY POLICY

1. Policy

Policy Statement

This policy covers staff, pupils, visitors and other users of the School's premises. It aims to show how the Governors and Head discharge their duties under the Health and Safety at Work etc Act 1974.

The Leadership Team of the School and the Governing Body are committed to ensuring the Health and Safety of everybody involved in the School and aim to:

- Ensure that all reasonable steps are taken to ensure the health, safety and welfare of users of the premises and all participants in School trips.
- Establish and maintain safe working procedures for staff and pupils.
- To provide and maintain safe School buildings and safe equipment for use in School
- Develop safety awareness, by appropriate training if necessary, amongst staff, pupils and others who help in School.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.
- Investigate accidents and take steps to prevent a re-occurrence.

Associated Policies

- All Policies, Procedures and Guidelines included in later sections of this document.
- Policy on Behaviour & Discipline Section C2 - No.1 of the Staff Handbook

Roles and Responsibilities

The **Governing Body** has ultimate control of the School. They will:

- Decide policy.
- Give strategic guidance.
- Monitor and review health and safety issues.
- Ensure adequate resources for health and safety are available.
- Take steps to ensure plant, equipment and systems of work are safe.
- Ensure that the School provides adequate training, information, instruction, induction and supervision to enable everyone in the School to be safe.
- Maintain the premises in a condition that is safe and without significant risk.
- Provide a working environment that is safe and healthy.
- Provide adequate welfare facilities for staff & pupils.
- In their role as Governors, maintain an interest in all health and safety matters.
- Review and monitor the effectiveness of this policy.

The **Health & Safety Committee** is responsible for making recommendations relating to safety. It will:

- Considers reports of inspections, assists in safe work systems and discuss new regulations and guidelines received from the Department of Education and Health & Safety Executive.
- Meet termly and have an agenda, and minute all Meetings.
- Meet at other times should a serious issue occur or levels of risk significantly deteriorate
- Ensure the Chair of Governors receives a copy of the Minutes of the Committee meetings

In addition to Chairing the Health & Safety Committee the **Head** is responsible for the day to day running of the School. She will:

- Promote a positive, open health and safety culture in School
- Report to Governors on key health and safety issues
- Seek advice from other organisations or professionals, such as the Health and Safety Executive, safety advisers etc. as and when necessary
- Ensure that all staff co-operate with the policy
- Devise and implement safety procedures
- Ensure that risk assessments are reviewed on an annual basis
- Ensure relevant staff have access to appropriate training
- Meet with the Director of Finance and Resources every half-term to ensure any building/facilities issues are dealt with in a timely manner

The Role of Senior Management within the School includes supporting the Head in her role. They will:

- Ensure risk assessments are accurate, suitable and reviewed annually
- Deal with any hazardous practices, equipment or building issues and report to the Head if they remain unresolved
- Provide a good example, guidance and support to staff on health and safety issues
- Carry out a health and safety induction for all staff and keep records of that induction
- Keep up to date with new developments in Health and Safety issues for Schools
- Carry out investigations into accidents and produce reports/statements for any civil or criminal action which may arise
- Ensure any contractors on site are competent in health and safety matters

In addition to acting as Secretary to the Health & Safety Committee the **Director of Finance and Resources** is responsible for day to day maintenance and other building/facility issues and will:

- Ensure that any work that has health and safety implications is prioritised
- Report any concerns regarding unresolved hazards in School to the senior management team immediately
- Ensure that all work under their control is undertaken in a safe manner
- Carry out a daily check of the grounds and building to spot any disrepair or other hazards such as broken glass
- Ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling
- Carry out a weekly test of the fire alarm
- Ensure all contractors are 'inducted' and shown the relevant risk assessments, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working
- Fully co-operate with health and safety arrangements during larger building projects

All School Staff will:

- Read the Health and Safety Policy
- Comply with the School's health and safety arrangements
- Take reasonable care of their own and other people's health and safety
- Leave the classrooms and other areas of the School in a reasonably tidy and safe condition
- Follow safety instructions when using equipment
- Supervise pupils and advise them on how to use equipment safely

- Report practices, equipment or physical conditions that may be hazardous to the Head (who has responsibility for Health & Safety) or the Director of Finance and Resources
- Follow the accident reporting procedure (which is detailed in the First Aid Policy)
- Contribute to and highlight any gaps in the School's risk assessments

In accordance with the School rules and procedures on discipline, **Pupils** will:

- Follow safety and hygiene rules intended to protect the health and safety of themselves and others
- Follow safety instructions of teaching and support staff, especially in an emergency

Arrangements

Accidents and Incident Reporting

- The accident reporting procedure and all the associated paperwork can be found in the First Aid Policy which can be found on in section D2 - No. 5.
- Accident Trend analysis is completed every term and reviewed by the Health & Safety Committee.

Administration of Medicines

- The School's Policy for the Administration of Medicines is as specified in the Administration of Medication in School policy which can be found in section D2 - No. 1.

Acoustics

- Tempus Facilities Management provides advice and has assisted with the preparation of the School's Acoustic's risk assessments and carrying out any works as per the risk assessment

Asbestos

- All staff have been made aware of the potential location of any asbestos in School.
- All contractors must sign to say they have seen the register before starting work on site.
- Further information is available in the School's Asbestos Management policy in section D2 - No. 2.

Control of Hazardous Substances

- The use of hazardous substances in School will be kept to a minimum.
- The Head of Science and the Director of Finance and Resources will complete a COSHH assessment for all hazardous substances used on site.

Control and Management of Ionising Radiation and Radioactive Substances

- The amount of radioactive substances will be within the limits of a 'standard school holding' as defined by the CLEAPSS guidelines, document L93.
- The Head of Science/principle teacher of physics will act as Radiation Protection Supervisor (RPS) and should receive suitable training in this role.
- The RPS will provide training in house to other members of staff as appropriate.
- The school will ensure that the storage facilities meet the requirements set out on L93.

- The RPS will carry out annual leak tests on all sealed sources and liaise with the school Radiation Protection Adviser (RPA) regarding inspection visits and any other queries.

Courtyard Equipment

- Courtyard equipment and its use is supervised
- A decision is made, recorded and enforced if inclement weather (damp/icy conditions) means that equipment becomes unsafe to use on a particular day

Educational Visits

- All off site trips will be subject to risk assessment as specified in the Risk Assessment Policy and Policy on School Visits & Outings policy which can be found in section D3 - No. 1 and Section D2 - No. 10 respectively.

Electrical Testing

- All items of portable electrical equipment in School are inspected and checked annually.
- All fixed electrical equipment in School is inspected and checked every 5 years.

Employee Health and Wellbeing

- The School's Policy on employee wellbeing is specified in the Stress Policy and Policy on Behaviour & Discipline which can be found in the Staff Handbook and on the School's S: Drive and Firefly.

Fire Safety & Evacuation of the Building

- Fire exits have appropriate signage.
- Plans showing exit routes are displayed by the door of each classroom.
- A fire drill is practised and documented once a term by the Director of Finance and Resources.
- Evacuation times and any issues which arise are reported to the Governors.
- Fire extinguishers are checked annually.
- A separate Fire Risk Assessment & Procedures document has been produced and can be found in section D2 - No. 4.

First Aid Provision

- The School's policy on the provision of First Aid is specified in section D2 - No. 5 First Aid.
- Portable first aid kits are taken on educational visits
- If the risk assessment dictates that it is necessary, a qualified first aider will be present on the trip

Gas Appliances

- All Gas Appliances in School are inspected and checked annually.

Glazing Safety

- Tempus Facilities Management provide advice and assistance to the School. They have assisted with the preparation of the School's Glazing risk assessments and carrying out any necessary works per the risk assessment

Legionella

- Tempus Facilities Management provides advice and has assisted with the preparation of the School's Legionella risk assessments and conducting water tests water per the risk assessment
- The School's Legionella Management Policy can be found in section D2 - No. 6.

Lighting

- Tempus Facilities Management provides advice and has assisted with the preparation of the School's Lighting risk assessments and also carrying out any works as per the risk assessment

Manual Handling

- Pupils and staff must only lift equipment and furniture within their own individual capability
- Manual handling training will be provided for appropriate members of staff including, if necessary, how to lift pupils safely.
- Refer also to the School's Safe Working Code of Conduct Section D2 - No. 9.

Pressure Systems

- All Pressure Systems in School are inspected and checked annually.

Risk Assessment

- The School's Policy on Risk Assessment is specified in the Risk Assessment Policy which can be found in section D3 - No 1.

School Security

- All staff and pupils are encouraged to be aware of strangers on the premises.
- If a visitor is unknown identification should be requested.
- Visitors are requested to enter only by the front door
- Outside doors at the School are closed once children have left the premises.
- Further information on security is included in the School's Policy on Behaviors & Discipline which can be found in the Staff Handbook on the S: Drive and Firefly.

Slips Trips and Falls

- The potential for slips trips and falls in School has been risk assessed and appropriate controls have been put in place
- This includes working procedures for mopping floors and regular hazard spotting inspections

Supervision of Pupils

- Sensible, safe behaviour will be promoted to pupils by all members of staff
- Dangerous or risky behaviour displayed by pupils will be addressed and dealt within the School rules

Training

- Health and Safety Training needs are assessed as part of each individual's annual appraisal
- Training needs may also be identified as part of a risk assessment process

Working at Height

- Working at heights risk assessments are been completed for the School
- Appropriate record keeping and safe systems of work are kept in the working at heights file.
- All site/caretaking staff who under take working at heights have been trained.
- Teaching and other staff who assist in putting up displays in School have been advised that they must:
 - Use appropriate access equipment - step ladders, kick stools etc.
 - Wear flat shoes whilst putting up displays
 - Not climb on furniture to put up displays
- More information can be found in the School's Safe Working Code of Conduct section D2 - No. 9.

2. Health & Safety Committee Terms of Reference

Purpose / role of the Committee:

The **Health & Safety Committee** is responsible for making recommendations relating to health and safety at the School. It will:

- Consider reports of inspections, assist in safe work systems and discuss new regulations and guidelines received from the Department of Education and the Health & Safety Executive.
- Hold regular meetings termly with a standard agenda, and minute all Meetings.
- Hold special meetings at other times should a serious issue occur or levels of risk significantly deteriorate
- Ensure the Chair of Governors receives a copy of the Minutes of all Committee meetings

Membership:

The Committee will comprise:

- Head Chair
- Director of Finance and Resources Secretary
- Associate Head
- Head of PE
- Science teacher with oversight of H&S

By invitation:

- Tempus representative, Head of Drama and others as required

Accountability:

The Committee is accountable for:

- Ensuring that risk assessments are reviewed regularly
- Ensuring that safety procedures are implemented and operating effectively
- Ensuring relevant staff are appropriately trained
- Removing obstacles to the School's successful delivery of a safe and healthy environment
- Fostering collaboration across the School to promote a positive, open health and safety culture.
- Seeking advice from other organisations or professionals, such as the Health and Safety Executive and safety advisers etc. as and when necessary

The members of the Committee will commit to:

- Attending all scheduled Committee meetings.
- Wholeheartedly champion Health & Safety within their own work areas and across the School as a whole.
- Make timely decisions and take action so as to not hold up any initiatives.
- Notifying members of the Committee, as soon as practical, if any matter arises which may be deemed to be a serious issue occur or whereby levels of risk significantly deteriorate and therefore requiring a special meeting of the Committee.

Members of the Committee will expect:

- That each member will be provided with complete, accurate and meaningful information in a timely manner
- That the Committee will be given reasonable time to make key decisions
- To be alerted to potential risks and issues that impact Health & Safety within the School.

Individual Committee members are responsible for the following:

- Head - keeping the Board of Governors updated
- Director of Finance and Resources - producing the Health & Safety Dashboard
- - sending a copy of the Minutes to the Chair of Governors
- Director of Pastoral Care - Safeguarding
- Head of PE - championing School Visits & Outings Health & Safety
- Head of Science - championing Teaching Area Risk Assessment

Review:

The Committee will review the relevance and value of its work at the end of each Academic Year and agree Targets and milestones for the following Academic Year.

Meetings:

The quorum for a meeting is three members of the Committee. The Head will chair meetings and agendas, minutes and supporting papers including the Dashboard, will be provided by the Director of Finance and Resources.

Whilst unanimous decisions will be the objective, decisions will be made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice). If that is not possible, the Chair makes the final decision.

Meetings will be held termly for an estimated two hours maximum at an agreed time.

Non-members may be invited to a Committee meeting if their input is deemed necessary by the Committee for a matter(s) arising.

Sharing of information and resources (including confidential materials):

The Committee members will agree at the end of each meeting what information to share more widely within the School.

Confidential information and materials will be identified at the Committee meetings and members will agree how these should be dealt with.

There will be a separate file on the School server which will hold the following:

1. Terms of Reference
2. Meeting minutes
3. Health & Safety Dashboard
4. Other information as agreed by the Committee

The regular meetings will follow a standard agenda:

- 1. Matters arising from the last meeting not included in the standard agenda points**
- 2. Policy and Risk Assessment**
 - a. How are we tracking to milestones/when do we expect to achieve our next milestone?
 - b. Consider Reports and Inspections and review any Issues arising
 - c. Agree solutions
 - d. Commitments for the next period
- 3. Compliance and Competency**
 - a. How are we tracking to milestones/when do we expect to achieve our next milestone?
 - b. Consider Reports and Inspections and review any Issues arising
 - c. Agree solutions
 - d. Commitments for the next period
- 4. Service Levels and Process Management**
 - a. How are we tracking to milestones/when do we expect to achieve our next milestone?
 - b. Consider Reports and Feedback and review any Issues arising
 - c. Agree solutions
 - d. Commitments for the next period
- 5. Checking and Learning**
 - a. Discuss any new regulations and guidelines received from the Department of Education and Health & Safety Executive and agree the impact and actions required
 - b. Agree how to extend successful solutions to other problem areas
 - c. Share new ideas
 - d. Agree what needs communicating to the wider team
- 6. AOB**

Amendment, Modification or Variation:

These Terms of Reference may be amended, varied or modified after consultation and agreement by the Committee members.

Definition of terms:

- Health & Safety Dashboard is a Targets and progress report. See Appendix 1.
- Targets and Milestones to achieving the targets are agreed at the end of each Academic Year for the following year.

Prepared by Susan Meadows 24th June 2017 Agreed Health & Safety Committee 28th June 2017

D2 HEALTH AND SAFETY PROCEDURES AND GUIDELINES

1. Administration of Medication in School

The Board of Governors and staff of More House School wish to ensure that pupils with medication needs receive appropriate care and support at school. The Head will accept responsibility, in principle, for the member of staff responsible for first aid who will give or supervise pupils taking prescribed medication during the day.

Please note: members of staff in school are not under a contractual obligation to dispense medicines and that parents should keep their children at home if they are acutely unwell or infectious.

List of related policies:

Section D2 - Health and Safety - No. 5 First Aid Policy

Section D2 - Health and Safety - No. 8 Policy for the management of nut and other food allergies

Section D2 - Health and Safety - No. 10 Policy on School Visits and Outings

Responsibilities

Parents are responsible for:

- Providing the Head with comprehensive information regarding the pupil's condition and medication.
- Delivering each item of medication to the Head or school office in a secure and labelled container as originally dispensed, with a completed Parental Agreement Form (see Appendix 17 of the Staff Handbook);
- Making sure each item of medication is clearly labelled with the following information:
 - (i) Pupil's name
 - (ii) Name of medication
 - (iii) Dosage
 - (iv) Frequency of medication
 - (v) Date of dispensing
 - (vi) Storage requirements
 - (vii) Expiry date

The school will not accept items of medication in unlabelled containers.

- Ensuring that only reasonable quantities of medication is supplied to the school (a maximum of four weeks supply at any one time)
- Renewing the medication when the supplies are running low and ensuring that the medication supplied is within its expiry date.
- Notifying the school in writing if the pupil's need for medication has ceased.
- Disposing of their child's medication
- Where it is appropriate to do so pupils will be encouraged to administer their own medication, if necessary under staff supervision.

The school will be responsible for:

- Keeping the medication in a secure place out of reach of pupils.
- Keeping records (in the administration of medicine book and on ISAMS) of all medicines which are stored or administered, which will be available to parents
- Ensuring that staff who administer medication will have appropriate training

- Drawing up a medication plan, in conjunction with the appropriate health professionals for each pupil with long-term or complex medication needs.

The School will not:

- Give an un-prescribed medicine to a child unless there is a specific prior permission from the parent. Over-the-counter medicines will only be given once permission is received from a parent or carer; such instances will be recorded in the administration of medicine book and on ISAMS.
- Force a child to take medication if they refuse. The parents will be informed as soon as possible
- Make changes to dosages on parental instructions.
- Dispose of medicines. Medicines which are in use and in date should be collected by the parent at the end of each term. Date expired medicines and those no longer required will be returned to the parent for disposal.

The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises even if additional arrangements might be required.

All staff will be made aware of the procedures to be followed in the event of an emergency.

NON-PRESCRIPTION MEDICINES

Staff should never volunteer to give non-prescribed medicines to children unless:

- there is specific prior written permission from parents; and
- it is carried out in accordance with the employer 's policy.

TEACHER'S PERSONAL MEDICATION

Teachers may need to bring their own medication into school. This should be safely locked away in the individual locker to which every teacher is entitled. It does not need to be stored with pupils' medicines.

2. Asbestos Management

Policy Statement

The More House School building was constructed when asbestos-containing materials were used in a wide variety of forms in building construction. In or around 2011 an extensive programme of removal of asbestos was undertaken. However, there is a small potential risk to health if any residual traces of asbestos are disturbed or damaged, and exposure, even at relatively low levels, can present a risk.

A wide variety of work activities can bring people into contact with, and possible exposure to, asbestos-containing materials. People employed in the building trades, electrical, mechanical, cable and fire alarm installation, and routine maintenance can all be at risk of exposure to asbestos. Any activity which gives rise to airborne dust, including breaking, cutting, drilling or machining asbestos containing materials, are most likely to present risks.

More House School considers this to be a low risk. To manage this risk in such a manner so as to minimise the risk of any person being exposed to asbestos fibres the School ensures that:

- the School maintains a register showing the potential locations of asbestos in the School which is located in the Director of Finance and Resources's office;
- all staff have been made aware of the potential location of any asbestos in School;
- all contractors sign to confirm that they have seen the register before starting work on site; and
- where any activity is planned in areas of the School where residual traces of asbestos may remain, an Asbestos Survey will be commissioned.

Associated Policies and documentation

- None

Legal aspects of Asbestos Management

Working with, and managing asbestos-containing materials, is controlled by legislation, principally the Health and Safety at Work Act 1974, and the Control of Asbestos Regulations 2012.

Control Measures

The School's risk assessments on infrastructure identify the control measures that are necessary to ensure that there is no risk of airborne dust containing asbestos fibres.

All staff are advised to not break, cut or drill into any walls or other structures that may comprise asbestos-containing materials.

The asbestos register for the School is kept in the Director of Finance and Resources's office. All asbestos data will be made available to appointed contractors. All works involving the potential disturbance of residual traces of asbestos will be subject to full survey by a suitably qualified surveyor.

Responsibilities

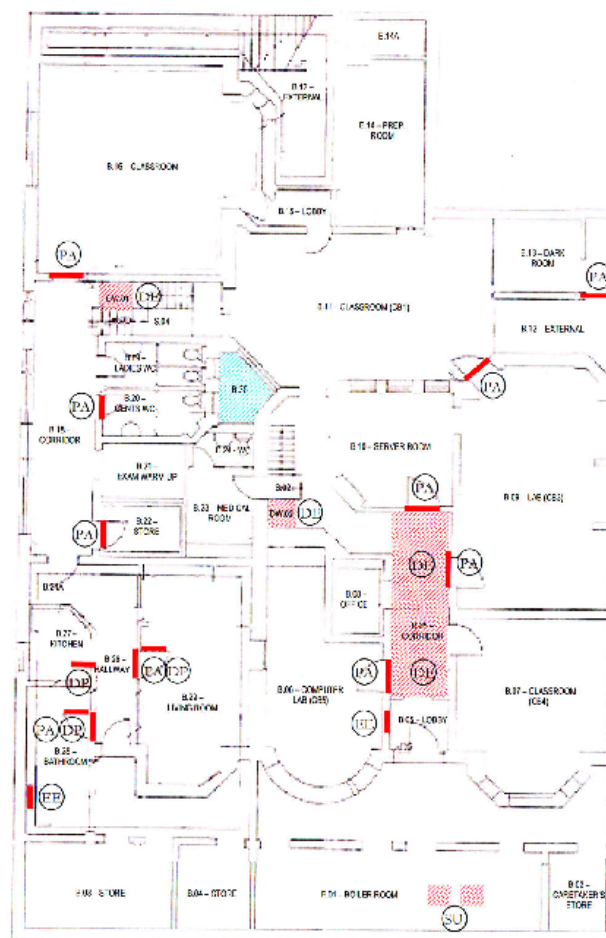
The **Director of Finance and Resources** ensures that a suitable and effective Asbestos Management Plan is in place that is subjected to regular monitoring and review.

Updating risk assessments are an integral part of the Asbestos Management Plan. The Director of Finance and Resources is responsible for ensuring that this is undertaken.

The **Health and Safety Committee** is responsible for monitoring this Policy and advising the Director of Finance and Resources of any action that may be required to ensure that this Policy remains both relevant and effective.

All **members of staff** have a general duty to co-operate on issues of health and safety, and to ensure that they do not compromise their own safety, or the safety of others, by their acts or omissions. In respect of this Policy, staff must familiarise themselves the potential location of any asbestos in School. A site map of these locations is included in Appendix 1 with larger scale copies available for inspection in the Director of Finance and Resources's office.

APPENDIX 1



KEY

This drawing gives general indication of identified / suspected asbestos materials and is **only to be used in conjunction with the Asbestos Report & Register**.

The drawings are colour-coded; do not use black and white photocopies.

Building Component

DE Debris DP Door Panel
RE Electrical Equipment PA Panel
SU Suspect

* Codes with asterisks denote a building component suspected or known to be present but whose exact location is unknown.

Asbestos Materials Identified

No Access

ADAMS
ENVIRONMENTAL

Adams Environmental Ltd
Unit 6, Kington Link Business Park,
40 Kington Road, Sutton SM3 9QP
Tel: 020 8641 6000 Fax: 020 8641 0666

Site:
More House School
22/24 Pont Street
London
SW1X 0AA

Drawing Ref:
10668.1/001

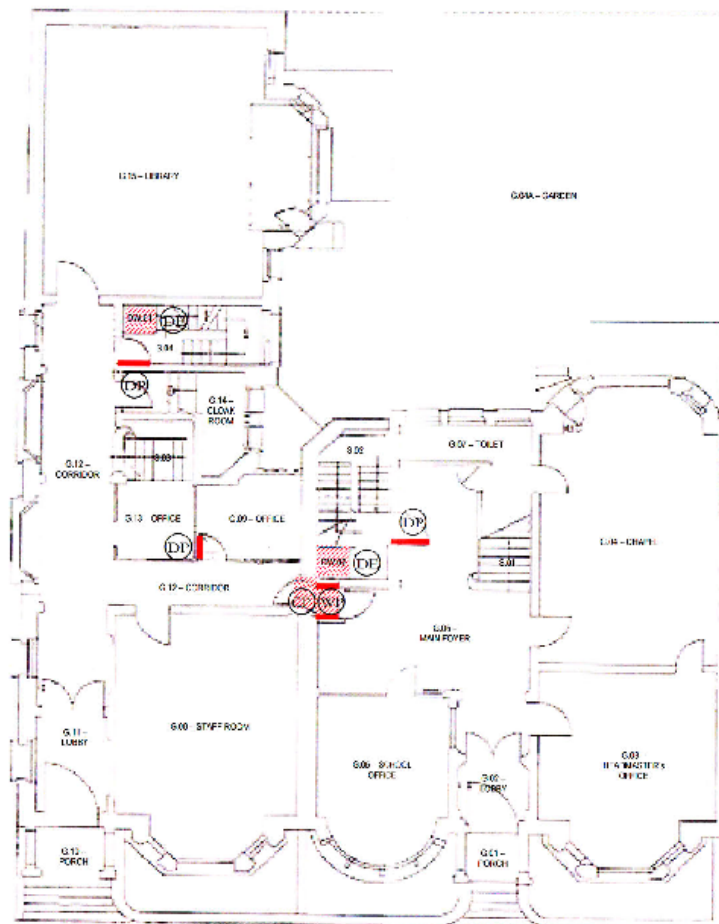
Date Drawn:
January 2011

Not to Scale

Survey Report: – S10668.1

Basement

Page 1 of 6



KEY


This drawing gives general indication of identified / suspected asbestos materials and is **only to be used in conjunction with the Asbestos Report & Register.**

The drawings are colour coded: do not use black-and-white photocopies.

Building Component

CP Ceiling Panel
DP Door Panel
DE Debris
WP Wall Panel

* Codes with asterisks denote a building component suspected or known to be present but whose exact location is unknown.

