



# Health & Safety Policy 2023-2024

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**Approved by Mentor**

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July 2024

**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 2022/23. 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 Board of Governors and Head discharge their duties under the Health and Safety at Work etc Act 1974.

The Leadership Team of the School and the Board of Governors 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.
- Safeguarding and Child Protection policy
- Critical Incidents policy
- Risk Assessment policy
- [Health & Safety training programme and record](#)

### Roles and Responsibilities

The **Board of Governors** 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, and
- Review and monitor the effectiveness of this policy.

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

- Consider 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 half termly and have an agenda, and minute all Meetings.

- Meet at other times should a critical incident 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. They 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, and
- Meet with the Director of Finance and Resources weekly to ensure any building/facilities issues are dealt with in a timely manner.

The day to day management of Health & Safety is delegated to the **Head of Operations**, who will support the Head in the discharge of their duties as listed above.

**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;
- The DSL will ensure that appropriate vetting checks are completed for any contractors (see Safeguarding and Child Protection policy).

The **Head of Operations**, with the support of 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;
- Ensure that a daily check of the grounds and building is undertaken 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;
- Ensure that there is 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, and
- Fully cooperate 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 Head of Operations;
- Follow the accident reporting procedure (which is detailed in the First Aid Policy), and
- 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, and
- 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 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, and
- Further information is available in the School's Asbestos Management policy in section D2 - No. 2.

#### **Consultation with staff**

- All staff will be consulted on relevant Health & Safety matters, both formally and informally, for example by way of:
  - Questionnaires

- Termly updates and training
- Staff briefings

### **Control of Hazardous Substances**

- The use of hazardous substances in School will be kept to a minimum;
- The Head of Science and the Head of Operations 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 principal 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 and Staff Wellbeing policies which can be found in the Staff Handbook and on the School's Google shared drive.

### **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 Head of Operations;
- Evacuation times and any issues which arise are reported to the Governors;
- Fire extinguishers are checked annually, and
- 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;
- Portable first aid kits are taken on educational visits, and
- 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 provides 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 all 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. 8.

### **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 the staff handbook.

### **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; further details of arrangements for visitors can be found in the Visitors and Visiting Speakers policy;
- The main entrance has a controlled entry system; other exits are alarmed;
- 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 Behaviour and Discipline which can be found in the Staff Handbook.



## **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, including appropriate training for all staff;
- 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;
- Full details can be found in the Supervision of Pupils policy.

## **Training**

- Health and Safety Training needs are assessed each year in consultation with Mentor;
- Training needs may also be identified as part of a risk assessment process.

## **Working at Height**

- Working at heights risk assessments have been completed for the School;
- All site/caretaking staff who undertake working at heights have been trained;
- All staff have been informed that caretakers are available to assist with tasks that involve working at height;
- 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, and
  - Not climb on furniture to put up displays.
- All staff have been trained in working at height;
- More information can be found in the School's Safe Working Code of Conduct section D2 - No. 8.

## 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 half 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, and
- Undertake and prepare an annual review of Health & Safety measures in the School and prepare an action plan based on any recommendations.

### Membership:

The Committee will comprise:

- Head (Chair)
- Director of Finance and Resources (Secretary)
- Head of Operations
- 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, and
- 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, and
- 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 increase and therefore requires 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, and
- 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
- Head of Operations - day-to-day management of Health and Safety
- Director of Finance and Resources - sending a copy of the Minutes to the Chair of Governors
- Deputy Head 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 by way of the Health & Safety Audit 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, will be provided by the Head of Operations.

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 half 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. 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 milestones/when do we expect to achieve our next milestone?
  - b. Consider Reports and Inspections and review any issues arising;
  - c. Agree solutions; and
  - d. Commitments for the next period.
- 3. Compliance and Competency**
  - a. How are we tracking milestones/when do we expect to achieve our next milestone?
  - b. Consider Reports and Inspections and review any Issues arising;
  - c. Agree solutions, and
  - d. Commitments for the next period.
- 4. Service Levels and Process Management**
  - a. How are we tracking milestones/when do we expect to achieve our next milestone?
  - b. Consider Reports and Feedback and review any Issues arising;
  - c. Agree solutions, and
  - 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, and
  - 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.

# D2 HEALTH AND SAFETY PROCEDURES AND GUIDELINES

## 1. Supporting Pupils with Medical Conditions (including the Administration of Medication in School)

### Contents

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### 1. Aims

This policy aims to ensure that:

- Pupils, staff and parents understand how our School will support pupils with medical conditions
- Pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including School trips and sporting activities

The Board of Governors will implement this policy by:

- Making sure sufficient staff are suitably trained
- Making staff aware of pupils' conditions, where appropriate
- Making sure there are cover arrangements to ensure someone is always available to support pupils with medical conditions
- Providing supply teachers with appropriate information about the policy and relevant pupils
- Developing and monitoring individual healthcare plans (IHPs)

### 2. Legislation and statutory responsibilities

This policy meets the requirements under [Section 100 of the Children and Families Act 2014](#), which places a duty on the Board of Governors to make arrangements for supporting pupils at their School with medical conditions.

It is also based on the Department for Education (DfE)'s statutory guidance on [supporting pupils with medical conditions at School](#).

### 3. Roles and responsibilities

#### 3.1 The Board of Governors

The Board of Governors has ultimate responsibility to make arrangements to support pupils with medical conditions. The Board of Governors will ensure that sufficient staff have

received suitable training and are competent before they are responsible for supporting children with medical conditions.

### **3.2 The Head**

The Head will:

- Make sure all staff are aware of this policy and understand their role in its implementation
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHPs), including in contingency and emergency situations
- Ensure that all staff who need to know are aware of a child's condition
- Take overall responsibility for the development of IHPs
- Make sure that School staff are appropriately insured and aware that they are insured to support pupils in this way
- Contact the Pastoral Support Officer in the case of any pupil who has a medical condition that may require support at School, but who has not yet been brought to their attention.
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date

### **3.3 Staff**

Supporting pupils with medical conditions during School hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to pupils with medical conditions, although they will not be required to do so. This includes the administration of medicines.