 Asbestos Materials Identified

ADAMS
ENVIRONMENTAL

Adams Environmental Ltd
Unit 6, Kimpton Link Business Park,
40 Kimpton Road, Sutton SM3 9QP
Tel: 020 8641 6000 Fax: 020 8641 0666

Site:
More House School
22/24 Pont Street
London
SW1X 0AA

Drawing Ref:
10668.1/002

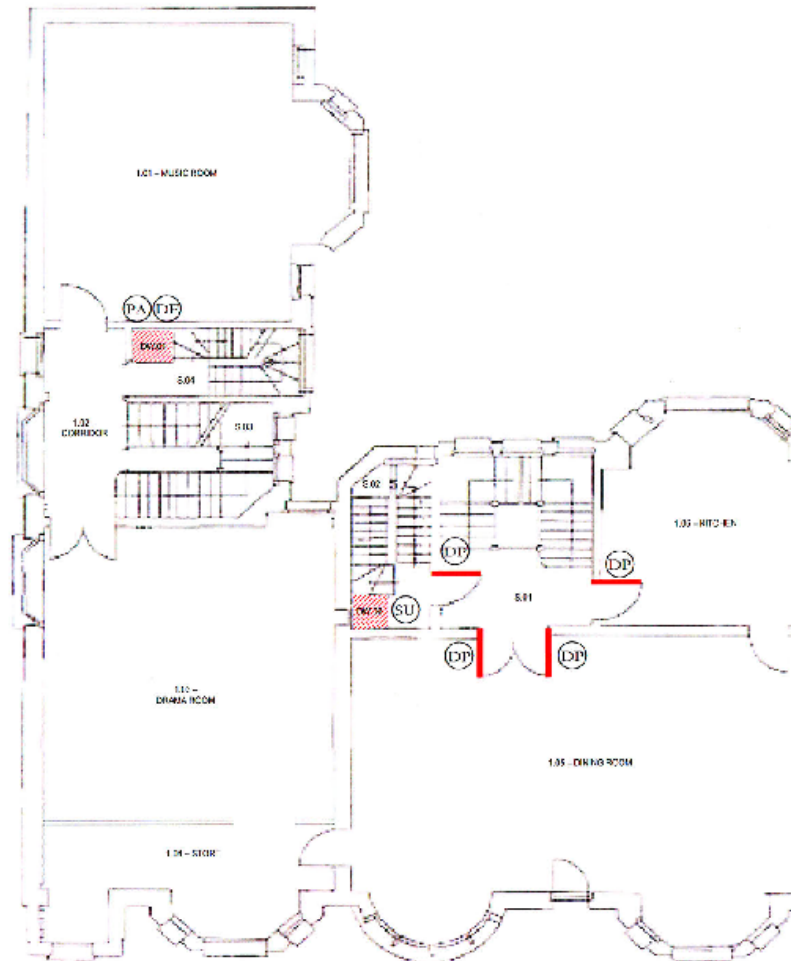
Date Drawn:
January 2011

Not to Scale

Survey Report: – S10668.1

Ground Floor

Page 2 of 6



KEY

This drawing gives general indication of identified / suspected asbestos materials and is **only** to be used in conjunction with the Asbestos Report & Register.

The drawings are colour coded; do not use black and white photocopies.

Building Component

DE Debris DP Door Panel
PA Panel SU Suspect

* Codes with asterisks denote a building component suspected or known to be present but whose exact location is unknown.

Asbestos Materials Identified

ADAMS
ENVIRONMENTAL

Adams Environmental Ltd
Unit 6, Kimpton Link Business Park,
40 Kimpton Road, Sutton SM3 9QP
Tel: 020 8641 6000 Fax: 020 8641 0666

Site:
More House School
22/24 Pont Street
London
SW1X 0AA

Drawing Ref:
10668.1/003

Date Drawn:
January 2011

Not to Scale

Survey Report: – S10668.1

First Floor

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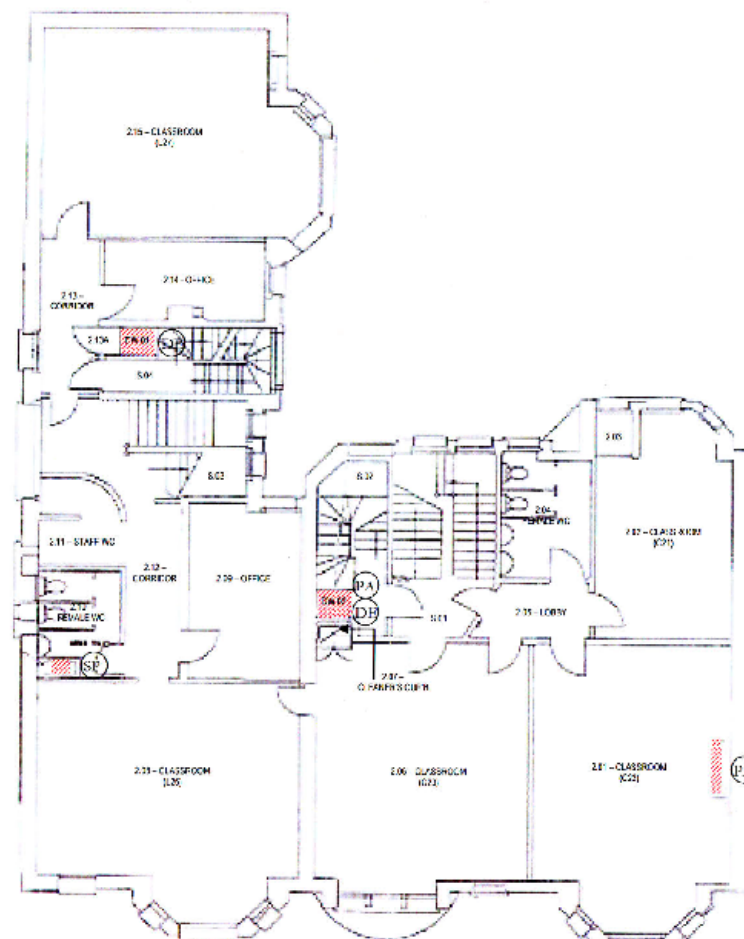
This drawing gives general indication of identified / suspected asbestos materials and is only to be used in conjunction with the Asbestos Report & Register.

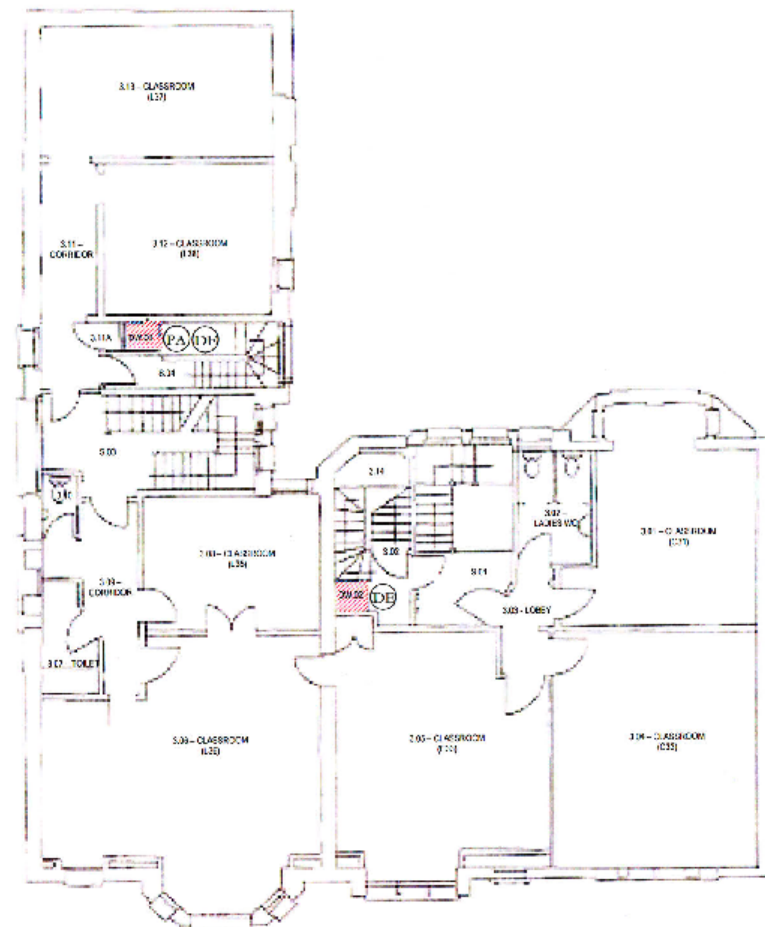
The drawings are colour-coded: do not use black-and-white photocopies.

DE	Debris	PA	Panel
SP	Sink Pad		

* Codes with asterisks denote a building component suspected or known to be present but whose exact location is unknown.

Asbestos Materials Identified





KEY


This drawing gives general indication of identified / suspected asbestos materials and is **only to be used in conjunction with the Asbestos Report & Register.**

The drawings are colour-coded; do not use black and-white photocopies.

Building Component

DE Delms PA Panel

* Codes with asterisks denote a building component suspected or known to be present but whose exact location is unknown.

 Asbestos Materials Identified

ADAMS
ENVIRONMENTAL

Adams Environmental Ltd
Unit 6, Kimpton Link Business Park,
40 Kimpton Road, Sutton SM3 9QP
Tel: 020 8641 6000 Fax: 020 8641 0666

Site:
More House School
22/24 Pont Street
London
SW1X 0AA

Drawing Ref:
10668.1/005

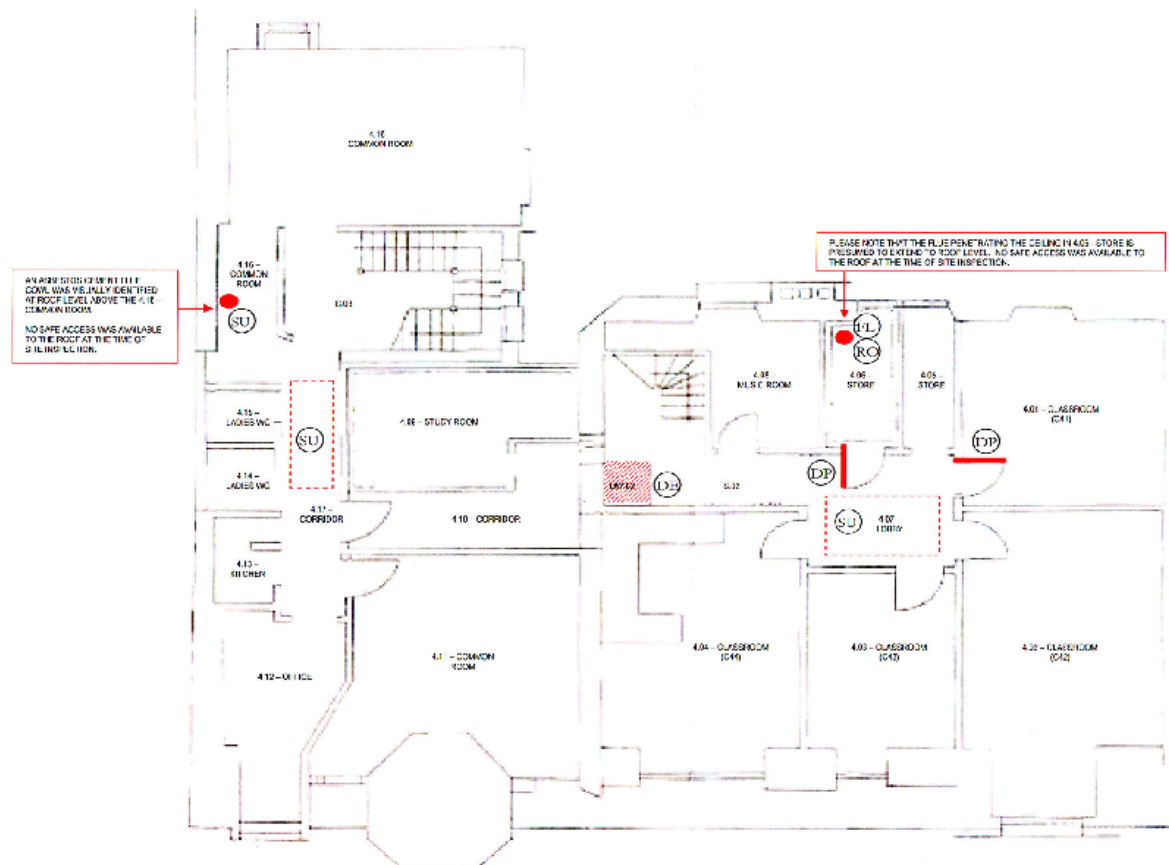
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January 2011

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Survey Report: – S10668.1

Third Floor

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KEY

This drawing gives general indication of identified / suspected asbestos materials and is **only to be used in conjunction with the Asbestos Report & Register**.

The drawings are colour-coded: do not use black-and-white photocopies.

Building Component

DE Debris DP Door Panel
FL Flue RC Rope

* Codes with asterisks denote a building component suspected or known to be present but whose exact location is unknown.

Asbestos Materials Identified

ADAMS
ENVIRONMENTAL

Adams Environmental Ltd
Unit 6, Kimpton Link Business Park,
40 Kimpton Road, Sutton SM3 9QP
Tel: 020 8641 6000 Fax: 020 8641 0666

Site:
More House School
22/24 Pont Street
London
SW1X 0AA

Drawing Ref:
10668.1/006

Date Drawn:
January 2011

Not to Scale

Survey Report: – **S10668.1**

Fourth Floor

Page 6 of 6

3. Emergency Keys and Switch-Off Information

Location of Emergency Keys

Emergency keys are in the key box located in the School Office (right-hand side as you enter, behind the door.)

Location of Gas & Electricity Switch-Off

Chapel-side - 22 Pont Street:

- **electricity switch-off box** is located in the basement at the bottom of the red staircase on the right-hand wall above the lab coats.



- **water stopcock** is in the boiler house. To get to the boiler house go to the outside basement area, the boiler house is through a white door straight ahead. The water stopcock is on the wall straight in front as you enter the room.



- **gas switch-off button** is also in the boiler house. To get to the boiler house go to the outside basement area, the boiler house is through a white door straight ahead. Go into the room on the left-hand side.



4. Emergency Procedures, Fire Wardens and Fire Precautions

Policy Statement

Our priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety of the school, in ensuring that staff, pupils and visitors do not add to the fire risk and through safe evacuation of our buildings if a fire breaks out. The fire safety policy, procedures and risk assessments at More House School are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

Covid-19

All parts of this policy remain unchanged during any partial or full school closure or reopening.

Associated Policies and Legislation

Health & Safety Policy - Section D1

Health & Safety Procedures and Guidelines - Section D2

Health & Safety Management and Prevention - Section D3

Health & Safety Training Programme & Record - Section D4, Nos. 1 & 2

Health & Safety at Work Act 1974

Responsibilities

Fire Safety Manager

The Associated Head is the designated School Fire Safety Manager, who is responsible for ensuring that:

- The fire safety policy is kept under regular review by Governors and the SMT.
- The fire safety policy is promulgated to the entire school community.
- Everyone in the school (including visitors and contractors) are shown clear instructions on where they should go in the event of fire.
- Records are kept of the fire induction training given to new staff.
- Procedures and arrangements for emergency evacuation are regularly tested.
- Fire risk assessments are regularly reviewed and updated.
- Fire prevention measures are meticulously followed.
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired
- Records are kept of all fire practices.

Certificates for the installation and maintenance of fire-fighting systems and equipment are kept.

Fire Marshals

All Fire Marshals are “competent persons” who have been trained to provide “safety assistance” in the event of a fire. Fire Marshals receive regular refresher training. They have particular responsibilities assigned for evacuating the building (see Appendix 2). Details of training and a list of trained marshals can be found in the Staff Handbook, Section D4.

All Staff

General points about conduct around school:

- Ensure ALL Fire Extinguishers are visible at ALL times.
- Ensure ALL Fire Exits are clear of obstructions at ALL times.
- Ensure ALL Fire Doors are kept closed at ALL times.
- DO NOT wedge Fire Doors open or use the FIRE EXTINGUISHERS to wedge them open.

- If you notice a Tamper Tag or pin is missing from an extinguisher, inform the Fire Safety Manager immediately.
- If you notice a Fire Extinguisher NOT on its bracket, please place it BACK on the bracket.

Procedures

All new staff and pupils, all contractors and visitors are shown the Emergency Evacuation Notice (see Appendix 1).

Briefing New Staff and Pupils

All our new staff (teaching and non-teaching alike) are directed to a copy of the school's emergency evacuation procedures on or before their first day of employment at More House School. We tell them where the emergency exits and escape routes are located, and where the outside assembly point is. Fire action notices are displayed on the walls of rooms and in corridors.

The safe evacuation of everyone - staff and pupils alike, is our priority. Protecting property comes second. No one should attempt to fight a fire at the expense of their own, or anyone else's safety. We offer fire awareness INSET training, including the basic use of fire extinguishers, to all staff. We also offer regular refresher training (see Staff Handbook, Section D4). No one should attempt to use a fire extinguisher before he or she has been trained to use it.

Fire Practices

We hold one fire practice every term at More House School. This combined with a programme of informing new staff with emergency escape procedures and the presence of trained Fire Marshals helps to ensure that the school can be safely evacuated in the event of a fire.

Summoning the Fire Brigade

The Fire Safety Manager is aware of all fire practices and informs the School office in advance of any practice. If the alarm goes off for any other reason the marketing officer (or, in her absence, the school administrator) will summon the Fire and Emergency Services.

The master panel that shows the location of all the alarm call points on the networked alarm system in the school buildings is physically located in the corridor of the basement of the library side of the school. All users of the School have standing instructions to summon the Fire and Emergency Services if the alarms go off outside the hours that the School is open.

Visitors and Contractors

All visitors and contractors are required to sign in at Reception, where they are issued with a visitor's badge, which should be worn at all times that they are on school property. They are made aware of the emergency evacuation notice (see Appendix 1).

When large numbers of visitors are at the school for open days, plays, concerts, exhibitions etc a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding.

Disabled Staff, Pupils or Visitors

We have a special one to one induction on fire safety for disabled pupils and their carers and for disabled members of staff or visitors. A PEEP (Personal Evacuation Escape Plan) is

in place as necessary for pupils and staff who may require assistance in the event of an evacuation.

Further Guidance

Fire Prevention Measures

We have the following fire prevention measures in place at More House School:

Escape Routes and Emergency Exits

- There are two main escape routes from the building. All escape routes are shown in Appendix 3 and Staff should familiarise themselves with these. A larger version is kept in the Director of Finance & Resources' office.
- Fire notices and evacuation signs are displayed in some rooms, corridors and stairwells.
- Fires extinguishers etc (of the appropriate type) are located throughout the building in accordance with the recommendations of our professional advisors. A plan of where this equipment can be found is kept with the Fire Risk Register in the Director of Finance & Resources' office.
- All stairs, passages and emergency exits are illuminated by emergency lighting
- The master panel for the alarm system is located in the basement (Library Side) and shows the location of a fire.
- Alarms sound in all parts of the building.
- Keeping fire routes and exits clear at all times. Staff are responsible for checking that escape routes are not obstructed and that the emergency lights work, and for reporting defects.
- Testing all fire alarms weekly (and recording all tests and defects). This is the responsibility of the Caretaker, as is the Monthly checking of the Emergency lighting. The Director of Finance and Resources arranges for an ISO9001 certified/BAFE approved contractor to carry out:
 - Six monthly professional check on fire detection and warning equipment,
 - An annual service of alarms, smoke detectors, emergency lights, sprinklers, smoke control systems and fire extinguishers and hoses.
- Records of all tests are kept in the Director of Finance & Resources' office

Electrical Safety

- The School has current electrical test certificates for the building. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations
- Regular portable appliance testing takes place.
- Records of all tests are kept in the Director of Finance & Resources' office
- The Science Department check that all Scientific equipment is switched off at the end of the school day
- The Caretaker checks that all computers, projectors, printers and electronic whiteboards have been switched off every evening and during holidays and weekends
- The Catering Manager checks that all kitchen equipment is switched off at the end of the day.

Gas Safety

- All gas appliances are regularly maintained and serviced by Gas Safety Registered Engineers. Records of all tests are kept in the Director of Finance & Resources' office
- All kitchen equipment is switched off at the end of service.
- All laboratories are checked daily to ensure that the central gas supply is turned off.

Safe Storage

- We ensure that flammable materials used in teaching or maintenance are locked in purpose-made, flame-proof containers at the end of every day.

Rubbish and Combustible Materials

- Flammable rubbish is stored outside in wheelie bins.
- Combustible materials are stored by the Caretaker until they can be disposed of safely

Letting or Hiring the School

Our standard contractual terms that we use for letting and hiring the school covers fire safety and specifies that the hirer should certify that they have read and understood the school's fire safety policy and procedures. A school caretaker is always on duty when the school is let or hired for an outside function or event.

Fire Risk Assessment

The School's Fire Risk Assessment meets the requirements of the Regulatory Reform (Fire Safety) Order 2005 (the FSO). Specifically it identifies:

- The hazard
- The people at risk
- The measures to evaluate, remove, reduce and protect from the risk
- The measures needed to record, plan, inform, instruct and train people in risk reduction or removal
- The arrangements for reviewing the assessment

More House School has a fire risk assessment which is updated every year, more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added.

A copy of More House School's fire risk assessment is located in the Director of Finance & Resources' office where it can be read by Staff if requested. Any comments or suggestions for improvement are always welcome.

Date of latest Fire Risk Assessment: 4th March 2021
Report prepared by SALVUM

FIRE EMERGENCY PLAN

General points:

- All Staff, visitors and contractors are to sign in on their arrival and out on their departure, as well as times off site during the day.
- Pupils, if they arrive late or leave early must sign in or out
- Vlth Form must sign in and out during the day.

On discovering a fire

- If you discover a SMALL fire, try to put it out yourself with the correct extinguisher. **ONLY IF YOU HAVE BEEN TRAINED TO USE THE FIRE EXTINGUISHERS.**
- **DO NOT PUT YOURSELF AT RISK.**
- Sound the alarm by PRESSING THE BREAK GLASS ON THE NEAREST CALL POINT
- Shout “FIRE, FIRE, FIRE” if necessary.
- ALL Staff, pupils, Contractors and Visitors on hearing the Fire Alarm should leave the building immediately, using the nearest, safe FIRE EXIT.
- Do NOT stop to pick up personal belongings
- **The Associate Head is the Fire Safety Manager.** The Director of Finance & Resources’ is the second Fire Safety Manager.
- The designated Fire Safety Manager is to call the Fire Brigade. Dial 999. When answered, inform them that there is a fire at:

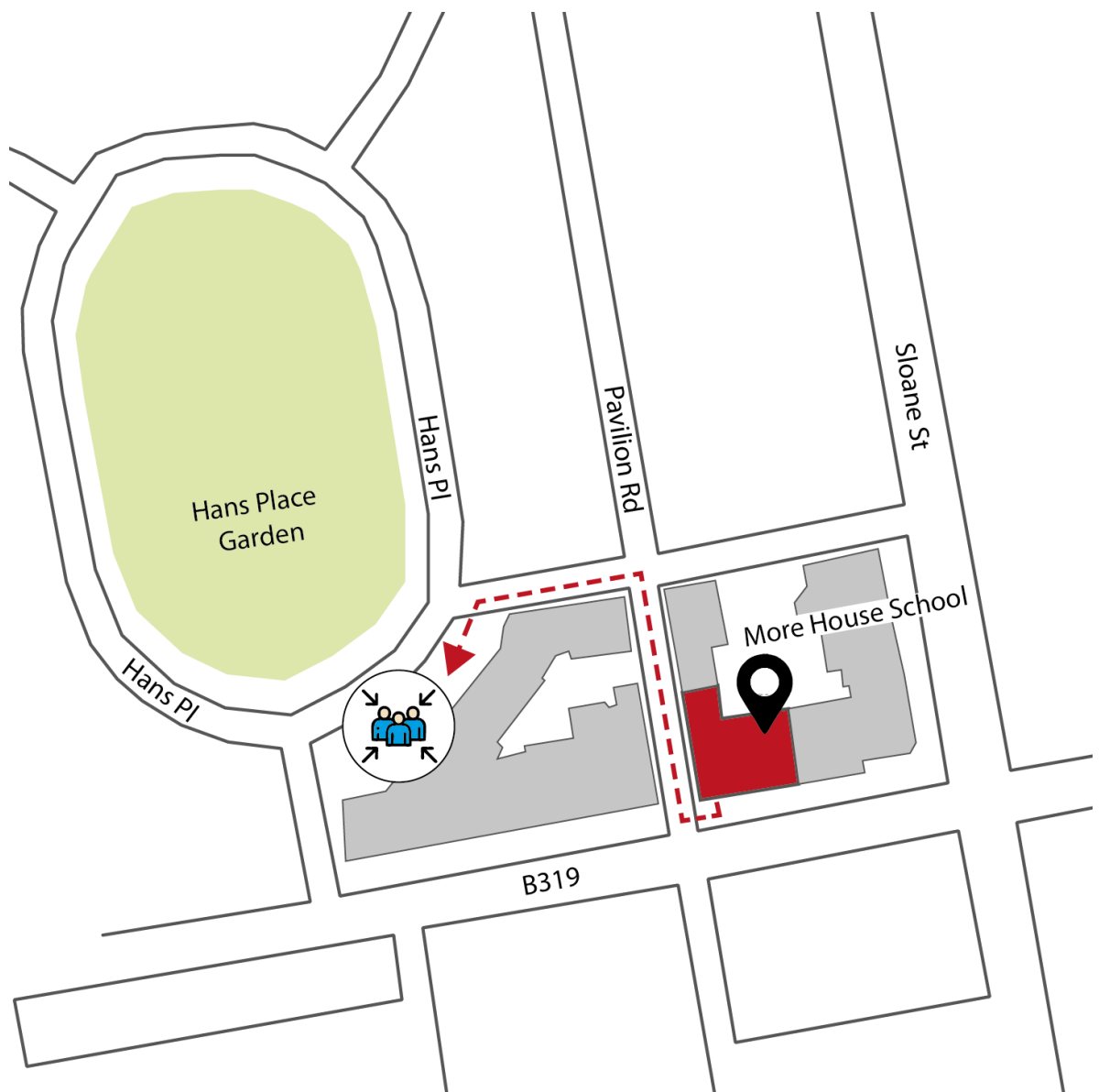
MORE HOUSE SCHOOL
22 - 24 PONT STREET
LONDON
SW1X 0AA

- A member of staff or one of the Fire Marshals should assist any disabled persons working within the premises to the Fire Assembly Point.
- The Fire Safety Manager is to ensure ALL students, staff and visitors etc have vacated the premises.
- Kitchen staff are to ensure ALL appliances are switched off, IF IT IS SAFE TO DO SO.
- All Staff, pupils, Contractors and Visitors should report to the Fire Assembly Point in the event of a fire.

THE FIRE ASSEMBLY POINT IS SITUATED IN HANS SQUARE

At the Assembly Point: -

- The Head and Staff will check that all Staff, pupils, Contractors and Visitors have been accounted for (see Appendix 2). Should this not be the case then those missing must be reported to the Head and Fire Safety Manager immediately.
- The Fire Safety Manager will report to the first fire officer to arrive telling them if ALL Staff/Students and other persons have been accounted for. He will also report where the fire is, if known.
- **DO NOT RE ENTER THE PREMISES UNTIL THE ALL CLEAR HAS BEEN GIVEN BY THE FIRE OR EMERGENCY SERVICES.**



Appendix 2

Fire Procedure and Staff Responsibilities

On hearing the fire alarm:

Staff responsibilities:

- teaching staff are responsible for escorting their pupils from the classroom and to assembly point in silence via the nearest exit*
- classroom windows and doors should be closed
- no belongings or coats should be collected
- pupils must line up in forms

* using ground floor LIB and CHAPEL side exits unless in basement (in which case use LIB or CHAPEL side basement exits)

Form tutors responsibilities:

- take their register (distributed by Marketing/DOS) at assembly point and report missing pupils (and, where possible, their likely whereabouts to the DOS)
- ensure pupils silent throughout
- escort form for back to school once 'all clear' given by the Head

The Incident Controller/Roll-call Coordinator (Fire Safety Manager) should ensure that this information is passed to the Fire and Emergency service as soon as they arrive.

- ***On no account should anyone return to a burning building.***

The following members of staff (fire wardens) have special responsibilities:

Staff	Staff in case of absence	Responsibility
Head* Evacuation Manager	Associate Head	<ul style="list-style-type: none">• Manages Pavillion Road crossing• Checks missing pupils/staff/visitors with Dep Head Academic/Marketing• Organises search of building as necessary• Gives the final 'all clear'• Times practice drills

Associate Head* Incident Controller/Roll-call Coordinator	Registrar*	<ul style="list-style-type: none"> • Checks ground floor • Receives all clear from 'floor' wardens • Reports to Evac. Manager at Assembly Point on status of building • Checks Fire Service called • Liaises with Fire Service • Checks alarm reset • Responsible for Debrief/Records findings
Dep Head (Academic)*	Associate Head	<ul style="list-style-type: none"> • Assists Marketing giving out registers to tutors • Collects registers from tutors - cross-checks missing pupils with Marketing and reports to Head
Marketing*	Registrar*	<ul style="list-style-type: none"> • Calls Fire Service (office informed by Evac Manager of practice drills) • Collects Fire Pack (daily printouts; visitors bk; staff lists X 2; trips lists; PE lists; late bk; pupil sign-out sheet)* • Distributes registers to tutors (with DOS), TR & SOC* • Registers visitors; reports missing visitors to Head* • Cross checks missing pupils with DOS using daily printouts and registers* • * School Administrator to assist
HEAD OF SIXTH FORM*	Snr Teacher (Academic)	<ul style="list-style-type: none"> • Manages 6th Form registers • Cross-checks missing pupils with DOS/Marketing • Reports missing pupils to Head
Snr Teacher (Academic)*	Head of Science*	<ul style="list-style-type: none"> • Completes staff register • Reports missing staff to Head

Lab Technician *	Head of Science	<ul style="list-style-type: none"> • Checks basement. • Reports “all clear” to Associate Head
Teacher of RS*	Registrar*	<ul style="list-style-type: none"> • Checks 1st floor • Reports “all clear” to Associate Head
Senior Teacher (Pastoral & PSHE)*	Associate Head	<ul style="list-style-type: none"> • Checks 2nd floor • Reports “all clear” to Associate Head
Deputy Head (Pastoral)*	Head of History/Classics*	<ul style="list-style-type: none"> • Checks 3rd floor • Reports “all clear” to Associate Head • Calls Fire Brigade if necessary and liaises with Associate Head to report any missing persons to the Emergency services
Head of MFL	Senior Teacher (Pastoral & PSHE)*	<ul style="list-style-type: none"> • Checks 4th floor • Reports “all clear” to Associate Head
Chef-Manager*	Chef*	<ul style="list-style-type: none"> • Checks kitchen area and • Arranges evacuation of kitchen staff • Switches off power • Reports “all clear” to Associate Head
Caretaker*	Deputy Head (Pastoral)	<ul style="list-style-type: none"> • Opens fire exits • Checks Fire Panel in Basement • Diverts traffic from affected area • Prevents anyone entering the building • Resets Fire Panel

*Fire Warden

Fire Alarm 0800 - 0900: generic pupils lists used at Assembly Point; all duties described above remain the same;

If the Fire Brigade is called, no-one may enter the building until the Fire and Emergency Services have given clearance.

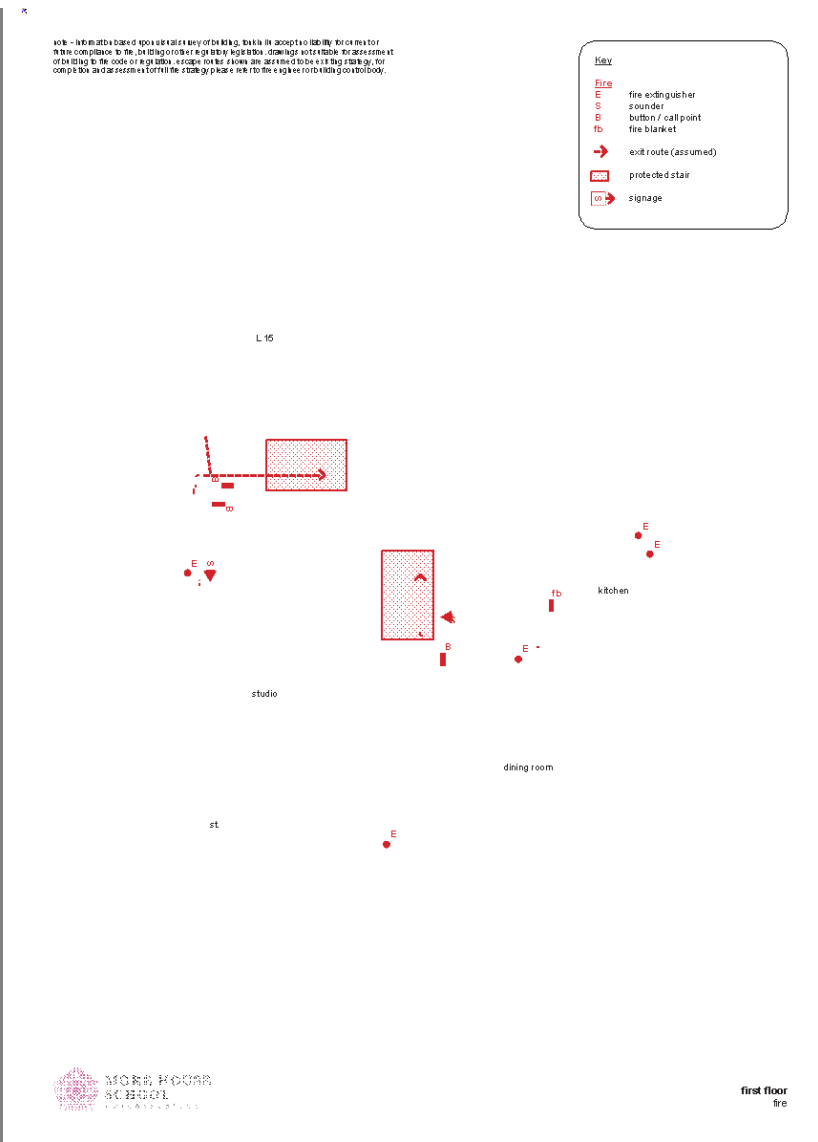
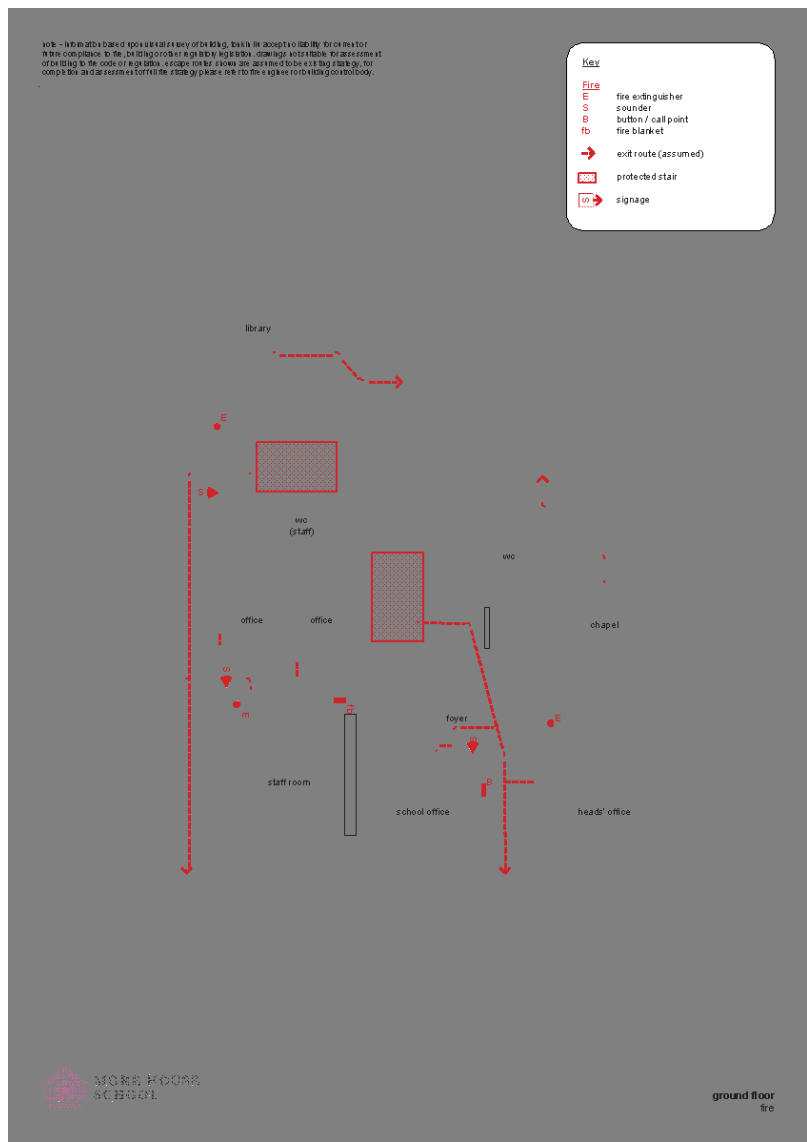
Pupils - on hearing the fire alarm

- (with teacher) Follow the instructions of teacher, leaving the building in silence by the nearest exit
- (without teacher) leave the building in silence by the nearest exit
- Do not take any personal belongings
- Assemble in Hans Place with your form **IN SILENCE** to be registered

Pupils - on discovering a fire

- Report the fire to a member of staff - but **DO NOT** put yourself in danger by doing so
- Leave the building by the nearest exit and proceed to the Assembly Point

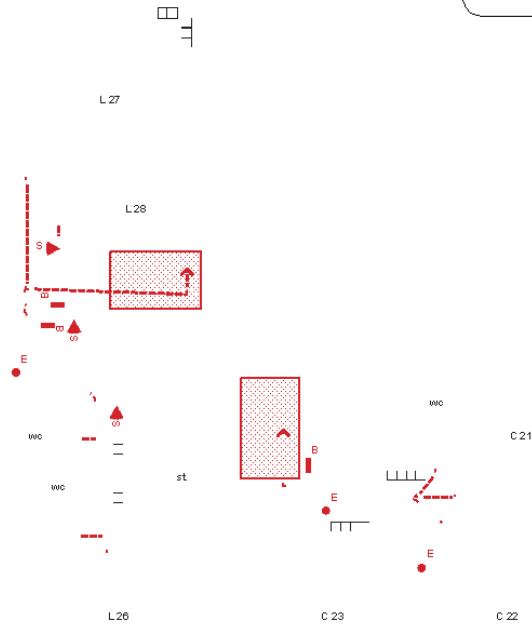
Appendix 3



Note - Information based upon a site survey of building. While in acceptable condition for use for fire compliance to the Building or other regulatory legislation, drawings not suitable for assessment of building to the code or regulations. Escape routes shown are assumed to be exit strategy, for completion and assessment to fulfil the strategy please refer to the egress control body body.

Key

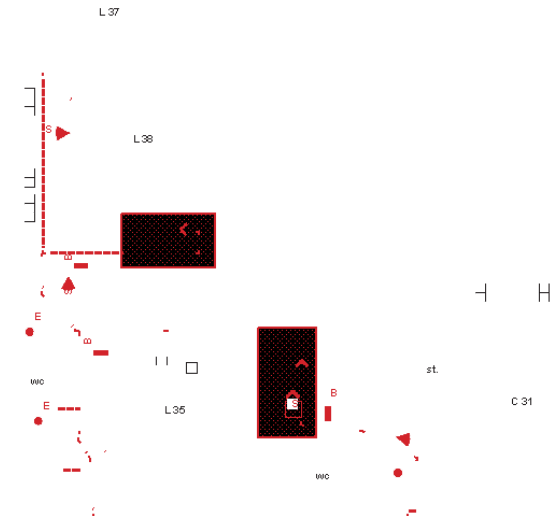
- Fire fire extinguisher
- E sounder
- S button / call point
- B fire blanket
- exit route (assumed)
- st protected stair
- sign signage



Note - Information based upon a site survey of building. While in acceptable condition for use for fire compliance to the Building or other regulatory legislation, drawings not suitable for assessment of building to the code or regulations. Escape routes shown are assumed to be exit strategy, for completion and assessment to fulfil the strategy please refer to the egress control body body.

Key

- Fire fire extinguisher
- E sounder
- S button / call point
- B fire blanket
- exit route (assumed)
- st protected stair
- sign signage



note – information based upon a strategy of being able to take the appropriate action for compliance to the building or fire safety legislation. drawings not suitable for assessment or building to the code or regulation. escape routes shown are assumed to be existing strategy, for compliance and assessment for the strategy phase not the fire safety or building code body.

Key

fire

E

S

B

fb

→

stair

signage

fire extinguisher

sounder

button / call point


fire blanket

exit route (assumed)

protected stair

signage

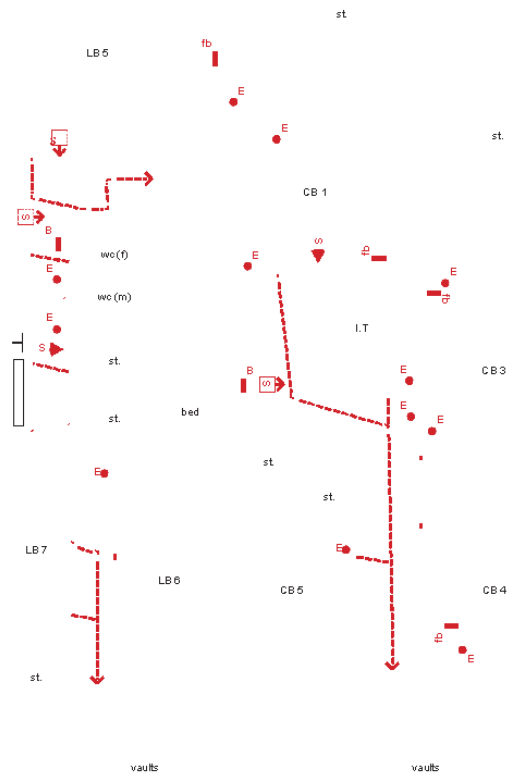
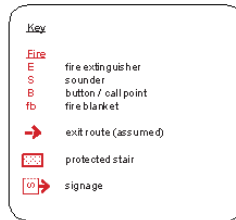
The diagram is a floor plan of the fourth floor, showing various rooms and safety features. The plan includes a study, music room, two stairwells (st.), two restrooms (wc), a quiet study, and a sixth form area. Safety features are marked with red dots and symbols: fire extinguishers (E), sounders (S), buttons/call points (B), fire blankets (fb), exit routes (→), protected stairs (stair), and signage (signage). The plan is divided into sections C 41, C 44, C 43, and C 42.


MORRIS HOSPITAL SCHOOL
 ACADEMIC & SPORTS

fourth floor
fire

37

note - information based upon a false story of building, tools in acceptance facility for creation of
 information compliance to the building or other regulatory legislation, drawings, not suitable for assessment
 or building to the code or regulation, escape routes or signs are assumed to be exit strategy, for
 completion and assessment of the strategy have a right to the engineer for building on a body.



5. First Aid

Covid-19 Update: the School's Covid-19 risk assessments (available on the School Website) detail additional guidance on dealing with positive cases or suspected cases of Covid on site or during trips or outings. Staff are updated on the related protocols termly or more regularly if procedures are updated.

Policy Statement

More House School has drawn up this policy mindful of the Health and Safety (First Aid) Regulations 1981 (SI 1981 No 917) which require adequate arrangements to be made for the administration of first aid to girls taking account of pupil numbers, the nature of the undertaking and the size and location of the establishment. Schools are not legally obliged to provide first aid for pupils but all school staff have common law responsibilities with regard to them and therefore good practice dictates that arrangements should be made for administering first aid to pupils. In order to ensure adequate first aid provision, it is our policy that:

- There are sufficient numbers of trained personnel together with appropriate equipment available to ensure that someone competent in basic first aid techniques can rapidly attend an incident at all times when the school is occupied
- A qualified first aider is always available during normal school hours (8am-5pm and section 7 for definition of "qualified first aider")
- Appropriate first aid arrangements are made whenever staff and pupils are engaged in off-site activities and visits.

Associated Policies

- Section D2 - No. 1 Administration of Medication in School
- Section D2 - No. 8 Management of nut and other food allergies
- Section D2 - No. 10 School Visits and Outings
- Section D4 - Nos. 1 & 2 Health & Safety Training Record and Programme

Contents:

1. Responsibilities under the first aid policy
2. Hours of work
3. Out-of-hours and off-site activities
4. First aid personnel
5. First aid equipment
6. Information
7. Training
8. Emergency procedures
9. Reporting and record keeping
10. Monitoring and review of policy

1. Responsibilities under the first aid policy

The **Health and Safety Committee** of More House School (the School), on behalf of the Board of Governors, is responsible for the continuing assessment of first aid needs, which will take into account:

- Numbers of pupils, staff and visitors on site
- Layout and location of buildings and grounds
- Specific hazards

- Special needs
- Hours of work
- Out-of-hours and off-site arrangements
- Arrangements to provide adequate numbers of first aiders, to provide cover in the absence of first aiders, and adequate training
- First aid equipment needed
- Location of first aid equipment and notices

The **Director of Finance and Resources**, on behalf of the Health and Safety Committee, is responsible for:

- Maintaining records of accident reports.
- Advising on appropriate levels of first aid provision
- Identifying first aid training needs, organising appropriate training for first aiders and maintaining a record of all first aid training of school staff
- Arranging and delivering in-house training for administering pupil medication when needed (see policy for the Administration of Medication in School)
- Reporting to the health and safety committee on first aid issues

The **School Administrator** is responsible for:

- Ensuring first aid cover is available during Office hours (8.30am -4.30pm)
- Organising provision and replenishment of first aid equipment
- Maintaining accurate records of first aid treatments given in the School.
- Advising the School on training and resources needed for pupils with special medical needs.

Qualified first aiders (see D4 - Health & Safety Training Record) are responsible for:

- Responding promptly to calls for assistance
- Providing first aid support within their level of competence
- Summoning medical help as necessary
- Recording details of treatment given.

The **Head of PE** is responsible for:

- Ensuring appropriate first aid cover is available at all out-of-hours PE activities
- Ensuring first aid kits are taken to all practice sessions, off site sporting activities and fixtures.

Science department staff are responsible for:

- Ensuring that they are aware of the location of the first aid kits in their laboratories
- Ensuring that risk assessments are done for any practical work taking place in their laboratories.

Art and design staff are responsible for:

- Ensuring risk assessments are in place for times when they are incorporating practical work into their lessons for example, the use of scalpels and other potentially high risk equipment.
- Delivering an induction for all new pupils on the safe use of equipment in the Art Room

All staff

All staff have a duty of care towards the pupils and should respond accordingly when first aid situations arise. New staff are briefed about the School's policy and where to find information and help. All staff are reminded regularly about the specific medical needs of girls within the school community and they are asked to familiarise themselves with medical information on the Shared Drives detailing those girls with medical needs that require the use of EpiPens and those girls who could require first aid due to medical conditions such as epilepsy and diabetes. The list of qualified first aiders is recorded in this policy and is updated annually.

2. Hours of work

First Aiders are available during our normal working hours, 8.00am to 5.00pm, Monday to Friday during term time.

3. Out-of-hours and off-site activities

Many school activities take place outside of normal school hours and/or off-site. First aid provision is available at all times while people are on the school premises and when on school trips or visits. All relevant staff should attend a first aid refresher course every three years to ensure provision of basic emergency aid at all times. PE staff require additional training due to the number and nature of out-of-hours activities for which they are responsible. Pupils who take part in activities where they are required to work for significant periods of time out of immediate contact with a member of staff, e.g. during Duke of Edinburgh expeditions or on fieldwork assignments, receive basic first aid and personal safety training prior to the event.

4. First aid personnel

The Office is open throughout the school day and is fully equipped to deal with everyday accidents and injuries. If the School Administrator is off-site for any reason staff will be informed. First aiders should be easily available in areas of greatest risk. There should be at least one qualified first aider in each of the following areas:

- Art department
- PE department
- Science department
- Kitchens

5. First aid equipment

First aid kits are clearly labelled with a white cross on a green background in accordance with health and safety regulations Safety Signs Regulations 1980 (SI 1980 No 1471). The contents of first aid kits may vary depending on the particular needs in each location (e.g. blue detectable plasters must be used in food areas). The School Secretary is responsible for supplying and replenishing first aid kits as appropriate.

First aid boxes are currently situated in easily identifiable and accessible locations, as follows:

- Reception
- Science department (CB1, CB3 & LB5)
- PE department

- **Kitchen**

The contents of reception first aid box and travelling first aid kits are:

- 1x First Aid in an Emergency Booklet
- 1x Medium Dressing
- 2x Large Dressing
- 1x Extra Large Dressing
- 2x Wash Proof Low Allergy Plasters Assorted (Pk 10)
- 10x Cleansing Wipes
- 3x Pair of Nitrile Powder Free Gloves
- 1x Finger Dressing
- 2x Disposable Non-Sterile Triangular Bandage
- 1x Crepe Bandage 7.5cm x 4.5cm
- 1x Island Dressing 6x8cm
- 5x Low-Adherent Absorbent Dressing 5 x 5cm
- 1x Safety Pins (Pk of 6)
- 1x Disposable Heat Retaining Blanket
- 1x Disposable Pen Light
- 1x Eye Pad
- 1x Tuff-Kut Scissors
- 2x Face Shield
- 1x Splinter Remover
- 3x Eye Wash Phials
- 2x Small Clinical Waste Bag
- 1x Spill-Pak Kit
- 2x Koolpack

The contents of the Science first aid box:

- 4 x Medium sterile dressing
- 1 x Large sterile dressing
- 2 x Triangular bandage
- 1 x Pack of 6 safety pins
- 4 x Washproof plasters
- 2 x Sterile moist cleaning wipes
- 1 x Microporous tape
- 6 x Nitrile powder-free disposable gloves
- 2 x Finger dressing
- 1 x Revive-aid face shield
- 1 x Disposable heat retaining blanket
- 1 x Burnshield dressing
- 1 x Tuff-Kut scissors
- 3 x Eye wash phials

The contents of the PE first aid bags:

- 10 x ice packs
- 3 x Low adherent dressings
- 1 x Tweezers
- 1 x Scissors
- 1 x Ambulance dressing
- 1 x Powder free gloves
- 1 x Finger dressing
- 1 x Resuscitation face shield
- 1 x Crepe bandage
- 1 x Tape

The contents of the kitchen first aid box:

- Guidance leaflet
- 20 x Washproof plasters

- 6 x Medium dressings
- 2 x Large dressings
- 2 x Eye dressings
- 4 x Triangular bandages
- 6 x Moist wipes
- 6 x Safety pins
- 1 x Disposable Gloves (pairs)

A PE first aid kit is to be taken to all PE lessons, practices and matches. The PE department is responsible for checking and restocking these kits in liaison with the School Secretary. The Science department and Kitchen are also responsible for checking and restocking these kits in liaison with the School Administrator.