Those staff who take on the responsibility to support pupils with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so.

Teachers will take into account the needs of pupils with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

### **3.4 Parents**

Parents will:

- Provide the School with sufficient and up-to-date information about their child's medical needs
- Be involved in the development and review of their child's IHP and may be involved in its drafting
- Carry out any action they have agreed to as part of the implementation of the IHP, e.g. provide medicines and equipment, and ensure they or another nominated adult are contactable at all times

### **3.5 Pupils**

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. Pupils should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHPs. They are also expected to comply with their IHPs.

## **4. Equal opportunities**

Our School is clear about the need to actively support pupils with medical conditions to participate in School trips and visits, or in sporting activities, and not prevent them from participating.

The School will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on School trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted.

## 5. Being notified that a child has a medical condition

When the School is notified that a pupil has a medical condition, the process outlined below will be followed to decide whether the pupil requires an IHP.

The School will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for pupils who are new to our School. See Appendix 1.

## 6. Individual Healthcare Plans (IHPs)

The Head has overall responsibility for the development of IHPs for pupils with medical conditions. This has been delegated to the Head of Operations.

Plans will be reviewed at least annually, or earlier if there is evidence that the pupil's needs have changed.

Plans will be developed with the pupil's best interests in mind and will set out:

- What needs to be done
- By when
- By whom

Not all pupils with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the Head will make the final decision.

Plans will be drawn up in partnership with the School, parents and a relevant healthcare professional, such as the School nurse, specialist or paediatrician, who can best advise on the pupil's specific needs. The pupil will be involved wherever appropriate.

IHPs will be linked to, or become part of, any education, health and care (EHC) plan. If a pupil has SEN but does not have an EHC plan, the SEN will be mentioned in the IHP. The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. Consideration will be given to the following when deciding what information to record on IHPs:

- The medical condition, its triggers, signs, symptoms and treatments
- The pupil's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors, travel time between lessons
- Specific support for the pupil's educational, social and emotional needs. For example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions
- The level of support needed, including in emergencies. If a pupil is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring
- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the pupil's medical condition from a healthcare professional, and cover arrangements for when they are unavailable
- Who in the School needs to be aware of the pupil's condition and the support required

- Arrangements for written permission from parents and the Head for medication to be administered by a member of staff, or self-administered by the pupil during School hours
- Separate arrangements or procedures required for School trips or other School activities outside of the normal School timetable that will ensure the pupil can participate, e.g. risk assessments
- Where confidentiality issues are raised by the parent/pupil, the designated individuals to be entrusted with information about the pupil's condition
- What to do in an emergency, including who to contact, and contingency arrangements

## 7. Managing medicines

Prescription and non-prescription medicines will only be administered at School:

- When it would be detrimental to the pupil's health or School attendance not to do so and
- Where we have parents' written consent

The School will keep records (on ISAMS) of all medicines which are administered, which will be available to parents on request and of those which are stored in School.

The School will not:

- Force a child to take medication if they refuse. The parents will be informed as soon as possible, and
- Make changes to dosages on parental instructions (proof of changes to prescribe medicines will require sign-off from a medical professional) .

The only exception to this is where the medicine has been prescribed to the pupil without the knowledge of the parents (again, sign-off would be needed from a medical professional).

Anyone giving a pupil any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents will always be informed.

The School will only accept prescribed medicines that are:

- In-date;
- Labelled, and
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage.

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



- 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, and
- Disposing of their child's medication (whether it can no longer be used at School or no longer required).

The School will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

All medicines will be stored safely. Pupils will be informed about where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing monitors and adrenaline pens will always be readily available to pupils and not locked away.

Medicines will be returned to parents to arrange for safe disposal when no longer required.

**Teachers' 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.

## 7.1 Controlled drugs

Controlled drugs are prescription medicines that are controlled under the Misuse of Drugs Regulations 2001 and subsequent amendments, such as morphine or methadone.

A pupil who has been prescribed a controlled drug may have it in their possession if they are competent to do so, but they must not pass it to another pupil to use. All other controlled drugs are kept in a secure cupboard in the School office and only named staff have access.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

## 7.2 Trips and Visits

Non-prescription medicine will only be given to a pupil on a trip if:

- The School has received prior written consent from the pupil's parents;
- It is in line with this policy, and
- Staff have checked, and received parental confirmation, that the pupil has previously used the medicine without any negative effect

If Staff provide a non-prescribed medicine to pupils, they will:

- Make a record for each pupil, explaining what medicine has been administered and when, and
- Inform the pupil's parents.

**Parents** will be asked to supply their own non-prescription medicine for their child

This and the arrangements outlined above will be explained in a meeting well in advance of the trip taking place.

Medicine provided by parents must be:

- In its original container, and
- Labelled with clear instructions on when and how it should be taken

Parents will be asked to return the medicine the day of the trip, to avoid any confusion.

We may decide to include non-prescription medicines in our first aid kit if we feel it's appropriate and required for the trip.

If we do, we will:

- Purchase medicines from a reliable source;
- Check medicines for allergens, and
- Get prior written consent from parents to administer medicines.

### **7.3 Pupils managing their own needs**

Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents and it will be reflected in their IHPs.

Pupils will be allowed to carry their own medicines and relevant devices wherever possible. Staff will not force a pupil to take a medicine or carry out a necessary procedure if they refuse, but will follow the procedure agreed in the IHP and inform parents so that an alternative option can be considered, if necessary.