Off-site activities and visits

First aid kits are to be taken on all off-site activities and visits. Kits suitable for use on day trips and those involving overnight stays are available from the Associate Head. The group leader must also carry details for each pupil as follows:

- Contact details for parents/guardians
- Details of any medical conditions
- Details of medication being currently taken (if on residential trip)
- Details of conditions such as asthma, potential anaphylaxis which require specific equipment to be carried
- Details of allergies
- Details of dietary requirements
- Any other relevant information of help to a health professional in case of emergency

For any trips it is the responsibility of the group leader to check the medical conditions of pupils involved, to check that pupils who regularly carry medication (such as inhalers) have that medication with them, to collect spare medication for girls with severe allergies from the office and collect the appropriate medical and first aid kits from the Director of Pastoral Care or school office.

For overnight visits and overseas exchanges, parents are presented with the information as listed above and asked to verify or and if necessary, update the medical information held by the School.

6. Information

Information on how to access First Aid assistance is displayed in all rooms, detailing the intercom number of the Office (to be used during office hours). Arrangements for obtaining emergency aid outside normal hours is also given i.e. how to call an ambulance.

7. Training

A qualified first aider is someone who holds a valid certificate of competence in first aid at work. The certificate must be issued by an organisation approved by the Health and Safety Executive, such as St John Ambulance, and must be renewed every three years. The Director of Finance and Resources arranges for staff to attend the first aid at work courses as required.

A person with 'Emergency First Aid at Work' is someone who has attended a minimum of 6 hours first aid training (renewable every 3 years) and is competent to give emergency aid until further help arrives.

Pupils are encouraged to learn first aid skills through schemes such as the Duke of Edinburgh's Award Scheme and PSHE.

8. Emergency procedures

Depending on the severity of the injury or illness the casualty should either see the School Administrator at the next appropriate opportunity, e.g. break or lunchtime, or go immediately to the Office, though it is their responsibility to inform the teacher whose lesson they are missing whenever the condition allows. They should be accompanied by a responsible friend if appropriate.

In the event of severe illness or injury, someone should call the School Administrator (via intercom 215) or an ambulance without delay.

The information given should include telephone number, address, the exact location in the school, description of the signs and symptoms - particularly for anaphylactic shock - and the place where the ambulance will be met.

Procedures for dealing with specific medical conditions are given as follows:

- o Anaphylactic shock (appendix I)
- o asthma (appendix II)
- o diabetes (appendix III)
- o epilepsy (appendix IV)

If the School Administrator is not available, one of the qualified first aiders (see first aid notices for details) should be contacted.

Someone should always remain with the casualty until help arrives.

If an ambulance is called someone should go to the front of school to give directions to the ambulance crew.

Parents/next of kin of the casualty will be notified directly as soon as possible (i.e. not by leaving a voice message) once the ambulance crew have established the condition and the destination hospital. A responsible adult should accompany the casualty to hospital.

The School Administrator will inform parents if their daughter has suffered a head injury.

Dealing with biohazards

The aim of this procedure is to decrease the exposure risk to blood-borne and body fluid pathogens. Adherence to this policy is the responsibility of all staff who may come into contact with spillages of blood or other body fluids. All staff need to be aware of their personal responsibilities in preventing the spread of infection.

Disinfection aims to reduce the number of microorganisms to a safe level. Whilst a variety of chemical disinfectants is available, high concentration chlorine-releasing compounds provide an effective method of treating body fluid spills with activity against a range of bacteria and viruses.

Legal position

The School has a duty to protect its staff from hazards encountered during their work: this includes microbiological hazards (COSHH 2002). For the purposes of this policy, biohazards are defined as:

- Blood
- Respiratory and Oral Secretions
- Vomit
- Faeces
- Urine
- Wound Drainage
- Gastric Aspiration

Personal protective equipment

All staff dealing with a biohazard spill are to ensure that they:

- Wear a plastic disposable apron
- Wear disposable gloves
- Use the biohazard spill kits provided by the school (not “just a cloth or mop”). The urine and vomit spill kit can be found in the cupboard outside the Office.
- Always dispose of personal protective equipment and contaminated waste in a sealed (yellow) disposable bag.

Procedure

All staff dealing with a biohazard spill are to:

- Take precautions so as not to come into contact with blood or body fluids, wet or dry, either on themselves, their clothing or protective equipment. In particular avoid blood or body fluids reaching the eyes or the areas inside the mouth and nose
- Wear appropriate personal protective equipment
- Use the biohazard spill kits provided by the school
- Place all soiled paper towel and gloves in a sealed (yellow) disposable bag to be disposed of in an approved manner
- Immediately after every clean-up of blood or body fluid, hands including arms to the elbow must be washed with warm water and soap. This should be performed even if gloves have been worn
- Wash all areas that have come into contact with blood
- All biohazard spills are to be reported to the School Secretary
- Soiled clothing should be placed in a plastic bag and given to the adult collecting the child.

9. Reporting and record keeping

A record must be kept of any first aid treatment given and should include:

- o Date, time and place of incident
- o Name of casualty
- o Details of the injury/illness
- o Treatment and/or advice given
- o Destination of the casualty after treatment (e.g. sent home, back to class, taken to hospital, etc.)
- o Name and signature of first aider or person dealing with the incident.

A record must be kept of all accidents and the first aid treatment given. A copy should be kept by the School Secretary in the pupil accident book. This is reviewed by the Health &

Safety Committee termly. Records are kept for a minimum of eight years in accordance with guidelines for storage of medical and nursing records.

All major incidents/accidents must be reported to the Director of Finance and Resources within 48 hours by the School Administrator. The Director of Finance and Resources will then decide whether the Health and Safety Executive (HSE) needs to be informed. Records of all major accidents/incidents are kept by the Director of Finance and Resources. Copies of accident reports are also kept by the School Administrator and a copy should also be kept on the individual staff/girls file. Accident records should be kept for 7 years (see DSS The Accident Book B1 510).

There is a statutory requirement that some accidents must be reported to the Health and Safety Executive within 3 working days under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) (0845 300 9923 or [online](#)). The following accidents must be reported to the HSE by the Director of Finance and Resources:

- Involving employees of self-employed people working in the premises:
 - Accidents resulting in death or major injury (including as a result of physical violence)
- Accidents which prevent the injured person from doing their normal work for more than 7 days involving pupils and visitors which:
 - results in the person being killed or being taken from the site of the accident to hospital
 - arise out of or in connection with work i.e. if it relates to:
 - Any school activity, both off and on the premises
 - The way the school activity has been organised and managed
 - Equipment, machinery or substances
 - The design or condition of the premises

HSE must be notified of fatal and major injuries and dangerous occurrences without delay. The Director of Finance and Resources is responsible for ensuring that this happens and will do so by using the online HSE F2508 form.

10. Monitoring and review of the policy

The Health and Safety Committee continually monitors first aid arrangements and formally reviews them annually to ensure adequate and effective provision. We carry out additional reviews following any significant changes in structure, such as changes in staffing and/or pupil numbers.

Any concerns regarding first aid should be reported without delay to the Chair of the Health and Safety committee or the Director of Finance and Resources.

6. Legionella Management Policy

Policy Statement

Legionnaires' disease is a potentially fatal form of pneumonia caused by inhaling small droplets of water that are infected with the legionella bacteria. It can affect anybody, although some people are at higher risk. The bacteria occur naturally in rivers, lakes etc as well as in the water systems of premises, such as schools.

More House School recognises that a failure to take reasonable safety precautions in relation to Legionella detection and management could represent a serious risk to pupils, staff, visitors, contractors and even expose the School to the possibility of prosecution.

Associated Policies and documentation

- Section D3 - No. 3 Planned Preventative Maintenance Programme

Legal aspects of Risk Assessment

There are clear duties included in the HSE ACOP L8 2013 entitled "The Control of Legionella Bacteria in Water Systems."

Control Measures

The School's risk assessments on infrastructure identify the control measures that are necessary to ensure that there is no risk of contamination through legionella bacteria.

Responsibilities

The School's specific day to day responsibilities for water safety include the duty to:

- Identify and assess sources of risk
- Prepare a scheme (or course of action) for preventing or controlling the risk
- Implement and manage the scheme
- Keep records for a minimum of 5 years.

Day to day responsibility for monitoring and ensuring that the systems are being correctly operated, lies with the **Director of Finance and Resources** who maintains appropriate records of testing and certification.

Caretaker and Maintenance Operatives have been trained in the need for legionella prevention measures. They are tasked with carrying out the following water checks (all of which are recorded in the Preventative Maintenance Manual) to maintain good water hygiene:

Taps

- Any cold tap that has not been used within a seven-day period is flushed for 2 minutes.
- Any hot water tap that has not been used within a seven-day period is similarly flushed for at least 2 minutes.

Shower

- If the shower is not used within a seven-day period it is flushed through for 2 minutes.
- Shower heads and hoses are dismantled and descaled termly.

Toilets

- Any toilet that is not used within a seven-day period is flushed, and the flushing mechanism on urinals checked.

Drains

- Drains are cleared of debris and disinfected weekly

Hot Water Systems

- Hot water systems that are shut off for the holidays are heated to 60 degrees C, and then kept at that temperature for at least one hour to kill all bacteria.
- Then the system is flushed before use.

Cold Water Systems

- All cold-water systems that are unused during the holidays are also thoroughly flushed through before use.

Planned Preventative Maintenance

The School has put in place a Planned Preventative Maintenance Programme. Tempus Facilities Management are contracted to provide advice and assistance in delivering this programme and there follows details of routine maintenance inspections and servicing with regards Water Hygiene:

Comprehensive Water Hygiene:

- 12 visits per year, 6 outside of normal School hours and 6 in normal School hours
- Using an approved Legionella Control Association service provider, we aim to ensure that all risks associated with Legionella Pneumophila are minimized using a fully compliant control scheme which complies with the current requirements detailed in the HSE ACOP L8 2013 entitled "The Control of Legionella Bacteria in Water Systems". This includes:
 - o Examining CWS Tanks for evidence of vermin, organic materials etc. as outlined in HSE Approved Code of Practice and Guidance L8 2013, effective from 8th January 2001 and carry out Tank Room Survey;
 - o Obtaining temperature tests from selected cold-water system outlet points after running water to drain for two minutes to check that cold water temperatures remain below 20°C;
 - o Obtaining temperature tests from selected hot water system outlet points after running water to drain for one minute to check that HWS temperatures remain between 50°C and 62°C;
 - o Obtaining temperature tests from the water entering and leaving the HWS Heaters to check that outgoing water should be at least 60°C, returning water at least 50°C;
 - o Carrying out quarterly blow-down of HWS Heaters via system isolation valves;
 - o Carrying out quarterly cleaning and de-scaling of showerheads, spray taps etc;
 - o Carrying out quarterly site analysis of closed circuit for pH value, dissolved iron concentration, total dissolved solids, total hardness plus inhibitor protection levels;
 - o Issuing results, findings along with comments and recommendations as applicable.
 - o Cleaning and testing for correct operation of equipment and provide a report of any equipment found to be faulty

Water Hygiene - Annual Sampling and Analysis of Water Systems:

- 2 visits per year.
- With the use of an approved Legionella Control Association service provider ensure that all risks associated with Legionella Pneumophila are minimized using a fully compliant control scheme which complies with the current requirements detailed in the HSE ACOP L8 2013 entitled “The Control of Legionella Bacteria in Water Systems”.
- This includes:
 - Obtaining 1 sample from incoming mains water supply for analysis by a UKAS accredited laboratory for Total Viable Counts.
 - Obtaining 2 samples from selected cold water system outlet points for analysis by a UKAS accredited laboratory for Total Viable Counts, Coliforms and E.Coli.
 - Examining CWS Tanks for evidence of vermin, organic materials etc. as outlined in HSE Approved Code of Practice and Guidance L8 2013, effective from January 2001 and carry out Tank Room Survey.
 - Obtaining temperature tests from selected cold-water system outlet points after running water to drain for two minutes to check that cold water temperatures remain below 20°C.
 - Obtaining 1no. sample from selected hot water system outlet point for analysis by a UKAS accredited laboratory for Legionella Pneumophila, including sero-typing and CFU count per litre if positive.
 - Obtaining temperature tests from selected hot water system outlet points after running water to drain for one minute to check that hot water temperatures remain between 50°C and 62°C.
 - Obtaining temperature tests from the water entering and leaving the HWS Calorifiers to check that outgoing water should be at least 60°C, returning water at least 50°C.
 - Carrying out site analysis of closed circuit water quality for pH value, dissolved iron concentration, total dissolved solids, total hardness plus inhibitor protection levels.
 - Providing results, findings along with comments and recommendations as applicable

Servicing of Heating, Ventilation and Air Conditioning Equipment:

- 1 visit per year.
- Full regulatory/mechanical/electrical inspection, service and test of all relating to gas, heating, ventilation, air conditioning and general plant equipment.
- This includes Servicing of:
 - 2 gas boilers (including Gas Safety Testing);
 - 1 gas fire;
 - heating controls and pumps;
 - gas solenoids for classrooms;
 - kitchens and boilers rooms;
 - 3 air conditioning units;
 - 2 hot water cylinders;
 - 4 electric water heaters;
 - pressure regulators.
- Cleaning and testing for correct operation of equipment and providing a report of any equipment found to be faulty

Records

Records are kept in the Preventative Maintenance manual. The manual is kept in the office of the Director of Finance and Resources.

Action in the Event of a Positive Water Sample

Tempus Facilities Management will notify the Head and Director of Finance and Resources immediately if a water sample is contaminated. The notification will include:

- Details of the sample
- The organism
- Location
- Advice on appropriate remedial measures, such as isolating the building and disinfecting the system.

Legionnaires' disease is a notifiable disease in England and Wales. If anyone becomes ill with Legionella it will be reported to the Health and Safety Executive and Public Health England and The Chairman of Governors will be notified.

7. Major Incidents Policy

Policy Statement

The aim of this Policy is to ensure that all staff are equipped with a full and concise working document to deal with any crisis that affects the School, its staff or pupils. These incidents may range from a flooded classroom, a water leak, loss of all computer data to the death of a pupil or member of staff, tragic accident during a school trip or other off-site visit and acts of terrorism.

All members of staff must be clear about their responsibilities and duties at such a time and should be able to use this document to easily identify who should be contacted and how in many different scenarios.

The Right Response

Taking the correct course of action in response to incidents or threats involving School staff, pupils or property may determine whether there is a further incident, whether the School will receive the available support at the right level and in some cases whether justice is served. The proper response will minimise disruption, allowing the School to get on with its real business. In addition to dealing with individual incidents, the proper response may involve the investment of staff time and resources in recording, analysing and taking preventative measures against future incidents.

The Impact on the School

The impact of incidents will vary depending upon the circumstances. In a small school like More House an incident affecting the health and welfare of a pupil will have a hugely devastating effect on the whole school and wider community and may require great support from staff, governors and specialist agencies.

First Priority - The Pupils

Even where schools have planned in fine detail their reaction to any emergency, circumstances may arise that cannot be anticipated. In facing such emergencies, the main consideration must be the safety of pupils. This may involve a good deal of additional work on the part of staff, which is greatly appreciated. The following points should ensure pupils' safety and should always be observed -

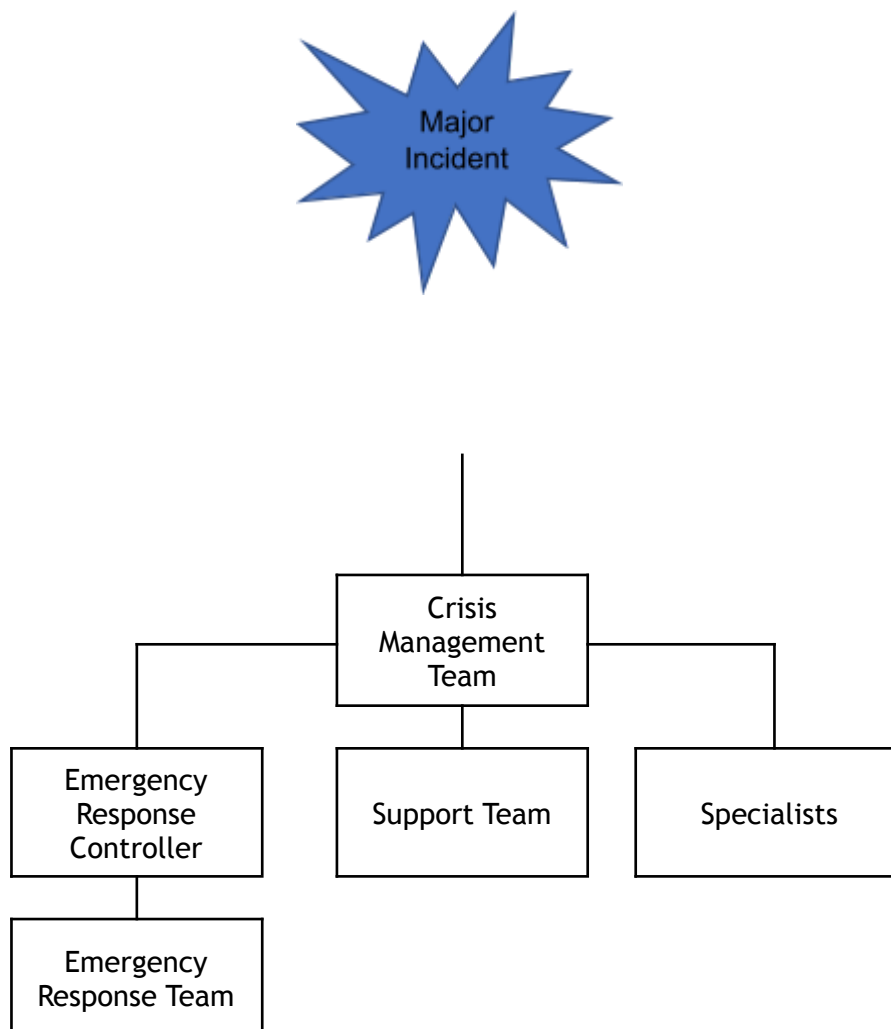
- If there is any doubt that pupils can return home safely in prevailing conditions, regardless of age, every attempt should be made to either convey them home or secure alternative arrangements for them. Alternative arrangements must only be made following parental/carer permission.
- If the parents or guardians of younger pupils are not at home to receive them, they should not be released.
- Any unsupervised pupils arriving at schools should be accepted onto the premises and sent home only if it is known that they can return safely to a parent or guardian.
- If a course of action includes any greater element of risk of injury to a pupil, it should not be taken.

Associated Policies

Health & Safety Policy - Section D1

Managing a Major Incident

The Major Incidents Policy provides overall guidance to staff in responding to any significant incident that threatens to interrupt normal operations. The Command and Control arrangements in managing a Major Incident can be graphically shown as follows:



Emergency Procedures following a Major Incident

Emergencies may arise in many ways. The School has categorised potential Major Incidents into the following:

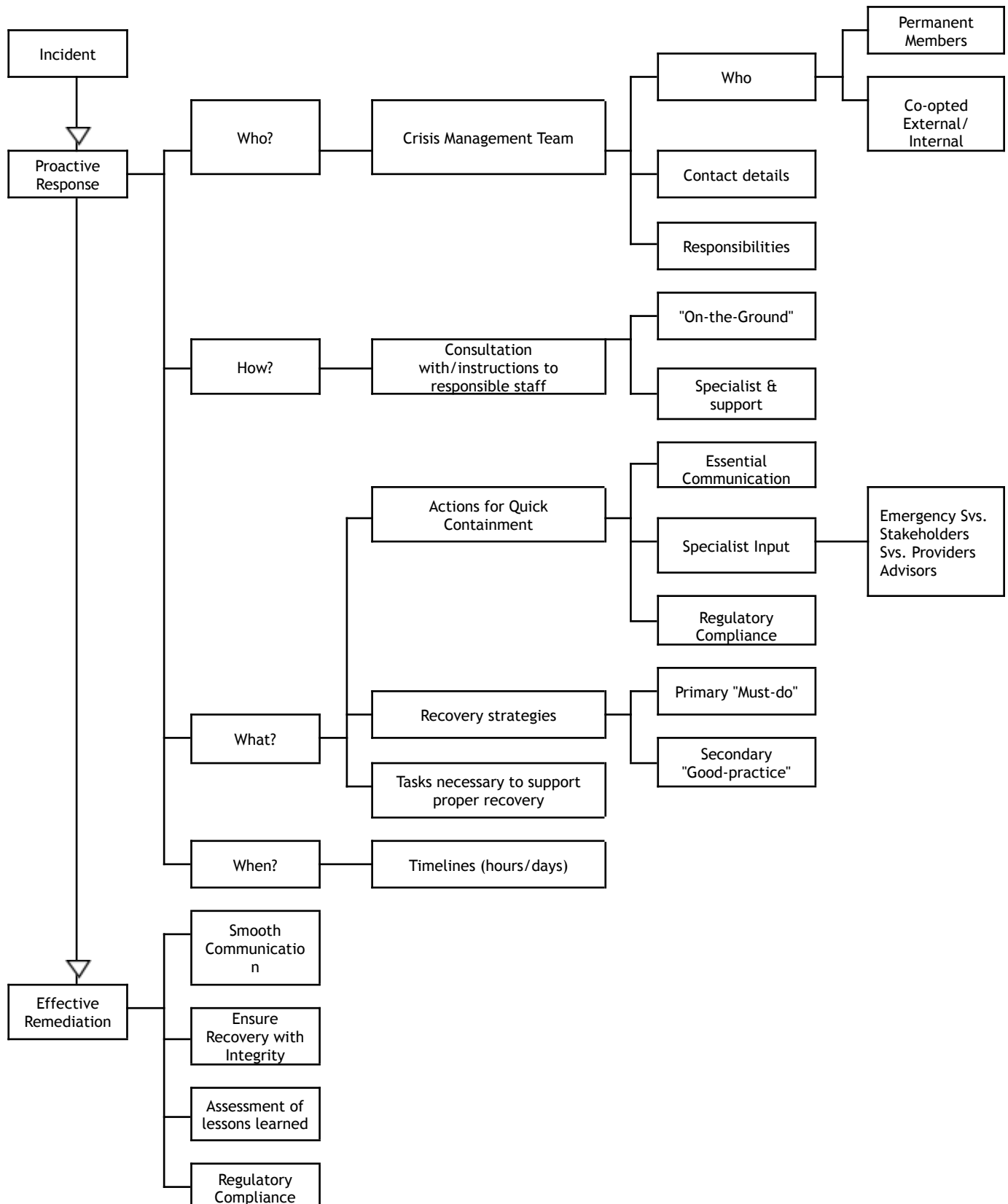
1. Anti-Social Behaviour that results in a major incident
2. Death of a pupil, member of staff or visitor
3. IT failure, Data or Privacy Breach including the School's social media platforms
4. Major Media incident
5. Physical Damage to the School
6. Security Breach of the School Premises
7. Serious Threat to the safety of a pupil, member of staff or visitor
8. Weather conditions that are dangerous

An Emergency Procedures Action Plan is in place for each of the above categories (see Appendix 2.) The aim of each plan is to outline the key actions that need to be performed

and thereby minimise delay in returning to normal thus enabling the school to continue to deliver the service it provides with as little disruption as possible.

Major Incident Response Template

The following diagram represents the key matters that need to be taken into account should a major incident occur; more specific detail is included the Emergency Procedures Action Plans:



Responsibilities

Command and control in responding to an incident is the responsibility of the Crisis Management Team (CMT). The members of the Team vary depending on the incident and are detailed in the Emergency Procedures Action Plans. Each Emergency Procedures Action Plan is stand-alone.

The CMT will appoint an Emergency Controller who will establish control of the incident and provide “on the ground” leadership. This may be a member of the CMT or another member of staff e.g. Group Trip Leader.

A support team and specialists as needed will also be engaged.

Details of roles and responsibilities are included in the Emergency Procedures Action Plans.

Additional duties and responsibilities may need to be undertaken by some members of staff in times of crisis in order that a return to a normal state of working may be expedited. To work in the best interest of the School as a whole it may be necessary to work in an environment that is unfamiliar and possibly inconvenient.

What to do in the event of a Major Incident:

For Group Leaders on a School Trip or off-site Event

- Call Emergency Services as appropriate
- Administer any First Aid where possible
- Account for all members of the group
- Call other assistance as needed e.g. venue staff, passers-by etc.
- Call the Head or Associate Head (or if they cannot be contacted a member of the Health & Safety Committee, Director of Studies or Director of Pastoral Care) and report the incident. Contact details are in the Emergency Procedures Action Plans
- Keep an incident log/record of witnesses

Staff in School becoming aware of an incident

- Advise the Head or Associate Head, (or if they cannot be contacted a member of the Health & Safety Committee, Director of Studies or Director of Pastoral Care) who will invoke the Emergency Procedures Plan
- Administer any First Aid where possible
- Emergency Communication - to reach a decision on how to deal with an intruder, it may be necessary to contact another member of staff quickly without the intruder knowing your intention. In this instance the intercom should be used to reach the School Office or to issue a General Call.
- In the case of attempted abduction or direct physical threat to a pupil or other member of staff it may be necessary to make an immediate judgement. Consider -
 - o Will the victim be in greater danger or lesser danger if the intruder is confronted?
 - o Is it possible to speak to and reason with the intruder?
 - o Is the intruder known to you and the pupil?
 - o Do you have any knowledge of the victim or intruder that may assist your judgement?

Staff can do no more than follow their own assessment of the situation and act accordingly. The only principles which must be followed are to take the course of

action which you believe presents the least risk to the child and school staff, and get help as soon as possible

Preventative Measures

Wherever possible the School implements preventative measures to avoid Major Incidents occurring:

Intruders on School Premises

No-one wishes our School to be turned into a fortress. However, the site must be kept safe. Site security is the primary responsibility of the Caretaker and the School Office, but all staff and pupils also have a duty in this respect by:

- Reporting anything suspicious to the School Office
- Keeping equipment and valuables in safety storage provided

Visitors (see also Visitors' and Visiting Speakers' Policy)

All visitors are requested to enter via the School Office and sign the visitors' book. This process also ensures visitors' safety if a fire evacuation or drill should take place during their visit and their understanding of the School's safeguarding procedures. Visitors should (if possible) be escorted to their destination and introduced to the relevant member of staff in that area or remain at Reception until the relevant member of staff can be summoned. All staff should feel confident in issuing a polite challenge to any visitors; "Can I help you?" or "Are you lost?" will cover most situations, especially any who are not wearing a Visitor's Badge and/or are unaccompanied. If any member of staff or pupil feels uneasy about the presence or behaviour of any visitor they should report their concerns immediately to the Head, asking the visitor to accompany them to the office.

The Head can ask unauthorised persons to leave, but only a Police Officer can remove a person from the school premises provided they have reasonable cause to suspect that the person is committing or has committed an offence under Section 547 of the Education Act 1996.

Therefore, on no account should staff attempt to physically remove a person who may be committing an offence from the premises.

Offensive Weapons

Section 139A of the Offensive Weapons Act 1996 makes it an offence to carry an article with a blade or point, or an offensive weapon, on school premises. Conviction can result in a fine, imprisonment or both.

If someone is carrying such an item for good reason or with lawful authority such as -

- Use at work
- Educational purpose
- Religious reasons
- As part of a national costume

such use is permissible and in the unlikely event of them being charged in such circumstances, they have a defence.

Section 139A also provides a police officer with the power to enter school premises and search for such articles if there are reasonable grounds for suspecting those articles to be present.

Should staff believe that a pupil, parent, visitor or member of staff is violating this law they should contact the Head immediately.

Keeping Safe

Violence or the threat of violence towards School staff is still comparatively rare. Nonetheless, it is advisable to consider the circumstances in which violence or threat might occur and the precautions which can be taken to minimise risk.

Be Aware of Your Own Behaviour

Violent confrontation may occur as a result of inappropriate behaviour by School staff. Whilst there is no excuse for violence, all staff should ensure that their own behaviour is assertive but controlled and reasonable.

Be Prepared

Staff may know in advance that a meeting is likely to be difficult and that certain parents or visitors may be prone to over-react, or that they will strongly disagree with a School action or decision. If staff think these circumstances may apply, seek the advice of either the Head or a Senior Teacher and ensure that a colleague is present throughout any such meeting.

Drink, Drugs & Stress

If it is apparent that someone you are meeting has been drinking, or if there is a suspicion that they may be under the influence of drugs, all staff should be very cautious. If it is possible to withdraw from the situation to enlist assistance, then do so. People suffering from stress or over-tiredness may also be more prone to commit acts of violence.

Be Aware of Your Surroundings

Ensure you are aware of the following -

- If in an office or classroom, how could you get help if it was needed?
- Do you have an escape route?
- Always position yourself between the person you are meeting and the door.
- Do not turn your back, and if leaving the room, do so backwards.
- If possible, remain behind a barrier such as a desk.
- Avoid potentially dangerous locations such as the tops of stairs, restricted spaces and areas where there is equipment which could be used as a weapon.
- Is there another member of staff within earshot?

Try to Remain Calm

In a confrontational situation, try to gently persuade the aggressor to back down or compromise and:

- Keep calm, speaking gently, slowly and clearly.
- Do not show aggression in response to aggression.
- Do not argue.
- Do not invade personal space by standing too close.
- Avoid wagging your finger or folding your arms.
- Never place your hand on an aggressive person.
- Be aware of the person's movements and body actions which might signal that it is time to withdraw from the situation/seek help.

Staff Working Alone

If a member of staff is working outside school hours at the school or is working alone you should -

- Consider whether it is really necessary to work alone.
- Ensure that the building is secure and that no other person can enter without your knowledge.
- Notify someone (Head or Senior Teacher) of your whereabouts and agree with them a system of checking on your safety at regular intervals.
- Consider how you would summon help and who you would contact.

Fight or Flight?

If the options in a violent situation are to fight or move away, move away. Exceptions might be where there is a direct threat to a pupil or pupils, or a pupil may injure themselves through an act of violence. Although each situation will be unique and will require unique judgement, staff should discuss possible reactions to such situations.

Assaults on School Staff

Staff should bear in mind the following key points -

- Violence does not only include physical assault but also distressing or intimidating verbal aggressions. Incidents arising from racial, sexual or religious harassment are also included. Intimidating behaviour can also include malicious damage to property, rude gestures and innuendo.
- All violent incidents, including threat and abuse from whatever source (e.g. intruders, parents, other employees, pupils, etc) must be recorded and reported to the Head who will contact the Governors
- People will have differing reactions to violence, threats and abuse and differing perceptions of what constitutes such behaviour. All staff should bear in mind that what might seem trivial to one person may cause another substantial distress.
- Staff present at a violent incident should act to prevent further violence but must be mindful of the potential risk to themselves. If possible, try to remove the assailant from the scene or move the assaulted person to a safe place.
- The Head will interview the victim and any witnesses as soon as possible and obtain written statements. If the police have been involved, no investigation or interviews should be undertaken prior to their arrival.
- If an employee is injured, they should obtain a medical statement about their injuries.
- Any serious assault will normally be reported to the police but the Head will be mindful of the wishes of the employee.

Aftermath and Coping with Crises

Reactions of Pupils

The effect upon a school community of a tragedy, whether through violent, accidental or natural causes, will inevitably be severe and long lasting. The most immediately affected survivors will only be able to return to normal school life with a considerable degree of support and understanding on the part of other members of the school.

The reactions of pupils involved in a crisis will vary. Staff can help pupils by looking out for signs of nervousness, anxiety or depression, difficulties with concentration, memory or sleeping and anti-social behaviour. Some survivors of tragedies suffer from severe feelings of guilt that they have been spared, when their friends have died.

Those most likely to be seriously affected are those whose lives were put at greatest risk, who witness injury and death and who suffer other disadvantages (unstable family relationships etc.). It is not always possible to tell whether or how much children are suffering. Staff, parents and other pupils can all help by keeping a watchful eye.

The emotional, social and academic effects of a tragedy can be very long term. Minor and seemingly unconnected occurrences can trigger off emotional reactions.

It is important to encourage pupils to express their feelings in an environment where they feel it is safe to do so. Children should be praised for recognising problems they may be experiencing and allowed to talk about or relive the experience - perhaps through mime, dance or other art forms. This is not a sign of ghoulish obsession with death or injury but a repressive approach can lead to inherent dangers. Survivors should be encouraged to attend funerals; a formal farewell helps to come to terms with grief.

Pupils whose appearance has changed as a result of injuries will need to be prepared for their return to school and the likely reactions of fellow pupils. They may need home visits from teachers or the ability to attend part time for a while.

External Support

Regular staff meetings will be needed to keep children under review and decide upon appropriate action, including any need for specialist referral. The Head should liaise with the School's Counsellor. Therapists and counsellors can be made available to supplement (not replace) the resources of the school. It is important that the school remains in control of the situation and any supportive external guidance that may be offered, staff should not allow themselves to be overwhelmed by well-meaning but potentially intrusive assistance.

In a major incident involving the wider community outside the school, special procedures will be initiated by the Social Services Department to co-ordinate the provision of aftercare of victims.

Reactions & Roles of School Staff

The most important role of school staff after a tragedy is to observe and listen to the children. They need to be sensitive that pupils respond in different ways and to beware of the danger of adding to the burden of children through inappropriate behaviour on their part.

The Head should be aware of the difficulties that staff are likely to face and that they themselves have had to come to terms with the trauma. The Head should monitor work pressures and look for any signs that staff are becoming overwhelmed with the distress of the pupils and themselves. Staff may need their own support group.

Dealing with the Media

The experience of some schools has shown the relationship with the media is not always positive. The press can be invasive to the point of rudeness and constantly looking for "an angle". This can sometimes take the form of attempts to attribute blame for the tragedy to parents, the school and other public agencies involved.

The Head, Director of Finance and Resources and Chair of Governors should be prepared for likely questions and should be clear what they are prepared to say and what not to say to the media. The Leadership Team should meet to agree this before anyone talks to the media. It is never appropriate to allow the media onto the school premises or to give them access to staff or pupils.

Reactions of Parents

There are obvious limits to the amount of support and assistance that school can offer to parents, but it is important that staff should be aware of parents' likely reactions. Evidence suggests that many are unwilling or unable to deal with the trauma faced by

surviving children and they may resist their attempts to articulate their feelings and experiences; this will place an additional burden upon school staff.

Parents whose children have died will find themselves cut off from many of their usual social contacts/routines and communications networks and may welcome informal contacts from school staff and other parents.

Rebuilding

Allowing the whole community ample opportunity to try to make sense of what has happened, to express and share emotional reactions and to say farewell in an appropriate manner can all form important steps in the rebuilding process. Expressions of sympathy, visiting of the injured and attendance at funerals should not be discouraged. Special assemblies, memorial services, open days or debriefings can be therapeutic, positive events for survivors and friends, and a garden blooming at the appropriate time can be a fitting permanent memorial to those who have died.

Use of Schools in Civil Emergencies

Kensington and Chelsea Borough has made plans to deal with major incidents that might occur in peacetime such as an escape of chemicals from nearby factory, road tanker etc which can either affect schools or require them to be used as a Reception centre for people evacuated from a particular area. The School will comply and assist with requests made by the Borough authorities

War and Terrorism

The current guidance from the Metropolitan Police is to await their instructions if a terrorist attack occurs in the surrounding areas. It may be necessary to evacuate everyone or remain in school until further instructions are issued (See Appendix 1: Lock Down Procedure). We are currently on a high level of awareness and will act on the advice of the Security Forces.

Appendix 1:

Lock-down Procedure if necessary

It is impossible to plan for every eventuality, but, should it be necessary to keep girls/staff in the school building because of an outside threat/event, all persons present in the building should make their way to the 4th floor where they can safely be contained and where we can establish that all are accounted for. Once it is established that it is safe to do so, staff/pupils can be escorted to more spacious rooms on the lower floors.

On receiving a signal via the intercom, all teachers should escort their class to the fourth floor and assemble in the rooms listed below.

Those in basement should use RED STAIRCASES to access 4th floor.

Fire drill procedures will be used as follows:

- Staff assigned to check each floor as in a fire drill and report to the Associated Head on the 4th floor
- Office staff to bring registers if possible (emergency registers to be kept on 4th floor)
- Tutors to register forms and report to Director of Studies in communal area
- Silence to be maintained throughout the drill

STAFF/PUPILS	ROOM
Non-Form staff (incl. PPTs, kitchen, cleaning, peri, office staff)	Common Room (communal area)
Sixth Form (lower & upper)	L6 Common Room
Year 11	U6 (quiet) Study Room
Year 10	Common Room (communal area)
Year 9	C44
	C43
Year 8	C42
Year 7	C41

Emergency pack for each room:

- Bottled water available on 4th floor for all
- First aid kit in each room
- Gaffer tape in each room
- Year group register in each room

Appendix 2:
Emergency Procedures Action Plans following a Major Incident

Anti-social behaviour	Indicative Timelines								
<p>Potential major incidents: Drugs being traded on or near the School premises Alcohol abuse on the School premises resulting in a major incident Bugging devices or secret cameras found on the School premises Significant issues arising from staff conduct out of School Significant issues arising from pupil conduct out of School Pupils and/or staff terrorist activities are uncovered e.g. terrorist recruitment, distributing propaganda Inappropriate activities by pupils and/or staff for the purposes of sexual abuse or exploitation are uncovered</p> <p>Authority to invoke: 2 of: Head Associated Head Director of Pastoral Care</p>									
<p>Crisis Management Team (CMT) Team Leader: Head Contact details: F Hagerty 02072352855 M Keeley 07393 392745</p> <table border="0"> <tr> <td>Team Members:</td> <td>Deputy</td> </tr> <tr> <td>Head</td> <td>Associate Head or Director of Finance and Resources</td> </tr> <tr> <td>Director of Pastoral Care</td> <td>Director of Studies or Senior Teacher</td> </tr> <tr> <td>Head of Learning Support</td> <td>School Counsellor or Senior Teacher</td> </tr> </table> <p>First Meeting Agenda <i>(this may be in face to face or via conferencing facility):</i> Confirm Team Roles and appoint Emergency Controller and additional Emergency Response Team if needed Establish welfare issues Appoint Support Team Start Event log and communications log Carry out analysis of impact and implications Identify major information gaps and actions to investigate Define and prioritise objectives Determine who should be told including notification to Regulatory Bodies Determine what legal action or advice is required Determine insurance position if relevant</p>	Team Members:	Deputy	Head	Associate Head or Director of Finance and Resources	Director of Pastoral Care	Director of Studies or Senior Teacher	Head of Learning Support	School Counsellor or Senior Teacher	<p>Same Day (< 1 day)</p>
Team Members:	Deputy								
Head	Associate Head or Director of Finance and Resources								
Director of Pastoral Care	Director of Studies or Senior Teacher								
Head of Learning Support	School Counsellor or Senior Teacher								

<p>Roles & Responsibilities</p> <p>CMT: Receive damage assessment reports from the Emergency Controller Support the Emergency Controller and the wider Emergency Response Team Provide a lead on communications strategy and liaise with media if needed Consider the impact on the School activities, which stakeholders will be impacted and any policy issues arising Assess and, as needed, reassess required action given resources and capabilities Determine if any external specialist advice is needed Inform insurers and other key advisors/service providers as needed Receive report on recovery activities and review and adjust as necessary</p> <p>Emergency Controller: Assess the situation from information received about the Incident Ensure emergency services have been contacted as appropriate and liaise with Emergency Services as appropriate Determine if evacuation or lock-down is required Establish control of the incident as appropriate and act as Team Leader to the Emergency Response Team Refer any media enquiries to the CMT</p> <p>Support: As instructed by the CMT:</p> <ul style="list-style-type: none"> - If necessary, set up emergency number for welfare issues - Arrange trauma counselling as appropriate - Contact staff and advise them of the situation - Provide instructions regarding alternative working arrangements - Collate information on work related matters from staff to assist in impact assessment - Assess staff morale and assist as necessary - Notify advisors/insurers - Support on-going process of recovery as required <p>Specialist: Local Education Authority support as required</p>	<p>Same Day (< 1 day)</p> <p>1-3 days</p> <p>Same Day (< 1 day)</p> <p>1-3 days</p> <p>Same Day (< 1 day)</p>
<p>Essential Communication in addition to those directly affected: Chair of Governors and Governor responsible for Safeguarding if Safeguarding matter</p>	
<p>Specialist Input required: Police</p>	

Children's Services Department of Local Authority where child lives	
Regulatory Compliance required: Children's Services Department of Local Authority where child lives	
Recovery Strategy Implement the chosen recovery strategy once approval has been given from the Crisis Management Team Ensure that Regulatory Compliance has been followed and take any remedial action if required Assessment of lessons learned to be carried out by Director of Pastoral Care including recommendations and responsibilities for implementing these	>3 days

Death	Indicative Timelines										
<p>Potential major incidents: On School premises or in the close vicinity of the School e.g. surrounding buildings, on the street outside the School etc. On a School Trip or at School Event</p> <p>Authority to invoke: 2 of: Head Associate Head Health & Safety Committee members Director of Pastoral Care Director of Studies</p>											
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<p>Roles & Responsibilities</p> <p>CMT: Receive report on the incident and decide whether to activate Major Incident recovery plans Receive damage assessment reports from the Emergency Controller Support the Emergency Controller and the wider Emergency Response Team Provide a lead on communications strategy and liaise with media if needed Consider the impact on the School activities, which stakeholders will be impacted and any policy issues arising Assess and, as needed, reassess required action given resources and capabilities Determine if any external specialist advice is needed Inform insurers and other key advisors/service providers as needed Receive report on recovery activities and review and adjust as necessary</p> <p>Emergency Controller: Receive advice of situation/information Ensure emergency services have been contacted Determine if evacuation or lock-down is required Liaise with Emergency Services Establish control of the incident and act as Team Leader to the Emergency Response Team Act as main point of contact at the incident site Refer any media enquiries to the CMT If necessary, collect next of kin details and pass to police</p> <p>Support: As instructed by the CMT:</p> <ul style="list-style-type: none"> - Man Command Centre - Obtain injury and missing persons reports - Send representatives to hospital and arrange hospital visits - If required provide Next of Kin details - If necessary, set up emergency number for welfare issues - Assist in obtaining relocation transport for staff and pupils - Arrange trauma counselling as appropriate - Contact staff and advise them of the situation - Provide instructions regarding alternative working arrangements - Collate information on work related matters from staff to assist in impact assessment - Assess staff morale and assist as necessary - Notify advisors/insurers - Support on-going process of recovery as required 	<p>Same Day (< 1 day)</p> <p>1-3 days</p> <p>Same Day (< 1 day)</p> <p>1-3 days</p>
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Specialist:	
Essential Communication in addition to those directly affected:	
Specialist Input required:	
Regulatory Compliance required: RIDDOR if an accident is work related or it results in an injury of a type which is reportable, is a reportable dangerous occurrence or gas incident	
Recovery Strategy Implement the chosen recovery strategy once approval has been given from the Crisis Management Team Update parents and pupils of alternative arrangements Ensure that Regulatory Compliance has been followed and take any remedial action if required Assessment of lessons learned to be carried out by the Director of Pastoral Care including recommendations and responsibilities for implementing these	>3 days

IT failure, Data or Privacy Breach including the School's social media platforms	Indicative Timelines														
<p>Potential major incidents: Major IT failure that cannot be resolved within 12 hours Cyber attack Breach of Data Protection and/or Privacy regulations Social networking virus on the Schools platforms</p> <p>Authority to invoke: 2 of: Head Associate Head Director of Finance and Resources Director of Pastoral Care Director of Studies</p>															
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Director of Studies	Senior Teacher or member of Health & Safety Committee														
Exams Officer	Senior Teacher or member of Health & Safety Committee														
Senior Teacher with oversight of IT	Senior Teacher or member of Health & Safety Committee														

Determine insurance position	
<p>Roles & Responsibilities</p> <p>CMT: Receive report on the incident and decide whether to activate Major Incident recovery plans Receive damage assessment reports from the Emergency Controller Support the Emergency Controller and the wider Emergency Response Team Provide a lead on communications strategy and liaise with media if needed Consider the impact on the School activities, which stakeholders will be impacted and any policy issues arising Assess and, as needed, reassess required action given resources and capabilities Determine if any external specialist advice is needed Inform insurers and other key advisors/service providers as needed Receive report on recovery activities and review and adjust as necessary</p> <p>Emergency Controller: Assess situation from information received about the Incident Refer any enquiries from affected parties to the CMT Establish control of the incident and act as Team Leader to the Emergency Response Team Act as main point of contact for specialist contractors Refer any media enquiries to the CMT</p> <p>Support: As instructed by the CMT:</p> <ul style="list-style-type: none"> - Man Command Centre - If necessary, set up emergency number for welfare issues - Assist in obtaining relocation transport for staff and pupils - Contact staff and advise them of the situation - Provide instructions regarding alternative working arrangements - Collate information on work related matters from staff to assist in impact assessment - Assess staff morale and assist as necessary - Notify advisors/insurers - Support on-going process of recovery as required <p>Specialists:</p> <p>IT</p> <ul style="list-style-type: none"> - Conduct assessment, salvage possibilities and systems availability - Ensure security of data and equipment - Restore some level of service 	<p>Same Day (< 1 day)</p> <p>1-3 days</p> <p>Same Day (< 1 day)</p> <p>1-3 days</p> <p>Same Day (< 1 day)</p>

<ul style="list-style-type: none"> - Controlled transfer of systems to remote data centre and shut-down of local systems if appropriate - Liaise with other specialist service providers as needed - Plan layout and specification of alternative location if needed - Rebuild data network - Segregate damaged equipment for repair - Maintain record of costs 	1-3 days
Telecommunications <ul style="list-style-type: none"> - Arrange for immediate diversion of critical lines - Set-up temporary arrangements for voicemail - Conduct assessment, salvage possibilities and systems availability - Arrange for contractors to reinstate switches/network if possible. - Liaise with other specialist service providers as needed - Restore some level of service - Plan layout and specification of alternative location if needed - Rebuild telecommunication network - Segregate damaged equipment for repair - Maintain record of costs 	Same Day (< 1 day)
Facilities Management <ul style="list-style-type: none"> - Liaise with IT/Telecommunication contractors concerning systems and telecommunications - Assign and set-up alternative accommodation for essential equipment on School premises if possible - Identify likely timescales for alternative premises and advise CMT - Manage relocation of School equipment to alternative location - Arrange for post and supplies to be diverted to alternative location when agreed - Maintain record of costs - Assist in implementing Recovery Plan - 	1-3 days
Essential Communication in addition to those directly affected:	
Specialist Input required: IT Support Telecommunications Support Facilities management	
Regulatory Compliance required:	

Recovery Strategy Implement the chosen recovery strategy once approval has been given from the Crisis Management Team Work from alternative location Update parents and pupils of alternative arrangements Ensure that Regulatory Compliance has been followed and take any remedial action if required Assessment of lessons learned to be carried out by the Director of Finance and Resources including recommendations and responsibilities for implementing these	>3 days
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Media	Indicative Timelines								
<p>Potential major incidents: Major media/press incident involving a pupil or member of staff Paparazzi at the School Social media postings that seriously damage the School reputation or could put the safety or welfare of pupils and/or staff at risk Incident in the streets outside the School that attracts major media attention impacting the School e.g. high-profile person involved in a serious car accident, criminal activity, rioting, hostages in Danish Embassy etc.</p> <p>Authority to invoke: 2 of: Head Associate Head Director of Finance and Resources Director of Pastoral Care Registrar</p>									
<p>Crisis Management Team (CMT): Team Leader: Head Contact details: F Hagerty 02072352855 M Keeley 07393 392745</p> <table border="0"> <tr> <td>Team Members</td><td>Deputy</td></tr> <tr> <td>Head</td><td>Associate Head or Director of Finance and Resources</td></tr> <tr> <td>Registrar</td><td>Director of Finance and Resources or senior teacher</td></tr> <tr> <td>Director of Pastoral Care</td><td>Director of Studies or senior teacher</td></tr> </table> <p>First Meeting Agenda (<i>this may be in face to face or via conferencing facility</i>): Confirm Team Roles and appoint Emergency Controller and additional Emergency Response Team if needed Confirm key contacts at Incident Scene Establish welfare issues Set-up Command Centre environment and appoint Support Team Start Event log and communications log Carry out analysis of impact and implications Identify major information gaps and actions to investigate Define and prioritise objectives Determine who should be told including notification to Regulatory Bodies Determine what legal action or advice is required Determine insurance position</p>	Team Members	Deputy	Head	Associate Head or Director of Finance and Resources	Registrar	Director of Finance and Resources or senior teacher	Director of Pastoral Care	Director of Studies or senior teacher	<p>Same Day (< 1 day)</p>
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<p>Roles & Responsibilities</p> <p>CMT: Receive report on the incident and decide whether to activate Major Incident recovery plans Receive damage assessment reports from the Emergency Controller Support the Emergency Controller and the wider Emergency Response Team Determine if use of a professional public relations firm is needed Provide a lead on communications strategy and liaise with media if needed Consider the impact on the School activities, which stakeholders will be impacted and any policy issues arising Assess and, as needed, reassess required action given resources and capabilities Determine if any external specialist advice is needed in addition to PR Firm Inform insurers and other key advisors/service providers as needed Receive report on recovery activities and review and adjust as necessary</p> <p>Emergency Controller: Receive advice of situation/information Ensure emergency services have been contacted if appropriate Determine if evacuation or lock-down is required Liaise with Emergency Services Establish control of the incident and act as Team Leader to the Emergency Response Team Act as main point of contact between the School and official contact at the incident site Refer any media enquiries to the CMT</p> <p>Support: As instructed by the CMT:</p> <ul style="list-style-type: none"> - Man Command Centre - If necessary, set up emergency number for welfare issues - Assist in obtaining relocation transport for staff and pupils - Arrange trauma counselling as appropriate - Contact staff and advise them of the situation - Provide instructions regarding alternative working arrangements - Collate information on work related matters from staff to assist in impact assessment - Assess staff morale and assist as necessary - Notify advisors/insurers - Support on-going process of recovery as required 	<p>Same Day (< 1 day)</p> <p>1-3 days</p> <p>Same Day (< 1 day)</p> <p>1-3 days</p>
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Physical Damage to the School	Indicative Timelines												
<p>Potential major incidents: Fire Failure of School water supply Contamination of the School water supply Major water leak or flooding Electricity failure Gas explosion Serious structural damage e.g. roof collapse Contamination or explosion in the Science Labs Dangerous chemical spillage in the Science Labs Chemical Hazard in the streets outside the School or in surrounding buildings Carbon Monoxide release Criminal damage to the School premises Major accident or incident at building sites or other buildings in close vicinity to the School</p> <p>Authority to invoke: 2 of: Head Associate Head Health & Safety Committee members Director of Pastoral Care Director of Studies</p>													
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<p>Establish welfare issues Set-up Command Centre environment and appoint Support Team Start Event log and communications log Carry out analysis of impact and implications Identify major information gaps and actions to investigate Define and prioritise objectives Determine who should be told including notification to Regulatory Bodies Determine what legal action or advice is required Determine insurance position</p>	
<p>Roles & Responsibilities CMT: Receive report on the incident and decide whether to activate Major Incident recovery plans Receive damage assessment reports from the Emergency Controller Support the Emergency Controller and the wider Emergency Response Team Provide a lead on communications strategy and liaise with media if needed Consider the impact on the School activities, which stakeholders will be impacted and any policy issues arising Assess and, as needed, reassess required action given resources and capabilities Determine if any external specialist advice is needed Inform insurers and other key advisors/service providers as needed Receive report on recovery activities and review and adjust as necessary</p> <p>Emergency Controller: Receive advice of situation/information Ensure emergency services have been contacted Determine if evacuation or lock-down is required Liaise with Emergency Services Establish control of the incident and act as Team Leader to the Emergency Response Team Act as main point of contact at the incident site Refer any media enquiries to the CMT If necessary, collect next of kin details and pass to police</p> <p>Support: As instructed by the CMT:</p> <ul style="list-style-type: none"> - Man Command Centre - Obtain injury and missing persons reports - Send representatives to hospital and arrange hospital visits - If required provide Next of Kin details - If necessary, set up emergency number for welfare issues 	<p>Same Day (< 1 day)</p> <p>1-3 days</p> <p>Same Day (< 1 day)</p> <p>1-3 days</p>