### **7.4 Unacceptable practice**

School staff should use their discretion and judge each case individually with reference to the pupil's IHP, but it is generally not acceptable to:

- Prevent pupils from easily accessing their inhalers and medication, and administering their medication when and where necessary;
- Assume that every pupil with the same condition requires the same treatment;
- Ignore the views of the pupil or their parents;
- Ignore medical evidence or opinion (although this may be challenged);
- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal School activities, including lunch, unless this is specified in their IHPs;
- If the pupil becomes ill, send them to the School office or medical room unaccompanied or with someone unsuitable;
- Penalise pupils for their attendance record if their absences are related to their medical condition, e.g. hospital appointments;
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;
- Require parents, or otherwise make them feel obliged, to attend School to administer medication or provide medical support to their pupil, including with toileting issues. No parent should have to give up working because the School is failing to support their child's medical needs;
- Prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of School life, including School trips, e.g. by requiring parents to accompany their child, and
- Administer, or ask pupils to administer, medicine in School toilets.

## **8. Emergency procedures**

Staff will follow the School's normal emergency procedures contacting the main School office on #200 during office hours (0830-1630) or dialling 999 (from the main School office or staffroom) at any other time. All pupils' IHPs will clearly set out what constitutes an emergency and will explain what to do.

If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent arrives, or accompany the pupil to hospital by ambulance.

## 9. Training

Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so.

The training will be identified during the development or review of IHPs. Staff who provide support to pupils with medical conditions will be included in meetings where this is discussed.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the Head. Training will be kept up to date.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils;
- Fulfil the requirements in the IHPs, and
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures.

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

## 10. Record keeping

The Board of Governors will ensure that written records are kept of all medicine administered to pupils for as long as these pupils are at the School. Parents will be informed if their pupil has been unwell at School.

IHPs are kept in a readily accessible place of which all staff are made aware.

## 11. Liability and indemnity

The Board of Governors will ensure that the appropriate level of insurance is in place and appropriately reflects the School's level of risk.

## 12. Complaints

Parents with a complaint about their child's medical condition should discuss these directly with the Head of Operations in the first instance. If the Head of Operations cannot resolve the matter, they will refer the matter to the Head. If necessary, the Head will direct parents to the School's complaints procedure.

## 13. Monitoring arrangements

This policy will be reviewed and approved by the Board of Governors annually.

## 14. Links to other policies

This policy links to the following policies:

List of related policies:

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

Section D2 - Health and Safety - No. 7 Food Safety

Section D2 - Health and Safety - No. 9 Policy on School Visits and Outings

Accessibility plan

Safeguarding and Child Protection policy

## 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 Head of Operations'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 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 Head of Operations'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 **Head of Operations** 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 **Head of Operations** 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 with the potential location of any asbestos in School. A site map of these locations is available for inspection in the **Head of Operations's** office.

### 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.

### School Closure

**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 at Work Act 1974

Regulatory Reform (Fire Safety) Order 2005

### Responsibilities

#### Board of Governors

Duties of the the Board of Governors include:

- The production of a fire risk assessment (formally recorded and regularly reviewed);
- To produce a fire risk (prevention) policy which includes the elimination or reduction of risks from dangerous substances;
- To develop and implement fire procedures and provide staff training (repeated periodically where appropriate);
- To ensure the safety of staff or anyone else legally on the School premises;
- To carry out fire drills and contact emergency services when necessary;
- To appoint one or more competent persons (with sufficient training, experience and knowledge) to assist in taking preventive and protective measures (including firefighting and evacuation);
- To have a suitable system for the provision and maintenance of: clear emergency routes and exits (with doors normally opening in the direction of escape), signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers; the maintenance should be by a 'competent person', and
- To provide staff and any others working on the School site with fire safety information.

#### Fire Safety Manager/Responsible Person

The Head of Operations 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 SLT;
- 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;
- Records of inspection of escape routes are maintained;

- Certificates for the installation and records of maintenance of alarms, detectors, emergency lighting and fire-fighting systems and equipment are kept;
- 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, and
- [Records are kept of all fire practices.](#)

## **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 [Training Records](#) held by the Fire Safety Manager.

## **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, and
- 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 and inform them of their responsibilities as documented in this policy. 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 ask all staff and support staff to complete fire awareness training, including the basic use of fire extinguishers, to all staff. We also provide regular refresher training. 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 organises all fire practices and informs the School office and staff in advance of those practices. If the alarm goes off for any other reason the marketing and office manager (or, in her absence, the Pastoral Support Officer) 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 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 four 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 **Head of Operations's** office;
- Fire notices and evacuation signs are displayed in rooms, corridors and stairwells;
- Fires extinguishers (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 Head of Operations 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 Head of Operations's 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 Head of Operations's 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 Head of Operations's office;**
- All kitchen equipment is switched off at the end of service, and
- 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.

### **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, and
- 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 Head of Operations' office where it can be read by Staff if requested. Any comments or suggestions for improvement are always welcome.

**Date of latest Fire Safety Review: 25th March 2022**

**Date of latest Fire Risk Assessment: 13th July 2022**

## **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;
- Visitors to the building will be briefed by the office staff on fire procedures;
- Pupils, if they arrive late or leave early must sign in or out, and
- 6th 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 Head of Operations is the Fire Safety Manager.**
- The Marketing and Office Manager is to call the Fire Brigade. Dial 999. When answered, inform them that there is a fire at:

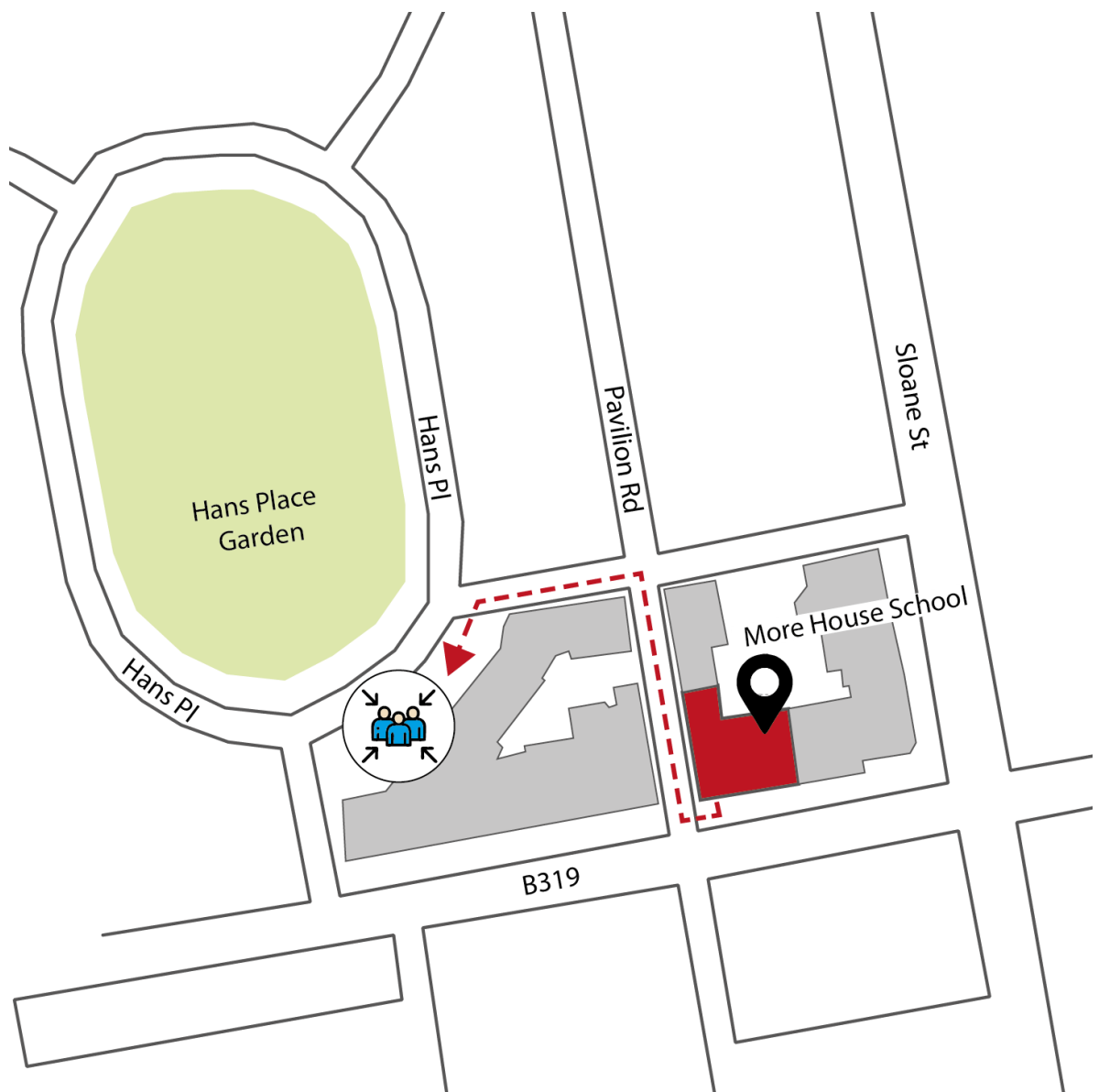
MORE HOUSE SCHOOL  
22 - 24 PONT STREET  
LONDON  
SW1X 0AA

- A member of staff or one of the Fire Marshals should assist any disabled persons working within the premises to the Fire Assembly Point.
- A teaching assistant will ensure that pupils with a PEEP have vacated the premises.
- 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

#### Teaching assistants:

- may be responsible for the safe exit of their assigned pupils as part of a PEEP if required to do so by the SENCO

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:**

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

<b>Head of Operations (HOO)*</b>  Incident Controller/Roll-call Coordinator	Registrar*	<ul style="list-style-type: none"> <li>• Checks ground floor</li> <li>• Receives all clear from ‘floor’ wardens</li> <li>• Reports to Evac. Manager at Assembly Point on status of building</li> <li>• Checks Fire Service called</li> <li>• Liaises with Fire Service</li> <li>• Checks alarm reset</li> <li>• Responsible for Debrief/Records findings</li> </ul>
<b>Dep Head (Academic)*</b>	HOO	<ul style="list-style-type: none"> <li>• Assists Marketing giving out registers to tutors</li> <li>• Collects registers from tutors - cross-checks missing pupils with Marketing and reports to Head</li> </ul>
<b>Deputy Head (Pastoral)*</b>	Head of History/Classics*	<ul style="list-style-type: none"> <li>• Checks 2<sup>nd</sup> &amp; 3<sup>rd</sup> floor</li> <li>• Reports “all clear” to Head of Operations</li> <li>• Calls Fire Brigade if necessary and liaises with Head of Operations to report any missing persons to the Emergency services</li> </ul>
<b>Marketing and Office Manager*</b>	Registrar*	<ul style="list-style-type: none"> <li>• Calls Fire Service (office informed by Evac Manager of practice drills)</li> <li>• Collects visitors bk; staff list; 6th form signing in/out sheet; late bk (if not in PSO office); pupil sign in/out book.</li> <li>• Distributes/collects registers to KS4 tutors (with DHA)</li> <li>• Registers visitors; reports missing visitors to Head*</li> <li>• Cross checks missing pupils with DHA/Head of Sixth Form using daily printouts and registers</li> </ul>