Landlord's Insurance and Gardens Manager, Julie Bell contact: 020 7881 1026/07595 200 635	
Specialist Input required: Facilities Management	
Regulatory Compliance required: Chemical or Biological or Radiological Hazards <ul style="list-style-type: none"> • Relevant agencies contacted if necessary • Refer to CLEAPPS handbook RIDDOR if an accident is work related or it results in an injury of a type which is reportable, is a reportable dangerous occurrence or gas incident	
Recovery Strategy Implement the chosen recovery strategy once approval has been given from the Crisis Management Team Work from alternative location Update parents and pupils of alternative arrangements Ensure that Regulatory Compliance has been followed and take any remedial action if required Assessment of lessons learned to be carried out by the Director of Finance and Resources and Director of Studies including recommendations and responsibilities for implementing these	>3 days

Security Breach	Indicative Timelines										
<p>Potential major incidents: Dangerous person in the School Burglary Intruder during School time Intruder overnight or during the weekend causing significant disruption to School activities</p> <p>Authority to invoke: 2 of: Head Associate Head Health & Safety Committee members Director of Pastoral Care Director of Studies</p>											
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Director of Pastoral Care	Director of Studies or senior teacher										
Head of Learning Support	School Counsellor or senior teacher										

Serious Medical Emergency or Medical State of Emergency	Indicative Timelines										
<p>Potential major incidents: Seriously sick or injured person in the School, on a School Trip or at a School Event Suicide attempt on the School premises or on a School Trip Epidemic or outbreak of contagious illness/disease Bio-hazard Severe food poisoning from the kitchen</p> <p>Authority to invoke: 2 of: Head Associate Head Health & Safety Committee members Director of Pastoral Care Director of Studies</p>											
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Determine who should be told including notification to Regulatory Bodies Determine what legal action or advice is required Determine insurance position	
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<ul style="list-style-type: none"> - Notify advisors/insurers - Support on-going process of recovery as required <p>Specialist:</p>	
Essential Communication in addition to those directly affected:	
<p>Specialist Input required: Decontamination Experts if necessary</p>	
<p>Regulatory Compliance required: RIDDOR if it involves a type of occupational disease which is reportable</p>	
<p>Recovery Strategy Implement the chosen recovery strategy once approval has been given from the Crisis Management Team Update parents and pupils of alternative arrangements Ensure that Regulatory Compliance has been followed and take any remedial action if required Assessment of lessons learned to be carried out by the Head of Science including recommendations and responsibilities for implementing these</p>	>3 days

Serious Threat to the safety of a pupil, member of staff, visitor to the School	Indicative Timelines										
<p>Potential major incidents: Abduction of pupil or member of staff Abuse or serious assault of pupils, staff or visitors in School or on a School Trip Bomb scare/terrorist attack/other threat of injury in the School, near the School, on a School Trip or at a School Event Pupils and/or staff taken hostage Missing pupil or member of staff on the way to/from School or on a Trip Pupils locked in School overnight Acid attack in or near the School Serious Road Traffic Accident (RTA) outside the School RTA, Air, rail or tube accident on a School Trip</p> <p>Authority to invoke: 2 of: Head Associate Head Health & Safety Committee members Director of Pastoral Care Director of Studies</p>											
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Head of Learning Support	School Counsellor or senior teacher										

Identify major information gaps and actions to investigate Define and prioritise objectives Determine who should be told including notification to Regulatory Bodies Determine what legal action or advice is required Determine insurance position	
Roles & Responsibilities CMT: Receive report on the incident and decide whether to activate Major Incident recovery plans Receive damage assessment reports from the Emergency Controller Support the Emergency Controller and the wider Emergency Response Team Provide a lead on communications strategy and liaise with media if needed Consider the impact on the School activities, which stakeholders will be impacted and any policy issues arising Assess and, as needed, reassess required action given resources and capabilities Determine if any external specialist advice is needed Inform insurers and other key advisors/service providers as needed Receive report on recovery activities and review and adjust as necessary Emergency Controller: Receive advice of situation/information Ensure emergency services have been contacted Determine if evacuation or lock-down is required Liaise with Emergency Services Establish control of the incident and act as Team Leader to the Emergency Response Team Act as main point of contact at the incident site Refer any media enquiries to the CMT If necessary, collect next of kin details and pass to police Support: As instructed by the CMT: <ul style="list-style-type: none"> - Man Command Centre - Obtain injury and missing persons reports - Send representatives to hospital and arrange hospital visits - If required provide Next of Kin details - If necessary, set up emergency number for welfare issues - Assist in obtaining relocation transport for staff and pupils - Arrange trauma counselling as appropriate - Contact staff and advise them of the situation - Provide instructions regarding alternative working arrangements 	<p>Same Day (< 1 day)</p> <p>1-3 days</p> <p>Same Day (< 1 day)</p> <p>1-3 days</p>

<ul style="list-style-type: none"> - Collate information on work related matters from staff to assist in impact assessment - Assess staff morale and assist as necessary - Notify advisors/insurers - Support on-going process of recovery as required 	
Specialist:	
Essential Communication in addition to those directly affected:	
Specialist Input required:	
Regulatory Compliance required:	
Recovery Strategy Implement the chosen recovery strategy once approval has been given from the Crisis Management Team Update parents and pupils of alternative arrangements Ensure that Regulatory Compliance has been followed and take any remedial action if required Assessment of lessons learned to be carried out by the Head including recommendations and responsibilities for implementing these	>3 days

Weather	Indicative Timelines						
<p>Potential major incidents: Heavy snowfall or other weather conditions that make the School inaccessible Dangerous weather conditions during School time Dangerous weather conditions on a School trip Extreme heatwave Authority to invoke: 2 of: Head Associate Head Health & Safety Committee members Director of Pastoral Care Director of Studies</p>							
<p>Crisis Management Team (CMT): Team Leader: Head Contact details: F Hagerty 02072352855 M Keeley 07393 392745</p> <table border="0" data-bbox="188 772 1568 874"> <tr> <td>Team Members</td><td>Deputy</td></tr> <tr> <td>Head</td><td>Associate Head or Director of Finance and Resources</td></tr> <tr> <td>Health & Safety Committee members</td><td>Registrar or senior teacher</td></tr> </table> <p>First Meeting Agenda <i>(this may be in face to face or via conferencing facility):</i> Confirm Team Roles and appoint Emergency Controller and additional Emergency Response Team if needed Confirm key contacts at Incident Scene Establish welfare issues Set-up Command Centre environment and appoint Support Team Start Event log and communications log Carry out analysis of impact and implications Identify major information gaps and actions to investigate Define and prioritise objectives Determine who should be told including notification to Regulatory Bodies Determine what legal action or advice is required Determine insurance position</p>	Team Members	Deputy	Head	Associate Head or Director of Finance and Resources	Health & Safety Committee members	Registrar or senior teacher	<p>Same Day (< 1 day)</p>
Team Members	Deputy						
Head	Associate Head or Director of Finance and Resources						
Health & Safety Committee members	Registrar or senior teacher						

Specialist:	
Essential Communication in addition to those directly affected:	
Specialist Input required:	
Regulatory Compliance required:	
Recovery Strategy Implement the chosen recovery strategy once approval has been given from the Crisis Management Team Update parents and pupils of alternative arrangements Ensure that Regulatory Compliance has been followed and take any remedial action if required Assessment of lessons learned to be carried out by the Director of Finance and Resources including recommendations and responsibilities for implementing these	>3 days

8. Management of nut and other food allergies

Introduction

ANAPHYLAXIS is a severe allergic reaction at the extreme end of the allergic spectrum, affecting the entire body, and can occur within minutes of exposure. The main causes are attributed to nuts, seeds and seafood. This policy focuses on the management of nut allergies.

One approach could be to ban nuts from More House School (the School); however, the Anaphylaxis Campaign highlights a number of problems with this approach as follows:

- It would be impossible to provide an absolute guarantee that the School is nut free, given that pupils regularly bring in food from home and food items bought on the way to School
- There would be a risk that children with allergies might be led into a false sense of security
- The nut ban would be seen as a precedent for demands to ban other potentially 'risky' foods.

There is a strong case to be argued that children with food allergies will develop a better awareness and understanding of how to manage their allergies if they grow up in an environment where allergens are regularly present.

List of related policies:

- Section D2 - No. 1 Administration of Medication in School
- Section D2 - No. 6 First Aid
- Section D2 - No. 11 School Visits and Outings

What this policy covers

This policy outlines the School's approach to management of nut and other food allergies.

Duties and responsibilities

All staff have a duty of care towards the pupils and should respond accordingly when first aid situations arise. New staff are briefed about the School's policy and where to find information and help. All staff are reminded regularly about the specific medical needs of girls within the school community and they are asked to familiarise themselves with medical information on the Shared Drive detailing those girls with medical needs that require the use of EpiPens and those girls who could require first aid due to medical conditions such as epilepsy and diabetes. The list of qualified first aiders is recorded in the **D4 Health & Safety Training Record No. 1.** and is updated annually.

Guidelines and procedures

Our Food Standards Policy (see appendix 2) emphasises the avoidance of nuts (tree nuts and peanuts) and nut related products in the catering services at More House, recognising the potentially severe allergic reaction, for some people. We also avoid the use of sesame seeds, pine nuts and sesame related products.

We do not claim to be a 'nut-free' school. The Anaphylaxis Campaign advises that this is a pragmatic approach, for the reasons above;

At More House allergens are restricted and monitored as much as is reasonably possible. Within our catering facilities we take precautions to minimise the risk of anaphylaxis and other allergenic reactions occurring:

We never knowingly use any nuts (including pine nuts and peanuts) or sesame seeds and associated nut/sesame products in our kitchens.

Pupils and staff who are known to have food allergies (e.g. nuts, egg, milk, gluten, fish, molluscs, crustaceans) are made aware to key members of the catering team, prior to their first day at the school, and are encouraged to seek guidance from catering staff - on a daily basis, if necessary - on what they can have, from the menu, for lunch.

Catering staff receive regular training, from Connect, our catering contractor, in respect of food allergies (see appendix 3).

Precautions are taken during food preparation to reduce the risk of cross contamination and all recipes are analysed, and allergens contained therein are highlighted and recorded.

It should be acknowledged that, given current food manufacturing processes, it is impossible to guarantee that all products will be free from possible 'traces of nuts' and other allergens.

EU allergen regulations, effective from December 2014, relating to pre-packaged food and 'loose' food offered in retail and other food outlets require food service operators to provide information on 14 specified allergens (three of which are nuts, peanuts and sesame). We keep detailed allergen information on all our recipes and other food and drink items, enabling catering staff to be able to provide allergen information on the 14 specified allergens whenever asked.

Whilst most allergic reactions are the result of food ingestion, we recognise, too, that severe allergic reactions can occur as a result of individuals being susceptible to airborne allergens. Allergic reactions can also be triggered by touching surfaces - such as computer or piano keyboards which may have been inadvertently contaminated.

The success of minimising anaphylaxis risk - and all other allergenic reactions - requires the cooperation of pupils, staff and parents. Parents are asked not to provide pupils with snacks and cakes (birthdays are potentially high-risk occasions) that contain nuts, peanuts and sesame seeds. A written reminder will be communicated to parents at least once each year. Likewise, staff are asked not to bring in food that contains nuts, peanuts and sesame seeds.

It is essential that the school has full details of all our pupils' allergies. This information is requested by the school, and must be provided by parents when their daughter joins the school and then updated by parents if allergies are discovered at a later stage. The School should also be provided with a treatment plan and adrenaline pen (s) (Epipen), clearly marked with the girl's name. In some cases, the School will liaise directly with parents on a regular or occasional basis. Staff with allergies are asked to provide the school with full details of their needs, a treatment plan and adrenaline pen.

Within the parameters of confidentiality, the school provides - to the catering department and other relevant parties - a list of names and photographs of pupils and staff with severe medical conditions including severe allergies.

When the school provides packed lunches for trips away, catering staff are provided with a list of girls and staff who have allergies and specially labelled packed lunches are provided, accordingly.

When pupils take part in single or multi-day school trips, participating pupils' allergies, their

respective treatments and other associated requirements are factored into the planning process.

Whilst the school will exercise all due care and attention to minimise risk, pupils and staff are expected to self-manage their allergy, too, having an understanding of;

- Foods which are safe or unsafe
- When to ask staff to change (self-service) serving utensils, if they think cross-contamination has taken place
- Their specific symptoms, if an allergic reaction occurs
- Their responsibility to carry their injector(s) (Epipen) with them at all times
- Who to advise, if and when an allergic reaction happens
- Letting friends and staff know about their allergy, in case of emergency
- When to seek guidance (and from whom) - if in doubt

Appendix 1 describes the school protocols for dealing with anaphylaxis

Anaphylaxis protocol

How do I recognise an anaphylaxis reaction and what action should I take?

Early symptoms include

- Itchy, urticarial rash anywhere on the body
- Runny nose and watery eyes
- Nausea and vomiting
- Dizziness

Danger signs include

- Swelling of the lips, tongue and throat
- Cough, wheeze, tightness of chest or shortness of breath
- Sudden collapse or unconsciousness

Treatment will depend on the severity of the reaction

For mild symptoms Piriton or inhaler may be given by a first aider or (on trips away from school) by any adult attendant. The agreed health plan will be in a named wallet within the first aid box stored in the Office or taken away on the trip.

For severe symptoms (see Emergency procedure, below) an adrenaline injector (EpiPen) device should be used. This should be administered into the thigh muscle (can be delivered through clothing) and will allow the adrenaline to quickly reverse the effects of the allergic reaction. The child should then be taken to hospital

Emergency procedure

The following procedure must be adopted;

- Send a responsible person to fetch the child's emergency box and call an ambulance
- Call the school Office to ask for a first aider
- Monitor the child's condition carefully
- Administer the EpiPen
 - Remove packaging and pull off the blue safety cap from the EpiPen
 - Hold the device about 10 cm from the outer thigh
 - Inject - swing and jab the orange tip firmly against the outer thigh and listen for an audible click from the mechanism - hold in place for 10 seconds
 - The orange tip extends on removal
 - Massage the area for 10 seconds
- Monitor the child's progress - a second dose of EpiPen may be required after 5 - 10 minutes, if the condition has not improved and help has still not arrived
- If the child's condition deteriorates after making the initial 999 call, a second call to the emergency services should be made to ensure an ambulance has been dispatched
- When the ambulance crew arrives, ascertain where they will be taking the child and give all used EpiPens to the ambulance crew for safe disposal
- Contact the child's parents, guardian or next of kin and advise them to meet at the hospital, if they are not in the immediate vicinity
- Accompany the child to hospital if the parents have not arrived

Procedures remain the same for members of staff.

Food standards policy

At More House School, we provide a fresh, healthy, varied and tasty lunch menu, encouraging all our pupils to take and enjoy the important mid-day meal - eating well and stimulating an interest in food and nutrition.

To ensure balance and variety, our lunch menus feature 2 hot main course choices each day: a meat or fish dish and a vegetarian option. Freshly made soup is available daily and we have an extensive salad bar at every serving.

It is our policy to use predominantly fresh food, delivered daily. We use salt sparingly, to season the food, during some of the cooking processes but avoid its use as much as possible. We use natural sugars where possible and we ensure that our daily offer contains fibre, protein, starchy carbohydrate, vitamins, iron and other essential minerals, which are all so important for young, growing people.

Each day, there is a selection of green and other vegetables available, together with a range of homemade salads and a variety of fresh fruit.

Our desserts are all freshly made and we never use confectionery-type products as part of the lunch offer.

Pupils are required to bring a water bottle to school each day which can be refilled from the chilled drinking water dispensers available to pupils throughout the day.

We review and change our menus regularly, using imagination and drawing on different cultures from around the world - whilst still finding room for the traditional favourites. Within the parameters of the menu options, we believe that our pupils should be free to make considered choices. Self-service food counters enable our pupils to take what they require for salads and fresh fruit.

We are very conscious of individuals' dietary requirements, whether they arise from personal choice or medical necessity. A great deal of thought goes into providing a daily vegetarian dish and our catering team is always willing to listen to suggestions and to assist with advice regarding other dietary needs.

In accordance with our Managing Nut and other Allergies policy, we avoid using nuts or nut products in our cooking but acknowledge that there can be no absolute guarantee that cross contamination has not occurred somewhere in the food supply chain.

We do not knowingly use genetically modified foods and our supplier agreements stipulate this requirement.

Food Allergens Policy

Connect Catering is a catering management company. Catering services are delivered at premises that are managed by our clients. This policy applies to all kitchens and food service areas that are under the control of our catering managers at client premises.

The Joint Managing Directors are committed to the highest standards of food safety. Our policy on food allergens is an integral part of our policy on food safety and is implemented through relevant parts of our Business Management System (BMS), incorporating the Connect Catering Safe Food System (CCSFS) and Hazard and Critical Control Point (HACCP) procedure.

- 1 The company intends to provide information on how to access allergen information within its sites with trained members of the team responsible for allergy management. This is an integral part of our business and has equal status to other aspects of business performance.**
- 2 As with other aspects of our business we are committed to achieving high levels of information and training for all staff. Compliance with legal requirements is the minimum acceptable standard and we are committed to progressive, cost effective improvement.**
- 3 The company will review this policy at least annually and will revise it as often as is appropriate.**
- 4 Appropriate financial and physical resources will be provided to implement the policy.**
- 5 The management of food allergen awareness is a prime responsibility of managers at all levels, but the objectives of this policy can only be achieved with the support and commitment of all employees.**
- 6 In order to gain the full commitment of employees, the company will ensure that:**
 - All employees understand that they are responsible for all foods provided within Connect Catering sites.**

· All employees at all levels receive appropriate information and training and are competent to carry out their duties and responsibilities.

7 In accordance to the FSA guidelines on allergen management, the company recognises the following as allergens:

Celery	Milk	Soybeans	Lupin	Sesame
Eggs	Mustard	Crustaceans	Molluscs	Sulphur dioxide
Gluten	Peanuts	Fish	Nuts	

8 Expert advice will be obtained where necessary to determine the risks to health and the precautions and actions required.

9 The company will ensure that this policy and its objectives are understood, implemented and maintained at all levels in the organisation. This will be achieved by the progressive development of our management systems, and by periodic auditing of those systems to ensure their adequacy and effectiveness.

Every employee has an individual responsibility to help us implement this policy by following the BMS and CCSFS procedures, and by contributing ideas for better practices.

Date: January 2022

Reviewed annually

Allergen Management Procedure

Connect's Procedure

The aim of this document is to outline all required allergen procedures. This is to ensure all Connect's employees understand the importance of allergen controls and how allergens are to be managed for all pupil, students, customers, and residents.

Allergen Controls

Training: All required training must be completed as set out in the company training file. It is the responsibility of every Manager to ensure that training and refresher courses on allergens are adhered to and if there is any cause for concern the team must all attend additional training, to ensure the importance of allergens is closely followed.

Allergy Champion: The designated Allergen Champion is responsible for the food given to all pupils with food allergens. They will be appointed daily to the role, must have the training, have an understanding of procedures and experience to ensure that each child only consumes food suitable for their dietary requirements.

Meetings: Prior to every service there must be a pre-service meeting to include information about food on offer and the allergies. At every pre-service meeting an Allergen Champion must be assigned.

Definitions

Pre-packaged goods: All pre-packaged items must be labelled with the ingredients with allergens clearly highlighted. This includes every item that is sold to customers that has been packaged on site. Connect has procedures and systems set up to ensure that all legal requirements are met.

Non-packaged goods: If food is sold over a counter that has not been pre-packaged (defined as loose), allergen information must be recorded and available if asked for by a pupils, students, customers or residents.

There are specific procedures required by certain establishments, some of which are included below. This is not a definitive list and does not limit the use of the additional procedures required in any site.

Site Specific

Schools: There must be a good communication channel for information to be distributed to the catering department from the school to ensure all food allergen information is accurate and up to date. A formal review or reissue of the allergy data must occur at least once every half term. Any changes must be added to the Allergen Report Sheet immediately. This will ensure all food provided are monitored correctly.

The Allergen Report Sheet must be completed daily by a trained competent team member. The completed forms must be distributed to all relevant personnel at the pre-service meeting.

During the pre-service meeting the catering team must be told about the daily food on offer and the associated allergens, along with the days procedure. The Allergen Champion must be assigned, and all service staff must be aware of their identity and refer all allergen enquiries during service to them.

A record must be kept during service of the items given to a child identified as having food allergies. These records must be kept for a minimum of 6 months.

During service the Allergy Champion is responsible for recording all food allocated to the identified children. The sheet must be signed and then stored in the Yellow Allergen File each day.

Assisted living and care: a list of residents with allergens must be kept up to date via the site contact. If applicable, a list of food is made available to the care staff and the choice of each resident is made with consultation of the care staff. This information is then relayed back to the catering team and dishes prepared to meet the orders. Careful labelling and discussions with the care team is required to ensure that the residents receive the correct meals etc.

There must be a catering Allergen Champion to ensure all allergen requirements are obeyed and this person must be an easy point of contact for the catering team and the care staff.

This procedure is a mandatory process and must be adhered to.

9. Safe Working Code of Conduct

Policy Statement

More House School places a high priority on providing a safe working and learning environment and will act positively to minimise the incidence of all workplace risks as required by the Health and Safety at Work Act 1974 and other associated legislation. All activities should be carried out with the highest regard for the health and safety of pupils, staff and visitors.

Associated Policies

- None

Safe Working

The School expects individuals to follow all reasonable rules and instructions relating to their activities and/or work areas, in particular to:

- conform to the health and safety policy, all health and safety rules and signs, fire precautions and emergency procedures;
- ensure that you understand and follow the safe operation of your duties; ask if you do not understand any aspect of these;
- report all accidents, near misses, potential hazards and damage immediately;
- if personal protective equipment or clothing is provided, it must be used and properly looked after,
- do not interfere with or misuse anything provided for the health and safety of employees,
- do not act in a way that could endanger yourself or others;
- do not run, especially on stairs or steps. Use handrails; never read while walking;
- keep your work area and communal areas tidy and clear of obstructions; do not leave things lying around and
- clean up any spilt liquids, tracked in rain etc. immediately.
- In the event of your being called upon to handle bulky or heavy objects, only lift or move what you can easily manage; always bend your knees and keep your back straight - take the stress in your legs, not your back. *GET ASSISTANCE* if in doubt. Do not overreach; do not climb on anything not meant for the purpose; use a ladder, ensuring that it is in good condition.
- Electrical equipment is regularly checked and is normally safe when properly used, *BUT*:
 - o never touch electrical equipment with wet hands,
 - o always disconnect electrical equipment before moving it,
 - o never attempt electrical repairs unless authorised,
 - o always keep electrical supply cables and wires away from wet areas or from where they could be walked over etc.,
 - o always switch off equipment if not in use; disconnect from the mains outside normal working hours unless instructed otherwise.
 - o Information on any specific hazards and precautions (e.g. COSHH, DSE) will be issued as appropriate and is available from the Director of Finance and Resources. Training in dealing with hazards will be conducted as appropriate.

Display Screen Equipment

Adapt the furniture to fit your body. The lower back needs support; adjust the backrest if necessary. Place feet flat on the floor or use a footrest and use a document holder if necessary.

10. School Visits and Outings

Policy Statement

The School sees visits and outings as an important part of the education of girls at More House, both in giving a context or focus to work done in the classroom and also as an important and often memorable part of a well-rounded general education.

This policy has been written with regard to current HSE guidance 'School trips and outdoor learning activities' and takes into account DfE guidance: 'Health and Safety: Advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies'; and also Health and Safety on Educational Visits (November 2018). The Outdoor Education Advisers' Panel National Guidance website (<http://oeapng.info/>) is a comprehensive resource for staff planning visits and others involved with the programme of educational visits at the School.

Covid-19

Current DfE guidance permits the organisation of domestic and overseas school trips and visits. In line with that guidance the School will draw up 'full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment'.