<b>PSO</b>	<b>Registrar</b>	<ul style="list-style-type: none"> <li>• Collects 'Fire' Pack (including daily printouts); trips lists; PE lists; late book (if not in school office).</li> <li>• Distributes/collects registers to KS3 tutors (DHP)</li> <li>• Cross checks missing pupils with DHP using daily printouts and registers</li> </ul>
<b>HEAD OF SIXTH FORM*</b>	<b>Head of KS4</b>	<ul style="list-style-type: none"> <li>• Manages 6th Form registers</li> <li>• Cross-checks missing pupils with DHA/Marketing</li> <li>• Reports missing pupils to Head</li> </ul>
<b>Head of KS4*</b>	<b>Head of Science*</b>	<ul style="list-style-type: none"> <li>• Completes staff register</li> <li>• Reports missing staff to Head</li> </ul>
<b>Lab Technician *</b>	<b>Head of Science</b>	<ul style="list-style-type: none"> <li>• Checks the basement.</li> <li>• Reports "all clear" to Head of Operations</li> </ul>
<b>Senior Teacher (Pastoral &amp; PSHE)*</b>	<b>HOO</b>	<ul style="list-style-type: none"> <li>• Checks 1<sup>st</sup> floor</li> <li>• Reports "all clear" to Head of Operations</li> </ul>
<b>Head of MFL</b>	<b>Senior Teacher (Pastoral &amp; PSHE)*</b>	<ul style="list-style-type: none"> <li>• Checks 4<sup>th</sup> floor</li> <li>• Reports "all clear" to Head of Operations</li> </ul>
<b>Chef-Manager*</b>	<b>Chef*</b>	<ul style="list-style-type: none"> <li>• Checks kitchen area and</li> <li>• Arranges evacuation of kitchen staff</li> <li>• Switches off power</li> <li>• Reports "all clear" to Head of Operations</li> </ul>



Caretaker*	Deputy Head (Pastoral)	<ul style="list-style-type: none"> <li>• Opens fire exits</li> <li>• Checks Fire Panel in Basement</li> <li>• Diverts traffic from affected area</li> <li>• Prevents anyone entering the building</li> <li>• Resets Fire Panel</li> </ul>
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**\*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.

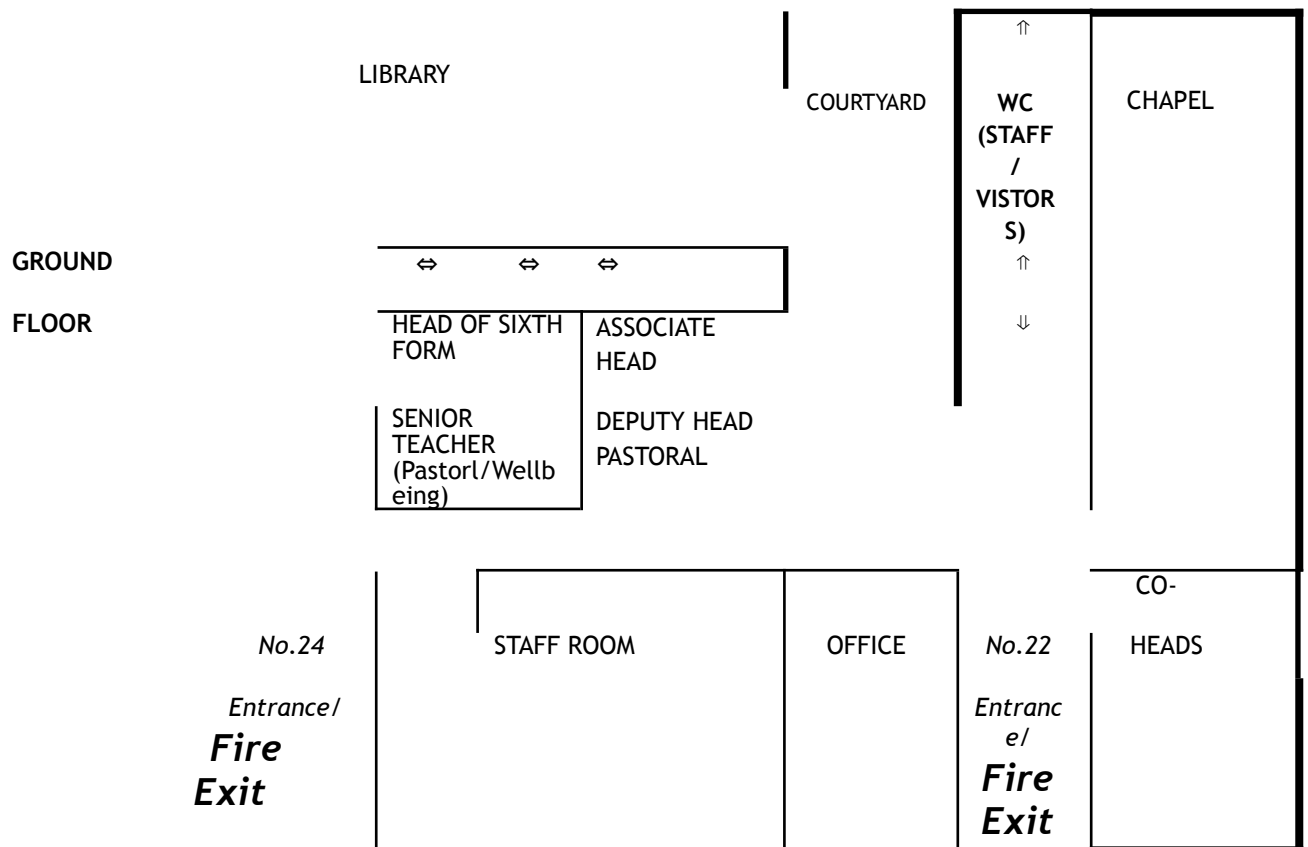
Pupils - on hearing the fire alarm

- (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

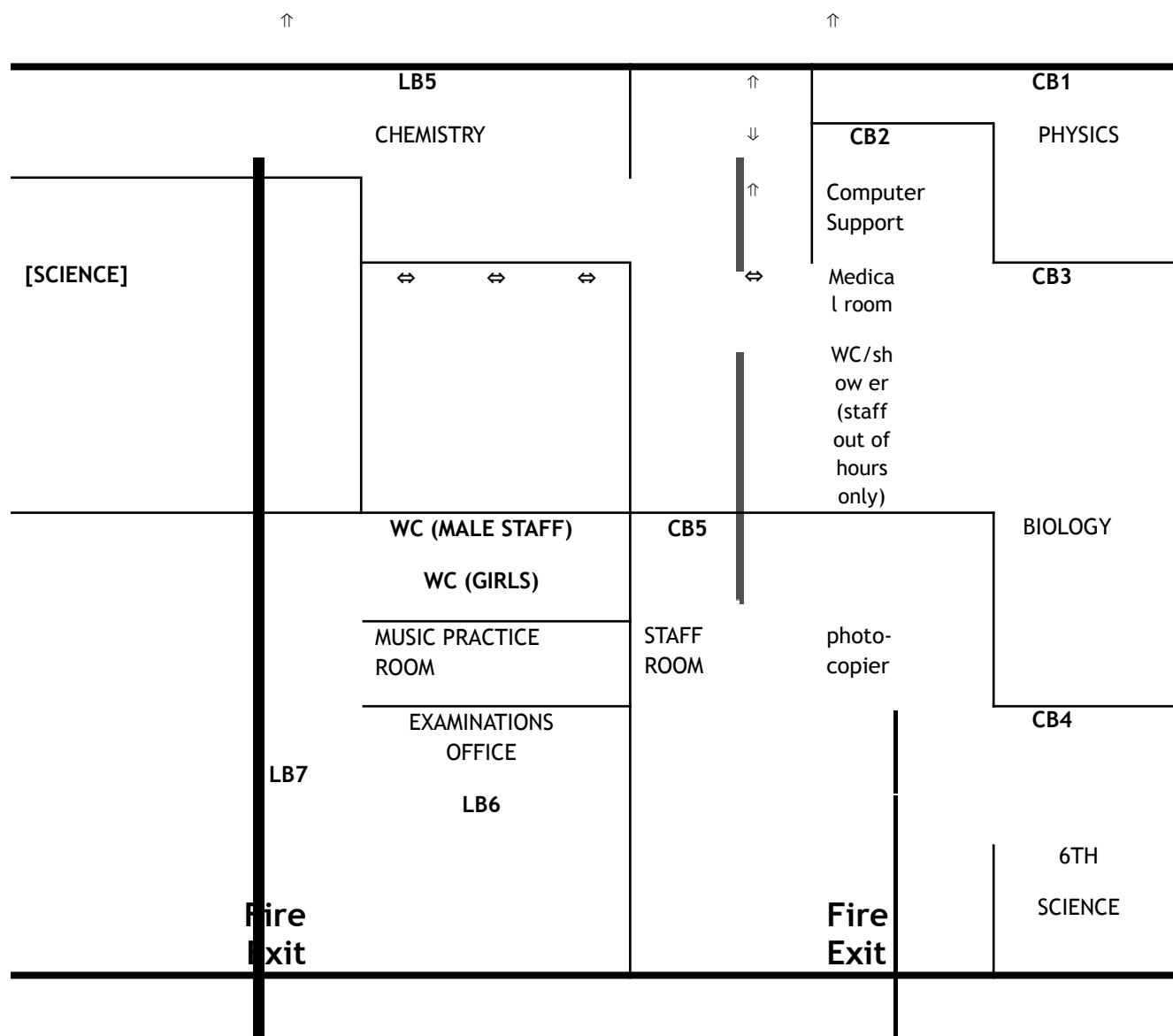
Pupils - on discovering a fire

- Report the fire to a member of staff or activate the fire alarm - 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



## Basement



## 5. First Aid

### 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 pupils and staff taking account of pupil and staff 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 (8.15am-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.

### **Training Needs**

- Number of adults: 50
- Number of pupils: 140
- Total: 190
- The School is ‘low risk’ according to HSE guidance; ratio for >50 people - at least one first aider trained in First Aid at Work for every 100 people
- Required: 2
- In place: 4

### **Associated Policies**

- Section D - H&S Policy: Supporting Pupils and Staff with Medical Conditions
- Section D - Food Safety Policy
- Section D - H&S Policy: School Visits and Outings

### **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, and
- Location of first aid equipment and notices.

The **Head of Operations**, supported by 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), and
- Reporting to the Health and Safety committee on first aid issues.

The **Pastoral Support Officer (PSO)** 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, and
- 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, and
- 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, and
- 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, and
- 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 and safe disposal of scalpels and other potentially high risk equipment; and
- 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 pupils within the School community and they are asked to familiarise themselves with medical information on the Shared Drives detailing those pupils with medical needs that

require the use of adrenaline auto-injectors 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, 8.15am 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 PSO's office is open throughout the School day and is fully equipped to deal with everyday accidents and injuries. If the Pastoral Support Officer is off-site for any reason, cover will be provided by the Marketing and Office Manager. 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 Pastoral Support Officer 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:

- Main School office
- PSO office
- Science department (CB1, CB3 & LB5)
- Kitchen

6 X first aid bags for trips are situated in the sick room

1 X first aid bag for PE activities is situated in the main PE store room

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

Pastoral Support Officer. The Science department and Kitchen are also responsible for checking and restocking these kits in liaison with the School Pastoral Support Officer.

### **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 PSO office. 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, and
- Any other relevant information which would be 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 main 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 and first aid kits is displayed in all rooms, detailing the intercom number of first aiders (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 Head of Operations 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 for pupils and staff**

Depending on the severity of the injury or illness the casualty should either see the Pastoral Support Officer 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 (or colleague in the case of a member of staff) if appropriate.

In the event of severe illness or injury, someone should call the Pastoral Support Officer (via intercom #200) during office hours or an ambulance at any other time without delay. In general, an ambulance should be called in the case of:

- loss of consciousness;
- a sudden confused state;
- fits that are not stopping;
- [chest pain](#);
- breathing difficulties;
- severe bleeding that cannot be stopped;
- [severe allergic reactions \(anaphylaxis\)](#);
- severe [burns or scalds](#);
- someone has seriously injured themselves or taken an overdose;
- if you think you or someone else is having a [heart attack](#) or [stroke](#), and
- if you think someone has had a major trauma, such as after a serious road traffic accident, a stabbing, a shooting, a fall from height, or a serious [head injury](#).