Related Policies and guidance

C1 No. 1 Safeguarding and Child Protection Policy

C2 No. 2 Code of Conduct

C2 No. 6 Absence policy (incl. registration and missing pupil procedure)

HSE School trips and outdoor learning activities

Health and Safety: Advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies

Schools Covid-19 Operational Guidance

Purpose of trips

Visits undertaken under the auspices of the school must have a clear educational purpose. Visits that form part of a reward for outstanding achievement or commitment may be permitted at the discretion of the Educational Visits Coordinator (EVC) who is the Associate Head.

Accessibility

Whatever decision is taken about funding, all visits germane to a taught syllabus should be accessible to all pupils involved unless health and safety considerations intervene. The following points are taken into consideration:

- Recognising that School Trips are an important learning tool, when organising we are mindful of the cost of all trips and recognise that some parents find recharges difficult.
- Compulsory trips have to be affordable for all pupils
- Optional trips should not be priced for an elite few so costs will fall within the financial constraints of the parent body as a whole
- Any Fundraising must meet specific criteria including inter alia:
 - being explicit about what money raised is going to be spent on and
 - "ring-fencing" these funds for that purpose;

- money raised for “Charity” will be spent directly on a charitable activity or indirectly via a registered Charity.
- Activities week will always include a low cost option notified to parents as an option when the main activities week trips are promoted

Safeguarding

Teacher-organisers have a general common-law duty to act as a reasonable parent would in looking after pupils in their care in the particular circumstances of the visit. They also have a responsibility for maintaining good order and discipline among the pupils and safeguarding their health and safety.

Behaviour

A high standard of behaviour is expected on school visits from all girls (see Pupil Code of Conduct). The girls must be made aware of this, especially where this differs (as it will) from the way they would normally behave out of school.

School uniform should be worn on all one-day visits, unless there is a special reason why this should not be so. Days on which there is to be sporting activity may be undertaken in the school PE kit.

Planning

In the planning and in accompanying school visits, staff should be sensitive to the religious and cultural constraints that may be involved with some pupils. This includes dietary arrangements and the freedom to worship.

Annual Form of Consent and Indemnity

As of September 2014 the school requires all parents to sign an annual form of consent and indemnity. This covers all trips out of school, residential and non-residential, including those overseas. A copy of the form may be found as Appendix 22 of the Staff Handbook.

The School reserves the right not to take a pupil whose parent or legal guardian does not return the completed annual form of consent and indemnity. The consent form provides for permission for emergency medical treatment for a pupil to be authorised by a member of Staff or volunteer accompanying the trip in the event that the pupil’s parent cannot be contacted at the time.

Procedure

The following procedure must be followed for all trips and visits out of school - please follow the guidance as laid out in the Trip Form Checklist/Sign-off - Appendix 7 of Staff Handbook

Planning

1. Blue slip part of trip sheet completed by trip leader to include date, timings, location, purpose and staffing. Once approval received from EVC, remaining sections of trip sheet are completed (see Appendix 1 of Staff Handbook)
2. Accessibility needs addressed with the EVC (residential trips only)
3. Safeguarding matters addressed with the EVC and DSL including:
 - An enhanced safeguarding protocol required for all residential trips and other trips at discretion of the Associate Head
 - Staffing - including Staff/Pupil ratio. More House School follows the DfE suggested ratios:

- o one adult to 15 pupils for visits where the risk is low level, e.g. visits to historic houses, local field work;
- o one adult to 10 pupils for all visits abroad.
- o For higher risk activities, the school will consider higher ratios.
- Pupil Code of Conduct
- Use of approved coach company (where confirmation of driver DBS held by school)
- Use of approved tour company (enhanced only)
- Accommodation (enhanced only)
- Pre-trip safeguarding meeting with DSL (enhanced only)*
- *DSL to confirm DBS checks undertaken for all of the adults involved in the trip; risk assessments completed/obtained as necessary, eg risky activities such as swimming. DSL to ensure that an approved tour company is being used and check suitability of accommodation including hotel risk assessment. DSL to ensure girls are permitted to travel and eligible for re-entry to UK etc. DSL to check staffing ratios and suitability to accompany the trip.
- *Risk Assessment.* Where 3rd party providers, such as tour operators or activity centres are used, a copy of any relevant risk assessment should be obtained where possible. (NB. Staff are not experts at assessing specialist risk, and are not expected to evaluate external organisations' procedures themselves. The trip leader will check if an organisation holds the LOTC Quality Badge. Where the 3rd party provider holds a LoTC Quality Badge it will generally not be necessary to seek further assurance although a copy of the relevant risk assessment may assist Group Leaders. For all other 3rd party providers the EVC will, with the trip leader, establish if the provider is suitable. Checks may include:
 - o their insurance
 - o that they meet legal requirements
 - o their health and safety and emergency policies
 - o their risk assessments
 - o control measures
 - o their use of vehicles
 - o staff competence
 - o safeguarding
 - o accommodation
 - o any sub-contracting arrangements they have
 - o that they have a licence where needed

4. Budget type agreed with EVC as 'standard' or 'enhanced' as outlined below:

'Standard' - where the cost of the trip/outing includes only one element (e.g. ticket purchase) plus travel and/or refreshments, the EVC's approval of the ***Budget (Standard) section of Trip Sheet/Checklist*** provides supplier/service provider payment authorisation. No bookings for travel or associated payments should be made until this has been approved. All reasonable effort will be made to make payments to third parties at short notice but in order to guarantee these will be processed before departure, at least 5 working days' notice is required

Recharges should be submitted to the Director of Finance and Resources within 15 days of the trip/outing taking place via an ISAM's Pupil recharge sheet. (Please also refer to fee invoice recharges cut-off dates as advised each term by email.)

‘Enhanced’ - a *School Visits and Outings Budget Sheet* must be completed by trip leader and submitted to the Director of Finance and Resources for approval. This can be found in the Staff Handbook. No bookings for travel or associated payments should be made until this has been approved.

Recharges should be agreed with the Director of Finance and Resources as part of the Budget sign-off and submitted via an ISAM’s Pupil recharge sheet.

5. Date of parent briefing agreed with EVC (residential trips only)

Higher Risk Activities (including caving, climbing, horse riding, trekking and watersports)

These kinds of activities will be identified and risk assessed as described in point 3 above. Staff managing or leading visits must not decide to add such activities during the trip. As part of the risk assessment the abilities of the children when assessing risk will be considered. Organisations need a licence to provide some adventure activities. Organisations who hold the LOtC Quality Badge should hold a licence for the activity they provide (see point 3 above).

Watersports

When planning watersports, the EVC and trip leader will consider the need for:

- instructors
- lifeguards

Swimming or boating can only take place when there is a qualified lifesaver present (including use of hotel swimming pools and other water leisure activities), trained and examined at least to the level of the RLSS UK bronze medallion. Before any swimming activity girls must be asked if they can swim. Non-swimmers may not enter the water, even if it is shallow.

When considered necessary, the Outdoor Education Advisers’ Panel (OEAP) will be consulted..

Preparation

- 1*. Trip Form Checklist/Sign-off completed by trip leader and e-mailed to Associate Head
- 2*. Risk assessment completed by the trip leader and e-mailed to EVC. Generic risk assessments covering both day outings and residential / overseas visits can be obtained from Appendix 8 of Staff Handbook). Guidance on completion may be sought from the EVC.
 - Risk assessment should adapted to the trip, taking into account the particular activities and capabilities/special needs/medical conditions of the girls and staff participating and include procedures for the management of safeguarding during the trip
- Risk assessment should also include decisions that take into account the possibility of terrorist action if there is a state of alert in London or other cities.
 - Sign-off by the EVC is required for all risk assessments before any trip is allowed to go ahead.
- Some pupils can pose a risk to other pupils or members of staff and can compromise their own safety or that of others and will therefore require an **individual risk assessment** (Appendix 9 of Staff Handbook). Further guidance on producing such an individual risk assessment can be found on Firefly (safeguarding - risk assessments for individual pupils). An individual risk assessment should be completed at the discretion of the Director of Pastoral Care for any pupil who may

require an enhanced level of support during the trip. This may, for example, be the result of a particular learning or behavioural need. Parents will be informed by the Director of Pastoral Care of the control measures that will be put in place during the trip.

- 3*. Letter to parents completed using template on ISAMS sent to EVC for proof-reading and then to parents
- If girls of Years 7-9 are to make their own way home from anywhere other than school, parental consent must be obtained. Parents are informed by letter if girls in Years 10 and above can make their own way home. After an activity or trip, no girl below the Sixth Form should be left unsupervised. If the required information and permissions are not received from parents, the girl must not take part in the activity concerned.
- *These must be completed electronically at least one week in advance of a trip in the vicinity of the school (e.g. V&A Museum), one month in advance of a day trip elsewhere, and two months in advance of a trip abroad or one involving an overnight stay.
- 4. Safeguarding meeting arranged with DSL if enhanced safeguarding protocol to be followed
- 5. If the activity goes over lunch time, the Catering Manager must be seen about packed or early lunches. If an activity is not starting in school, the Catering Manager should still be informed to let him know how many girls will not be attending lunch on a particular school day.
- 6. A notice must be posted in the staff room - names/forms of girls, which lessons will be missed &c.; (if a whole form or year group is involved there is no need for a list of names.) This must be done seven days before the activity;

On the day/during the trip

1. Full details of the trip, *including a list of names*, the address of the venue and contact phone numbers must be handed in to the Office on the day of the trip;
2. You must make sure that you have a contact point at all times of the trip so that someone at school can be contacted immediately. This includes emergency numbers for overnight stays, of course, but it also includes day trips that might return to school after 5.00 pm when the answering machine is switched on.
3. Tell girls to see relevant subject teachers about lessons that will be missed, if any. This will not be necessary when a whole year will be absent.
4. Collect a **trip pack**; this includes:
 - First Aid kit
 - List of pupil emergency contact details
 - Pupil medical list
 - Major incident protocol
 - A-Z (London trips only)
 - School mobile phone
 - School insurance details (residential trips only)
5. Collect inhalers/Epipens/action packs for listed girls from office
6. Complete a hotel risk assessment on site (residential trips only)

7. Separate notes are provided at the end of this section for trips involving swimming in the sea or other natural waters, coastal visits and visits where there may be contact with animals, such as farms or zoos. Please read these notes when planning any relevant trips.

After the trip

1. Budget - Trip leader completes a list of recharges on an ISAMS Pupil recharge sheet and submits to Director of Finance and Resources within 15 days of returning from the trip.

The EVC will forward details of the trip to the school office (marketing) for publication on the school website parent portal.

An evaluation of non-residential trips must be completed by the trip leader by meeting with the EVC no more than 2 weeks after the trip. An evaluation of residential trips (residential trips only) by the trip leader must be completed using the School Visit Review Form (appendix 21 of the Staff Handbook) no more than 2 weeks after the trip.

Further Guidance

Staff Code of Conduct and Guidelines for Trips and Visits

Staff are expected to adhere to the School's Safeguarding Policy and Code of Conduct whilst on trips or visits as well as the following guidelines:

- Any child protection concerns arising during a trip or visit should be reported to the DSL if an allegation has been made against a member of staff.
- **good planning and reconnaissance**
Wherever possible an advance visit should be made to a previously un-visited venue.
- **stringent control arrangements and rules**
There must be one member of staff in charge of a trip and they must ensure that other teachers are properly briefed. It is their role to:
 - be aware of child protection issues
 - have regard to the health, safety and welfare of pupils and staff at all times
 - carry out risk assessment during the visit

A large party should be split into manageable small units and staff should be clear as to which girls they are responsible for and girls should know to whom they are responsible. The system where one person is in charge of a large group of girls with other teachers in attendance but without specific responsibility for a part of the group is unacceptable.

Staff should:

- have a reasonable prior knowledge of the girls in their care, especially those with medical needs. Reference must be made to the list of medical problems in the trip pack
- carry with them a list of group members and regularly check that they are present;
- have the means to contact the member of staff in charge of the group who must themselves be able to contact school;

- continually re-assess the appropriateness or safety of any activity and the physical and mental condition of the group members in the light of local conditions (including weather).

Girls should:

- be aware of the Pupil Code of Conduct for trips (see appendix 23 of Staff Handbook)
- know who their supervisor is at any given time and how to contact them;
- never be on their own;
- know when and where they have to be at any given time;
- know where they can find a member of staff.

There are many ways in which checks can be made that all girls are present. With large groups one member of staff should be at the front of the group and another at the back. In crowded places, school uniform can be a great help. Girls may be given a number to call out in order; this is useful on coaches etc. A “buddy” system is worth trying; here each girl is responsible for the one before her on the list and the one after. From time to time everyone is asked to check that their two buddies are present. Bear in mind that these systems are not a substitute for staff physically checking the presence of their girls.

Please remember that staff are still responsible for the girls in breaks and time off.

It is easy to forget the importance of a girl never being on her own when, say, one asks to go to the lavatory at a motorway service station, or asks to rush back to a shop.

The best trips - whether those of a few hours or those of a few days - are those without unstructured breaks.

Missing Pupils - please refer to the school’s Absence Policy (Section C2 - No 6 of Staff Handbook) for procedure in the event of a missing pupil.

Statistically, the most likely danger to girls is when crossing a road. Girls in groups do not show the same level of care as when they are crossing a road on their own. With groups of girls up to Year 9, a member of staff should be at each crossing point while all the girls cross. Therefore, every precaution must be taken. In Continental Europe and America, girls need to be constantly reminded of the importance of looking left first when crossing a road.

Procedure for outings using coaches

1. Coach operator must be school approved.
2. Girls may not share a double seat between three, whatever the age of the girls concerned.
3. Once the girls are seated in the coach, remind them to fasten their seat belts and then check that this has been done. It is then the girls’ own responsibility to keep the belt fastened throughout the journey.
4. No girl or member of staff may leave his/her seat while the coach is moving except in an emergency.
5. If a girl becomes ill or otherwise needs help she must call to a member of staff, who should then ask the coach driver to stop as soon as it is possible to do so. The member

of staff should not leave their seat until the coach has stopped. It is sensible to ensure that girls who are likely to be coach-sick should be sitting near the front!

6. Every effort should be made to enable girls to step from the coach onto the pavement and not the road side of the coach. If the road side has to be used, a member of staff must supervise.

Mobile Phones

Staff are required to make use of school mobile phones on trips. **Personal phones should not be used.** Please make sure that the school office has a note of the phone number. Bear in mind that there are many places to which groups will go that are out of reach of mobile phones. You should always have a back-up strategy. If using mobile phones when abroad, check that the requisite international roaming facility is in place.

Notes for journeys on public transport

1. Travel to many London venues may be undertaken free after 10.00 a.m. Forms are available from the Office and in the travel box file in the Staff room. The use of public transport is to be encouraged as part of the School's commitment to reducing its carbon footprint.
2. If this is not practicable, ascertain in advance which girls have season tickets, or Oyster cards, for all or part of the journey concerned;
3. Purchase all tickets in advance. For bus journeys, saver tickets for adults and children should be purchased.
4. Divide the group into small units with one member of staff. These groups must travel together in the same bus or train carriage. All staff and pupils on the trip must have full knowledge of the trip's destination and route, (e.g. which route on the Underground).

Notes for overseas trips and residentials

Safeguarding

Only school approved travel companies may be used.

Group leaders are responsible for ensuring that they and the whole group are familiar with emergency procedures in their hotel or hostel; a risk assessment must be carried out on site by the trip leader on arrival.

Wherever possible, accommodation should be exclusively for the group concerned - e.g. the floor of a hotel.

There must be at least one woman teacher for twenty girls on the trip and they should be placed as close as possible to the girls' sleeping quarters, preferably on the same floor. The girls must be aware where they can find a teacher.

When there are girls in a hotel or hostel, there must be a teacher present.

In accommodation without 24 hour reception cover, adequate security arrangements must be made.

Health advice for countries visited should also be checked. On some trips it may be advisable to ensure that all girls have up-to-date tetanus protection.

Further Guidance

A month before the visit there should be a briefing meeting for parents and the girls going on the trip. All adults accompanying the party should attend. The following information should be included in the presentation:

- Departure/Return times and location of drop off/pick up
- Passports checks: details of visa requirements/re-entry requirements/check that current (**parental responsibility for paperwork for re-entry must be stressed**)
- Full itinerary
- Hotel details
- Risky activities covered eg swimming
- Pocket money - KS3 to hand in any amount over £10
- Medical/Dietary Needs - collect relevant details
- Emergency contact information
- Luggage/Kit list
- Pupil Code of Conduct - our expectations of behaviour/control measures/arrangements for free time
- Personal possessions

Each member of the party should be provided with a comprehensive guide to the visit. It should contain:

- names of the leaders, staff and any other adults;
- names of pupils with details of medical and dietary needs;
- places to be visited with useful notes;
- dates and time of departure and arrival;
- addresses and telephone numbers of hotels and hostels and other contact numbers;
- food and drink to be brought;
- method of travel and name and phone number of transport company;
- itinerary and programme;
- clothing and luggage advice;
- procedure for contacting parents in an emergency;
- details of insurance cover;
- details of final payments and cancellation requirements, if any;
- suggestions for pocket money;
- details of documents required. (see below.)

A copy of this guide should be given to the school office, together with parents' contact numbers during the visit. With trips abroad, photocopies should be taken of the photo and passport number page of the girls' passports. One set of copies should be kept by one of the staff on the trip; another left with the school office.

The requirement for visas for all passports carried by those going on a visit abroad needs to be checked with the embassies or high commissions of all countries to be visited or passed through. The Foreign and Commonwealth Office can be contacted about re-entry procedures for those with non-British passports.

In most cases, the responsibility for sorting passports and visas is best placed with parents, who have the necessary documentation. It will be necessary, however, to check that everything has been sorted well in advance of the departure date.

On recent trips, the problem has not been visas for entry to other countries, but correct paperwork for the girls' re-admission to the UK. It must be stressed to parents, therefore, that they must ensure girls have the correct paperwork for entry to other countries **and** re-entry to the United Kingdom. Please note that younger Portuguese girls re-entering UK from Portugal need a letter of permission from both their parents together with a photocopy of their passport page - contact the Portuguese embassy for details.

All teachers on the trip must have easy access to all medical and dietary information. They should also have copies of contact telephone numbers and room lists for the girls' accommodation, as soon as this is feasible.

KS3 girls should hand in personal cash of over £10 for safe keeping.

If a travel company is used, it must be bonded by ABTA and ATOL and should preferably be a member of SAGTA (the School and Group Travel Association).

In the event of an incident, it is easy to forget the importance of contact with the school. While the group leader is dealing with the problem, a member of staff should be designated to telephone school and to be available to any phone enquiries from school. This is one of the best ways of countering the exaggeration that rumour often produces. If an incident merits press attention, do not answer any questions, but give the school's details so that the press is dealing with school and not with you.

If members of staff are running an activity trip, with or without the assistance of trained helpers, they must refer to the notes in the notes below where the specific topics of Farm Visits, Coastal Visits and Swimming in the sea or other natural waters are dealt with.

Further notes on particular locations or trips

Farm Visits

"There is a seasonal increase in the number of cases of E.coli 0157 infection, and there is a link between farm visits and infection in young children. This means that some simple and sensible precautions should be taken." - Chief Medical Officer -12 April 2000

Group Leaders should check the provision at the farm to ensure that:

- eating areas are separate from those where there is any contact with animals;
- there are adequate clean and well-maintained washing facilities;
- there is clear information for visitors on the risks and the precautions to take.

Ensure that:

- there is adequate trained adult supervision wherever children can come into contact with
- animals and need to wash their hands;

- all children wash their hands thoroughly immediately after touching animals and before any eating or drinking;
- shoes are cleaned and then hands are washed on leaving the farm.

Never let pupils:

- place their faces against the animals;
- put their hands in their own mouths after touching or feeding the animals;
- eat or drink while going round the farm;
- eat or drink until they have washed their hands;
- sample any animal foodstuffs;
- drink from farm taps (other than in designated public facilities);
- touch animal droppings - if they do then wash and dry hands;
- ride on tractors or other machines;
- play in the farm area, or in other areas that are out of bounds such as grain storage tanks, slurry pits etc.

Swimming in the sea or other natural waters

Swimming and Paddling or otherwise entering the waters of river, canal, sea or lake should never be allowed as an impromptu activity. The pleas of children to be allowed to bathe - because it is hot weather, for example, or after a kayaking exercise - should be resisted where the bathing has not been prepared for. In-water activities should take place only when a proper risk assessment has been completed and proper measures put in to control the risks. The activities should be formal and supervised.

It is good practice that, wherever possible, group leaders seek out recognised bathing areas that have official surveillance i.e. qualified lifeguard cover. But, even then, group leaders should be aware that pupils might mingle with members of the public and be lost to view. Pupils should always be in sight and reasonable reach of their supervisors.

The group leader should:

- be aware that many children who drown are strong swimmers;
- ascertain for themselves the level of pupils' swimming ability;
- check the weather;
- be aware of local conditions - such as currents, weeds, rip tides, a shelving, uneven or unstable bottom - using local information from the lifeguard, coastguard, harbourmaster, police or tourist information office;
- be aware of rocks, breakwaters and other potential hazards;
- look out for warning signs and flags: a red flag means it is unsafe to swim; yellow flags mean that lifeguards are on patrol in the area between the flags; a black and white flag means it is an area used by surfers and not suitable for swimming;
- designate a safe area of water for use by the group;
- brief the group about the limits of the swimming area;
- avoid crowded beaches where it is harder to see pupils;
- be aware of the dangerous effects of sudden immersion in cold water;
- be aware of the dangers of paddling, especially for young pupils;
- ensure that pupils have not eaten (at least half an hour) before swimming;
- ensure the activity is suitable for the pupils, especially any with special needs or disabilities;
- adopt and explain the signals of distress and recall;
- ensure that buoyancy aids, lifejackets etc. are used where appropriate;
- carry out regular head counts;
- be aware that it is not always possible to tell when someone is in difficulties.

Supervisors should

- have clear roles - at least one supervisor should always stay out of the water for better surveillance, even where lifeguards are on duty;
- take up a best position from which to exercise a constant vigilance;
- divide their careful watching between staff who stand in the sea and look landward towards the group and staff to stay on land and watch the group from that vantage point;
- give the children their full, undivided attention;
- always follow the advice or directions of a lifeguard;
- never swim themselves unless it is to help a child in distress;
- not join in any of the children's games;
- ensure that no child is allowed to wade out or swim further than his or her waist height;
- nevertheless, be aware that it is possible to drown in one's own depth, and to act immediately when a child appears to be in difficulties;
- ensure that children leave the water immediately if they get too cold, especially if toes and fingers look blue or feel numb - could suggest the onset of hypothermia;
- recognise that a child in difficulty is unlikely to wave or shout - all of their energies will be trying to keep afloat.

Before any swimming activity girls must be asked if they can swim. Non-swimmers may not enter the water, even if it is shallow.

The group leader, or another designated adult in the group must hold a relevant life-saving award, where lifeguard cover is not available. For further advice contact the: The Royal Lifesaving Society UK, River House, High St, Broom, Warwickshire, B50 4HN (Tel: 01789 773 994) <http://www.lifesavers.org.uk>

Coastal Visits

HASPEV chapter 8 "Types of Visit" has advice on coastal visits at paragraphs.181-2. HASPEV states: "... many of the incidents affecting pupils have occurred by or in the sea. There are dangers on the coast quite apart from those incurred in swimming."

A full Risk Assessment must be completed prior to a coastal visit. This should not be done a spur of the moment activity. The group leader will want to bear the following points in mind when assessing the risks of a coastal activity:

- tides, rip tides and sandbanks are potential hazards; timings and exit routes should be checked;
- group members should be aware of warning signs and flags;
- establish a base on the beach to which members of the group may return if separated;
- look out for hazards such as glass, barbed wire and sewage outflows etc.;
- some of a group's time on a beach may be recreational. Group leaders should consider which areas of the terrain are out of bounds, and whether the risk assessment allows swimming in the sea;
- cliff tops can be highly dangerous for school groups even during daylight. The group should keep to a safe distance from the cliff edge at all times -a "buffer zone" between the pupils and the hazard. Be aware that cliff falls can mean that cliff paths stop abruptly at the cliff edge;
- group leaders should not normally allow pupils to ride mountain bikes on any route that is near a sheer drop e.g. coastal path or canal towpath. If the risk assessment indicates that the risk could be managed adequately, then there should be a small

known group of skilled and experienced riders accompanied by appropriately qualified staff;

- the local coastguard, harbour master, lifeguard or tourist information office can provide information and advice on the nature and location of hazards.

D3 RISK MANAGEMENT AND PREVENTION

1. Risk Assessment Policy

Policy Statement

More House School recognises that a failure to take reasonable safety precautions in relation to identified hazards could represent a serious risk to pupils, staff, visitors, contractors and even the general public and expose the School to the possibility of prosecution. The aim of this Policy is to set out the systematic approach for suitable and sufficient risk management throughout the School, which in particular, ensures the welfare of pupils at the school is safeguarded and promoted at all times and that appropriate action is taken to reduce risks and potential risks that are identified.

Associated Policies

- Section D2 - No. 7 Major Incidents Policy
- Section D2 - No 10 School Visits and Outings

Legal aspects of Risk Assessment

There are clear duties for risk assessment under the Health & Safety at Work Act 1974 and The Management of Health & Safety at Work Regulations. These regulations stipulate that a risk assessment shall be 'suitable and sufficient' and cover both employees and non-employees affected by the employers undertaking (e.g. pupils, contractors, members of the public, etc.). The term 'suitable and sufficient' is important as it defines the limits to the risk assessment process.

A suitable and sufficient risk assessment should:

- identify the significant risks and ignore the trivial ones;
- identify and prioritise the measures required to comply with any relevant statutory provisions;
- remain appropriate to the nature of the work and valid over a reasonable period;
- identify the risk arising from or in connection with the activity; and
- the detail should be proportionate to the risk.

The significant findings that should be recorded include:

- a detailed statement of the hazards and risks;
- the preventative, protective or control measures in place; and
- any further measures to reduce the risks present.

Responsibilities

- The Head is responsible for:
 - establishing and quantifying, in consultation with the Board of Governors, the School's 'risk appetite' i.e. the level of risk they are prepared to accept;
 - determining when and for what risk assessments should be carried out;
 - allocating resources in response to risk assessments completed and determining a course of action should it be identified that a risk cannot be suitably controlled so far as is reasonably practicable;
 - ensuring that a suitable mechanism exists to communicate the safe systems of work, and behaviours/conduct identified as part of the risk assessment procedures;
 - providing support, education and training to staff to build risk awareness across the School.

- The Clerk to the Governors is responsible for:
 - Maintaining the School's Risk Register
- The Director of Finance and Resources is responsible for:
 - planning, designing and implementing, in conjunction with members of the Health and Safety Committee, senior managers and Heads of Departments, an overall Risk Assessment Process for the School;
 - monitoring the effectiveness of the Risk Assessment Process and, in conjunction with members of the Health and Safety Committee, senior managers and Heads of Departments, specifying and implementing agreed changes;
 - risk evaluation, which involves comparing estimated risks, as identified in the Risk Register, with the School's financial structure, legal requirements and environmental factors, evaluating the [actual] outcomes and reporting to the Head;
 - undertaking risk assessments, identifying and implementing control measures, and effectively communicating the outcomes as appropriate for the School buildings, their installations and communal/office areas including the 6th Form Area, Staff Room, IT Office and Kitchen;
 - providing support to Heads of Departments for completion of Classroom Risk Assessments;
 - carrying out processes such as purchasing insurance, implementing health and safety measures and making business continuity plans to limit risks.
 - Maintaining the School's Risk Assessment Register
- Senior Managers are responsible for:
 - setting up frameworks for decision making and strategies within their areas of responsibility which incorporate risk assessment principles and ensure that decisions made consider relevant risk factors.
 - undertaking risk assessments, identifying and implementing control measures, and effectively communicating the outcomes as appropriate for their areas of responsibility.
 - making suitable representation to the Health & Safety Committee or Head, as appropriate, if risk assessments identify an outstanding need which cannot be resourced within existing resources.
- Heads of Department are responsible for:
 - undertaking risk assessments, identifying and implementing control measures and effectively communicating the outcomes as appropriate for their departments and its activities, including classrooms assigned to themselves and their subject teachers.
 - ensuring that those who are tasked with completing risk assessments within departments are suitably trained to do so.
- Teachers and other members of staff are responsible for:
 - assisting with and participating in the process of risk assessment

Risk Assessment

The purpose of any risk assessment is to identify dangers, threats or jeopardies that can arise from a particular situation or activity and evaluate any associated risks. This includes such areas as:

- Safeguarding
- Health and Safety
- Security

- Fire Safety
- Site Security
- School Trips
- Critical incidents
- Finance

Risk Assessments in Practice

Risk assessments do not have to be complicated. The level of detail contained in them should be relevant to the level of the risks involved with the activity. In many cases a risk assessment will lead to clarification of the School's existing protocols and procedures, and/or following best practice or sector/industry standards as applicable.

They can also assist in the identification of requirements for levels of instruction, information, training and supervision that may be required for the activity. (See Appendix 1 Risk Assessment and Control Process Map)

Some topic specific risk assessments are required by legislation for example those concerning fire safety, pupil supervision, school trips, manual handling, display screen assessments, substances hazardous to health, provision and use of work equipment, asbestos, and security assessments. This list is in no way exhaustive. Where relevant these risk assessments will be completed using sector/industry standard assessment templates and/or guidelines. All other risk assessments are completed using the relevant risk assessment template(s), where no template is in use a generic template is available. (See Appendix 2)

Risk assessment is a subjective but systematic process of evaluating potential risks which can be broken down into 5 steps:

- Step 1 Identify the danger, threat or jeopardy
- Step 2 Decide who or what might be harmed and how
- Step 3 Evaluate the risks and decide on precautions
- Step 4 Record significant findings and implement them
- Step 5 Review the assessment and update if necessary

When conducting a risk assessment, the assessor should adopt a team approach whenever possible and involve other staff members who have practical experience (as they often have the best awareness and understanding of the hazards involved with the activity and how the activity is carried out.)

Types of Risk Assessment

All significant risks shall be assessed. Although the principals of assessment remain the same their application can differ. There are 3 recognised methods of assessment:

- Formal** - a written method of evaluating the risk of harm (as described above).
- Generic** - an evaluation of risk that can be applied to common tasks.
- Dynamic*** - a mental assessment of risk for use when any delay would increase the risk.

**In unusual circumstances, when an unforeseen risk presents itself (a previous Formal or Generic risk assessment not having been compiled and /or in use) a member of staff may be required to use a dynamic risk assessment.*

Training

The School will provide appropriate risk assessment training for staff as necessary.

Those who have a responsibility for the completion of risk assessments will initially be provided with basic risk assessment training. This foundation training covers the processes and key stages of risk assessment including the rationale behind the risk assessment; application of suitable and sufficient control measures to mitigate risk; communication of the risk assessment; record keeping and incident management.

Specialised risk assessment training will be provided to staff as required ensuring appropriate expertise, monitoring and supervision.

Communication

Relevant information identified in the risk assessment regarding the hazards, their associated risks and the appropriate control measures must be effectively communicated, and be readily accessible to staff, contractors and others as appropriate.

Monitoring

Managers or appropriate persons shall monitor the effectiveness of control measures and ensure that physical control measures are used, installed correctly and suitably maintained where applicable. Likewise checks should be made to ensure that agreed control measures and safe systems of work are being followed correctly.

Record Keeping

Risk Assessments and associated documents must be kept for a minimum period of three years from the date which they are superseded as they may be required in the event of a litigation claim for compensation (claims for compensation can, generally be made up to 3 years from the date of the incident occurring). It should be noted that risk assessments which relate to the use of substances may need to be kept for 40 years, in order to trace exposure to substances which are known to have ill health effects e.g. asbestos.

2. Register of Health & Safety Risk Assessments

Risk assessments have been prepared for a number of situations and activities and are currently retained and updated by the responsible member of staff as follows:

- Health and Safety - Director of Finance and Resources, Head of Science and Head of PE
- Covid-19 - Director of Finance and Resources and Associate Head
- Fire Safety - Associate Head
- Site Security - Director of Finance and Resources
- School Trips - Trip Organiser
- Critical incidents - Head
- Classrooms, pupils' teaching and recreation areas and activities - Heads of Department
- Outside facilities and offsite activities including concerts and plays- Heads of Department

Copies of all risk assessments are kept on Firefly and filed on Google Drive

In the Academic Year 2021/22, these will continue to be reviewed in consultation with Mentor.

3. Planned Preventative Maintenance Programme

To ensure assets are maintained in line with current standards and statutory regulations including inter alia:

- The Regulatory Reform (Fire Safety) Order 2005 (RRO)
- Health and Safety at Work Act of 1974;
- Management of Health and Safety at Work regulations of 1999;
- Electricity at Work Regulations of 1989;
- Provision and Use of Work Equipment regulations of 1998;
- Food Hygiene (England) Regulations 2006 (Pest Control);
- Control of Substances Hazardous to Health Regulation (1994);
- HSE ACoP L8 The Control of Legionella Bacteria in Water Systems;
- Control of Asbestos Regulations 2012,

and that plant and other equipment is working efficiently and is compliant, the School has put in place a **Planned Preventative Maintenance Programme**. Tempus Facilities Management are contracted to provide advice and assistance in delivering this programme and there follows details of routine maintenance inspections and servicing along with any remedial works identified by the start of the Academic Year 2017/18.

Requirement	Routine Inspections & Servicing	Remedial works
SERVICING OF HEATING, VENTILATION AND AIR CONDITIONING EQUIPMENT	<p>1 visit per year.</p> <p>Full regulatory/mechanical/electrical inspection, service and test of all relating to gas, heating, ventilation, air conditioning and general plant equipment. The current Gas Safety Certificate expires on the 30th of May 2020.</p> <p>This includes Servicing of:</p> <ul style="list-style-type: none"> - 2 gas boilers (including Gas Safety Testing); - 1 gas fire; - heating controls and pumps; - gas solenoids for classrooms; - kitchens and boilers rooms; - 3 air conditioning units; - 2 hot water cylinders; - 4 electric water heaters; - pressure regulators. - Cleaning and testing for correct operation of equipment and providing a report of any equipment found to be faulty 	
SERVICING OF THE ACCESS CONTROL SYSTEM	1 visit per year, servicing 100% of the system	

	<p>This includes:</p> <ul style="list-style-type: none"> - A full inspection, service and test of all internal and external access control equipment on site (including intercoms and handsets). - Cleaning and testing for correct operation of equipment and providing a report of equipment found to be faulty. 	
SERVICING OF THE EMERGENCY LIGHTING	<p>1 visit per year, servicing 100% of the system per visit</p> <p>This includes:</p> <ul style="list-style-type: none"> - A full inspection, service and test of all emergency lighting on site. - Cleaning and testing for correct operation of equipment and providing a report of any equipment found to be faulty. 	
LIGHTING SURVEY	<p>2 visits per year, carrying out a survey on 100% of all lighting.</p> <p>This includes:</p> <ul style="list-style-type: none"> - Investigating all lighting on site, providing a report on the type and condition of all units. - Testing for correct operation of equipment and providing a report of any equipment found to be faulty. 	
SERVICING OF THE FIRE ALARM SYSTEM	<p>2 visits per year, servicing 50% of the fire alarm system at each visit</p> <p>This includes:</p> <ul style="list-style-type: none"> - A full regulatory/mechanical/electrical inspection, service and test of fire alarm equipment on site. The service will be carried out to the requirements stated in BS5839: Part 1:2002 and BS5306. - Cleaning and testing for correct operation of equipment and providing a report of any equipment found to be faulty. 	
SERVICING OF THE FIRE EXTINGUISHERS AND BLANKETS	<p>1 visit per year, servicing 100% of the fire extinguishers and blankets</p> <p>This includes:</p> <ul style="list-style-type: none"> - A full inspection and test of all fire extinguishers and blankets on site. The service will be carried out to the requirements stated in current British Standards - BS5839: Part 1:2002 and BS5306. - Cleaning and testing for correct operation of equipment and providing a report of any equipment found to be faulty. 	
FIXED WIRE ELECTRICAL TESTING	Undertaking the 5-yearly fixed wire testing, next due in 2024.	

PAT TESTING	<p>1 visit per year This includes:</p> <ul style="list-style-type: none"> - Carrying out a portable appliance test on 100% of units throughout the building (as required). - Providing a report detailing the condition of the system tested, noting any recommendations and/or remedial works identified. - Cleaning and testing for correct operation of equipment and providing a report of any equipment found to be faulty. 	
WATER HYGIENE - COMPREHENSIVE WATER HYGIENE COVER	<p>12 visits per year, 6 outside of normal School hours and 6 in normal School hours</p> <p>Using an approved Legionella Control Association service provider ensure all risks associated with Legionella Pneumophila are minimized using a fully compliant control scheme which complies with the current requirements detailed in the HSE ACOP L8 2013 Legionella Bacteria in Water Systems".</p> <p>This includes:</p> <ul style="list-style-type: none"> - Examining CWS Tanks for evidence of vermin, organic materials etc.and carry out Tank Room Survey; - Obtaining temperature tests from selected cold-water system outlet points after running water to drain for two minutes to check that cold water temperatures remain below 20°C; - Obtaining temperature tests from selected hot water system outlet points after running water to drain for one minute to check that HWS temperatures remain between 50°C and 62°C; - Obtaining temperature tests from the water entering and leaving the HWS Heaters to check that outgoing water should be at least 60°C, returning water at least 50°C; - Carrying out quarterly blow-down of HWS Heaters via system isolation valves; - Carrying out quarterly cleaning and de-scaling of showerheads, spray taps etc; 	

	<ul style="list-style-type: none"> - Carrying out quarterly site analysis of closed circuit for pH value, dissolved iron concentration, total dissolved solids, total hardness plus inhibitor protection levels; - Issuing results, findings along with comments and recommendations as applicable. - Cleaning and testing for correct operation of equipment and provide a report of any equipment found to be faulty 	
FIRE DOOR INSPECTIONS	<p>1 visit per year This includes:</p> <ul style="list-style-type: none"> - inspecting and providing a report on the condition of all doors on site. - Testing for correct operation of equipment and providing a report of any equipment found to be faulty. 	
DRAINAGE INSPECTION AND CLEAN	<p>4 visits per year This includes:</p> <ul style="list-style-type: none"> - Carrying out an inspection and clean of all drainage foul below ground. - Cleaning and testing for correct operation of equipment and provide a report of any equipment found to be faulty. 	
INTRUDER ALARM SERVICING AND MONITORING	<p>2 visits per year. This includes:</p> <ul style="list-style-type: none"> - Carrying out maintenance and testing of all intruder alarm equipment on site. - Cleaning and testing for correct operation of equipment and provide a report of any equipment found to be faulty. - yearly monitoring service of the system 	Before these works can take place, we would require the existing intruder alarm system to be reinstated
HAND DRYERS	<p>2 visits per year. This includes:</p> <ul style="list-style-type: none"> - Carrying out maintenance and testing of all hand dryer units on site. - Cleaning and testing for correct operation of equipment and provide a report of any equipment found to be faulty 	
WATER FOUNTAINS	<p>2 visits per year. This includes:</p> <ul style="list-style-type: none"> - Carrying out an inspection of the water fountains on site. - Cleaning and testing for correct operation of equipment and provide a report of any equipment found to be faulty. 	

SANITARY BINS (DISPOSAL AND REPLACEMENT OF BAGS)	<p>13 visits per year. This includes:</p> <ul style="list-style-type: none"> - Carrying out the removal and disposal (4 weekly attendance and incineration) of sanitary waste; - Supply and install replacement sanitary bags/liner as necessary. - Cleaning and testing for correct operation of equipment and provide a report of any equipment found to be faulty. 	<p>Replacement OF [5-year-old] Sanitary Bins</p> <ul style="list-style-type: none"> - Supply and install 16no. replacement sanitary bins throughout the school (same locations as the existing units).
COLLECTION OF RECYLCING/WASTE (DAILY)	<ul style="list-style-type: none"> - Daily collection and disposal of general waste and recycling from the main bin at 06:00am every day - Clearing any litter thrown over by passers-by - Jet wash to the main bin area due to the cleanliness of the area 	<p>Weekly collection of refuse has led to a build-up of grime in the basement area and bin which needs a deep clean</p>
PEST CONTROL	<p>12 monthly visits per year This includes:</p> <ul style="list-style-type: none"> - Annual pest control inspection and coverage for rats, mice and cockroaches. - Testing current units for correct operation of equipment and provide a report of any equipment found to be faulty. 	<p>Following a recent survey of the school, we have been advised of:</p> <ul style="list-style-type: none"> - mice activity on the chapel side of the building, storage areas adjacent to the Studio and Staff Room - kitchen areas and refuse require protection - loose bait station in the dining room should be removed - all bait stations need tethering to the walls and indicated with an indication sticker.

<p>WATER HYGIENE - ANNUAL SAMPLING AND ANALYSIS OF WATER SYSTEMS</p>	<p>2 visits per year.</p> <p>Using of an approved Legionella Control Association service provider ensure that all risks associated with Legionella Pneumophila are minimized using a fully compliant control scheme which complies with the current requirements detailed in the HSE ACOP L8 2013 entitled “The Control of Legionella Bacteria in Water Systems”.</p> <p>This includes:</p> <ul style="list-style-type: none"> - Obtaining 1 sample from incoming mains water supply for analysis by a UKAS accredited laboratory for Total Viable Counts. - Obtaining 2 samples from selected cold water system outlet points for analysis by a UKAS accredited laboratory for Total Viable Counts, Coliforms and E.Coli. - Examining CWS Tanks for evidence of vermin, organic materials etc. as outlined in HSE Approved Code of Practice and Guidance L8 2013, effective from January 2001 and carry out Tank Room Survey. - Obtaining temperature tests from selected cold-water system outlet points after running water to drain for two minutes to check that cold water temperatures remain below 20°C. - Obtaining 1no. sample from selected hot water system outlet point for analysis by a UKAS accredited laboratory for Legionella Pneumophila, including sero-typing and CFU count per litre if positive. - Obtaining temperature tests from selected hot water system outlet points after running water to drain for one minute to check that hot water temperatures remain between 50°C and 62°C. - Obtaining temperature tests from the water entering and leaving the HWS Calorifiers to check that outgoing water should be at least 60°C, returning water at least 50°C. - Carrying out site analysis of closed circuit water quality for pH value, dissolved iron concentration, total dissolved solids, total hardness plus inhibitor protection levels. - Providing results, findings along with comments and recommendations as applicable 	
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D4 HEALTH & SAFETY TRAINING PROGRAMME & RECORD

1. Health & Safety Training Programme

Training requirement	Who	When
Health & Safety	All Staff National College online and inhouse training	Specialist training completed. Roll-out 2020/21
Administration of Medication in School	All teaching Staff Support Staff responsible for administering medication - online & in-house training	Ongoing
Asbestos Management	All Staff - awareness	Review requirements with Mentor
Emergency Procedures, Fire Wardens and Fire Precautions	Fire Marshalls - School Fire Warden Training formal training All other Staff - Certificate in Fire Safety for Schools (National College)	Completed and ongoing
First Aid	All relevant staff should complete the Certificate in First Aid Awareness in Schools (National College) annually. PE staff require additional training due to the number and nature of out-of-hours activities for which they are responsible. First Aid Officers complete HSE Emergency First Aid at Work formal training	Completed and ongoing
Legionella Management Policy -	Formal training for operatives and Director of Finance and Resources via Tempus	Ongoing
Major Incidents Policy	All staff, operatives and pupils	Programme being produced by Health & Safety Committee

Management of nut and other food allergies	All teaching Staff - included in First Aid training	Ongoing
Safe Working Code of Conduct	All staff and operatives - awareness	Ongoing
School Visits and Outings - in-house training on specific areas	<p>Risk Assessment - all teaching staff & Director of Finance and Resources - in-house and formal training</p> <p>Safeguarding relating to Visits and Outings - all Teaching Staff - DSL training and coaching</p>	<p>Completed and ongoing</p> <p>Ongoing</p>

2. Health & Safety Training Record (August 2021)

	Certificate in First Aid Awareness in Schools (Nat College)	HSE Emergency First Aid at Work (Nick Ibrahim)
Mr Alexander ARRES	Sept '21	
Mr Wayne BENSKIN	Sept '21	
Mrs Joanne BRETT	Sept '21	May 2019
Ms Emily CALDERWOOD	Sept '21	Oct '19
Ms Saskia FISCHER	August 2021	
Ms Jessica FRITH	Sept '21	
Mrs Lynsey GARWOOD	Sept '21	
Ms Charlotte GODFREY	Sept '21	
Miss Sarah GUNNER	Sept '21	
Ms Faith HAGERTY	Sept '21	
Mr Paul HEGARTY	Sept '21	
Ms Orla HENVEY	Sept '21	
Ms Belinda HUNT	Sept '21	
Ms Alexandra INCHENKO	Sept '21	
Mr Serenhedd JAMES	Sept '21	
Mr Mike KEELEY	August 2021	
Ms Farah KHIZAR	Sept '21	
Ms Janet MAZEWSKI	Sept '21	
Mr James MILLARD	Sept '21	
Shivanjani (Shan) NAIDU	Sept '21	
Miss Sinead O'CALLAGHAN	Sept '21	
Ms Molly ORMESHER	Sept '21	
Ms Claire PHELPS	August 2021	Sept '20
Ms Davina REID	Sept '21	Oct '19

Ms Phillippa REVELL	Sept '21	
Mr Jonathan ROBERTS	August 2021	
Mr Toby ROBERTSON	August 2021	May 2019
Mr Jorge RODRIGUEZ	Sept '21	
Ms Olga SOLTANI	Sept '21	
Ms Amelia STANBURY	Sept '21	
Ms Nikolina STOJANOVIC	Sept '21	
Ms Rosie SYM	Sept '21	
Mrs Rhiannon TUNNICLIFFE	August 2021	
Ms Katherine (Katy) WALLACE	Sept '21	
Ms Kathryn WILSON	Sept '21	
AUXILIARY		
Ms Emily LORCH	August 2021	
Miss Sam XIBERRAS	Sept '21	May 2019
PERIPATETIC		
Mr Jong On (Oakki) Lau	Sept '21	
Mr Voya Milovanovich	Sept '21	
Miss Victoria Mulley	Sept '21	
Mr Simon Sturgeon-Clegg	Sept '21	
Ms Helen Ashby	Sept '21	

	Certificate in Fire Safety for Schools (Nat College)	Vulcan Fire Warden Training 2/7/21
Miss Evelyn ALDOUS	April 2021	
Mr Wayne BENSKIN	April 2021	July 2021
Mrs Joanne BRETT	April 2021	July 2021
Ms Emily CALDERWOOD	April 2021	
Ms Saskia FISCHER	April 2021	
Ms Jessica FRITH	April 2021	

Mrs Lynsey GARWOOD	April 2021	
Miss Sarah GUNNER	April 2021	
Ms Faith HAGERTY	April 2021	July 2021
Mr Paul HEGARTY	April 2021	
Ms Orla HENVEY	April 2021	July 2021
Ms Belinda HUNT	April 2021	
Ms Alexandra INCHENKO	April 2021	
Mr Mike KEELEY	April 2021	July 2021
Ms Farah KHIZAR	April 2021	
Ms Janet MAZEWSKI	April 2021	July 2021
Mr James MILLARD	April 2021	July 2021
Shivanjani (Shan) NAIDU	April 2021	
Miss Sinead O'CALLAGHAN	April 2021	July 2021
Ms Claire PHELPS	April 2021	July 2021
Ms Davina REID	April 2021	July 2021
Ms Phillippa REVELL	April 2021	
Mr Jonathan ROBERTS	April 2021	
Mr Toby ROBERTSON	April 2021	July 2021
Ms Olga SOLTANI	April 2021	
Ms Nikolina STOJANOVIC	April 2021	
Ms Rosie SYM	April 2021	
Mrs Rhiannon TUNNICLIFFE	April 2021	
Ms Katherine (Katy) WALLACE	April 2021	
Ms Kathryn WILSON	April 2021	
AUXILIARY		
Mrs Jules DAY	April 2021	July 2021
Ms Emily LORCH	August 2020	July 2021
Miss Sam XIBERRAS	April 2021	July 2021
PERIPATETIC		
Mr Olivier Taylor	April 2021	

Mr Jong On (Oakki) Lau	April 2021	
Mr Voya Milovanovich	April 2021	
Miss Victoria Mulley	April 2021	
Ms Emily Anderson	April 2021	
Mr Simon Sturgeon-Clegg	April 2021	
Mrs Anait (Anahit) Tchaouchian	April 2021	
Ms Helen Ashby	April 2021	
SUPPORT		
Mr Brahim Ghebache		July 2021
Victoria George	April 2021	
Ms Janine Gayler	April 2021	
Mr Miguelito Dela - Cruz		July 2021

RLSS National Rescue Award for Swimming Teachers & Coaches	Expires	Provider
Mr Toby ROBERTSON	2/04/2021	Nick Ibrahim

PPE Awareness	Expires	Provider
Mrs Joanne BRETT	August 2022	CPD Online College
Mr Toby ROBERTSON	August 2022	CPD Online College
Mrs Janet MAZEWSKI	August 2022	CPD Online College
Miss Sam Xiberras	August 2022	CPD Online College

D5

Covid Response Procedure

Stepping measures up and down

- The Outbreak Management Plan outlines how we would operate if there were an outbreak in the school or local area. Any measures that this precipitates will only be considered as a last resort and implemented for the shortest amount of time possible.
- If we have several confirmed cases which meets the thresholds outlined in the Outbreak Management Plan we will:
 - call the dedicated advice service who will escalate the issue to the local health protection team where necessary and advise if any additional action is required, such as implementing elements of our outbreak management plan.

When an individual develops COVID-19 symptoms or has a positive test

- Pupils and staff will follow public health advice on [when to stay at home if you have Coronavirus](#). They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).
- If anyone in the school develops [COVID-19 symptoms](#), however mild, we will send them home and advise them to follow public health advice.
- For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.
- If a pupil is awaiting collection, they will be left in a room on their own if possible and safe to do so. A window will be opened for fresh air ventilation if possible. Appropriate PPE will be used if close contact is necessary. Any rooms they use will be cleaned after they have left.
- The household (including any siblings) should follow the latest government guidance: [People with Covid and their Contacts](#).

Confirmatory PCR tests

- Staff and pupils with a positive LFD test result will self-isolate in line with the [People with Covid and their Contacts](#). They will also need to [get a free PCR test to check if they have COVID-19](#).
- Whilst awaiting the PCR result, the individual should continue to self-isolate, following the guidance [when to stay at home if you have Coronavirus](#).

Tracing Close Contacts and Isolation

- Public health advice for [People with Covid and their Contacts](#) changed from 24 February 2022. Contacts are no longer required to self-isolate or advised to take daily tests, and contact tracing has ended.