The information given should include telephone number, address (22-24, Pont Street, SW1X 0AA), 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 the following specific medical conditions are found in Appendix 23 of the staff handbook:

- anaphylactic shock (appendix I) - also as appendix 1 of Section 8 below
- asthma (appendix II)
- diabetes (appendix III)
- epilepsy (appendix IV)

If the Pastoral Support Officer is not available, the Marketing and Office Manager 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 Pastoral Support Officer will inform parents if their daughter has suffered a head injury/or any recorded accident as soon as is practicable.

### **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 Pastoral Support Officer (not “just a cloth or mop”), and
- 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, and
- 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:

- Date, time and place of incident

- Name of casualty
- Details of the injury/illness
- Treatment and/or advice given
- Destination of the casualty after treatment (e.g. sent home, back to class, taken to hospital, etc.)
- 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 Pastoral Support Officer 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 or Head of Operations within 48 hours by the Pastoral Support Officer. The Director of Finance and Resources or Head of Operations 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 Pastoral Support Officer and a copy should also be kept on the individual staff/pupils 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 or Head of Operations:

- 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, and
- 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 **Head of Operations 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, and
- 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, and
- 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;
- The system is then 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 minimised 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:
  - 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;
  - 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 descaling of showerheads, spray taps etc;
  - 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, and
  - Cleaning and testing for correct operation of equipment and providing 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 minimised 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, and
  - 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 Head of Operations.

#### **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, and
- 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. Food Safety Policy (including Management of nut and other food allergies)

**Food Safety Policy is prepared by Connect Catering and available from the School office or Head of Operations**

### **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, and
- 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 Supporting Pupils and Staff with Medical Conditions (including the Administration of Medication in School)
- Section D2 - No. 5 First Aid
- Section D2 - No. 9 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 adrenaline auto-injectors 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 School's Training Records and is updated annually.

#### **Guidelines and procedures**

Our policy 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 School 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 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 auto-injector(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 adrenaline auto-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, and
- 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, and
- Dizziness.

#### Danger signs include

- Swelling of the lips, tongue and throat;
- Cough, wheeze, tightness of chest or shortness of breath, and
- 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 main School Office or taken away on the trip.

**For severe symptoms (see Emergency procedure, below)** an adrenaline auto-injector (EpiPen or other) 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 IHP and call an ambulance
- Call the School Office to ask for a first aider
- Monitor the child's condition carefully
- Administer the adrenaline auto-injector, following the instructions on the device:
  - Remove packaging and pull off the safety cap (if there is one) from the adrenaline auto-injector
  - Hold the device about 10 cm from the outer thigh
  - Inject - swing and jab the tip firmly against the outer thigh and listen for an audible click from the mechanism - hold in place for 10 seconds
  - 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 adrenaline auto-injectors 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.

## 8. 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, However:
  - never touch electrical equipment with wet hands;
  - always disconnect electrical equipment before moving it;
  - never attempt electrical repairs unless authorised;
  - always keep electrical supply cables and wires away from wet areas or from where they could be walked over etc.;
  - always switch off equipment if not in use; disconnect from the mains, and outside normal working hours unless instructed otherwise.
  - Information on any specific hazards and precautions (e.g. COSHH, DSE) will be issued as appropriate and is available from the **Head of Operations**. Training in dealing with hazards will be conducted as appropriate.

### Display Screen Equipment

See Section 11 below

## 9. School Visits and Outings

### Contents:

Policy Statement  
Related Policies and Guidance  
Purpose of Trips  
Accessibility  
Safeguarding  
Behaviour  
Planning  
Annual Form of Consent and Indemnity  
Procedure

### Policy Statement

The School sees visits and outings as an important part of the education of pupils 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.

### Related Policies and Guidance

Safeguarding and Child Protection Policy  
Code of Conduct  
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](#)

### 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 Head of Operations.

### 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 students (see Pupil Code of Conduct). Pupils will 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**

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 in the main School office.

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 is received from the EVC and Deputy Head Academic, remaining sections of trip sheet are completed
2. Accessibility needs addressed by the EVC
3. Health and Safety and Safeguarding:
  - Local trips/visits:
    - matters addressed in risk assessment by trip leader and approved by EVC
  - Residential, overseas and trips with high risk activities:

- An enhanced health and safety and safeguarding protocol is required for all residential trips and other trips at discretion of the Head of Operations (EVC)
- A meeting is arranged to include the DSL, EVC and trip leader at least a month before the trip. Matters discussed are listed in the [EVC/DSL Trip Checklist](#) and draft [risk assessment](#) and include:
  - Checks on providers for compliance (including LOTC quality badge or other appropriate checks and staff DBS checks);
  - Emergency plans and communication plans;
  - Pre-trip meeting with staff;
  - Access to EHPs for trip leader, and
  - Insurance cover;
- Date of parent briefing agreed with EVC.

#### 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. Once approved, please submit a copy to the Director of Finance & Resources.

No bookings for travel or associated payments should be made until the budget has been approved (including the details of all pupils attending). 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 14 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’** - ***School Visits and Outings Budget Sheet*** must be completed by the trip leader and submitted to the Director of Finance and Resources for approval. This can be found in the Staff Handbook. Travel booking or associated payments should only be made once this has been approved and details of pupils attending the trip have been confirmed.

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.

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

When planning such activities, the EVC and trip leader will consider additional control measures in the risk assessment, including the need for specialised staff or staff with relevant additional qualifications. Parent consent will be required for these or similar activities.

#### **Preparation**

- [Trip Form](#) completed by trip leader and e-mailed to Head of Operations (EVC) (if any amendments required);
- Risk assessment completed by the trip leader and e-mailed to EVC and DSL. Generic risk assessments covering both day outings and residential / overseas visits

can be found Appendix 8 of Staff Handbook). Guidance on completion may be sought from the EVC

- Risk assessment should be 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 DSL 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;
- Letter to parents completed using template on ISAMS sent to EVC for proof-reading and then to parents;
- If pupils of Years 7-9 are to make their own way home or be picked up 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;
- All administrative tasks listed here must be completed electronically at least one week in advance of a local trip and one month in advance of a day trip elsewhere;
- The Catering Manager should still be informed if any pupils or staff will not be attending lunch on a particular School day as a result of a trip. If the trip/activity goes over lunch time, the Catering Manager must be seen about packed or early lunches, and
- 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 Pastoral Support Officer on the day of the trip;
2. You must make sure that you have a contact point at all times (detailed in the risk assessment) 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 (including dietary requirements);
  - Major incident protocol;
  - A-Z (London trips only);
  - School mobile phone, and
  - School insurance details (residential trips only)
5. Collect inhalers/adrenaline auto-injectors/action packs for listed girls from office
6. Complete an accommodation/hotel risk assessment on site (residential trips only)

### **After the trip**

Budget - Trip leader completes a list of recharges on an ISAMS Pupil recharge sheet and submits to the 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 overseas, residential trips and high risk activity trips 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.

### **Emergency Procedures**

The major incidents policy details the following guidance 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 Head of Operations (or if they cannot be contacted, a member of the Health & Safety Committee, Deputy Head Academic or Deputy Head Pastoral) and report the incident. Contact details are in the Emergency Procedures Action Plans
- Contact parents as appropriate, and
- Keep an incident log/record of witnesses.

### **Further Guidance for staff**

#### **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, this should be reported to the Head
- **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 dynamic risk assessments as necessary during the visit

A large party should be split into manageable small units and staff should be clear as to which pupils they are responsible for and pupils should know to whom they are responsible. The system where one person is in charge of a large group of pupils 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 pupils in their care, especially those with medical needs or EHCs. 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, and
- 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).

Pupils should:

- be aware of the Pupil Code of Conduct for trips;
- 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, and
- know where they can find a member of staff.

There are many ways in which checks can be made that all pupils 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. pupils may be given a number to call out in order; this is useful on coaches etc. A “buddy” system is worth trying; here each pupil 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 pupils.

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

It is easy to forget the importance of a pupil 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 for procedure in the event of a missing pupil.

Statistically, the most likely danger to pupils is when crossing a road. pupils in groups do not show the same level of care as when they are crossing a road on their own. With

groups of pupils up to Year 9, a member of staff should be at each crossing point while all the pupils cross. Therefore, every precaution must be taken. In Continental Europe and America, pupils need to be constantly reminded of the importance of looking left first when crossing a road.

### **Procedure for outings using coaches**

- Coach operator must be School approved.
- Pupils may not share a double seat between three, whatever the age of the pupils concerned;
- Once the pupils are seated in the coach, remind them to fasten their seat belts and then check that this has been done. It is then the pupils' own responsibility to keep the belt fastened throughout the journey;
- No pupil or member of staff may leave his/her seat while the coach is moving except in an emergency;
- If a pupil becomes ill or otherwise needs help she must call 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 pupils who are likely to be coach-sick should be sitting near the front, and
- Every effort should be made to enable pupils 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 encouraged 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**

- 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;
- If this is not practicable, ascertain in advance which pupils have season tickets, or Oyster cards, for all or part of the journey concerned;
- Purchase all tickets in advance. For bus journeys, saver tickets for adults and children should be purchased, and
- 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 risk assessing 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 female 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, and
- 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;
- Emergency procedures (see above);
- Communications plan, which should cover:
  - How routine communications will be handled, including regular check-ins and calls to reassure people ;
  - Trip leader's name and contact details;
- Parent consent for risky activities that have had the appropriate risk assessment;
- Policy on mobile phones;
- Policy on staff entering pupils' bedrooms;
- Hotel details;
- Risky activities covered eg swimming;
- Pocket money - KS3 to hand in any amount over £10;
- Medical/Dietary Needs - collect relevant details and make arrangements for collection of medicines;
- Emergency contact information;
- Luggage/Kit list;
- Pupil Code of Conduct - our expectations of behaviour/control measures/arrangements for free time, and
- 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, and
- 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' readmission 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.

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 the School and not with you.**

# 10. Planned Preventative Maintenance Programme

## 1. 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 2022/23.

Requirement	Routine Inspections & Servicing	Remedial works
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. The current Gas Safety Certificate expires on the 12th of August 2023. Gas Safety Certificate issued. This includes Servicing of: <ul style="list-style-type: none"><li>- 2 gas boilers (including Gas Safety Testing);</li><li>- 1 gas fire;</li><li>- heating controls and pumps;</li><li>- gas solenoids for classrooms;</li><li>- kitchens and boilers rooms;</li><li>- 3 air conditioning units;</li><li>- 2 hot water cylinders;</li><li>- 4 electric water heaters;</li></ul>	

	<ul style="list-style-type: none"> <li>- pressure regulators, and</li> <li>- Cleaning and testing for correct operation of equipment and providing a report of any equipment found to be faulty.</li> </ul>	
SERVICING OF THE ACCESS CONTROL SYSTEM	<p>1 visit per year, servicing 100% of the system</p> <p>This includes:</p> <ul style="list-style-type: none"> <li>- A full inspection, service and test of all internal and external access control equipment on site (including intercoms and handsets), and</li> <li>- Cleaning and testing for correct operation of equipment and providing a report of any equipment found to be faulty.</li> </ul>	
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"> <li>- A full inspection, service and test of all emergency lighting on site, and</li> <li>- Cleaning and testing for correct operation of equipment and providing a report of any equipment found to be faulty.</li> </ul>	
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"> <li>- Investigating all lighting on site, providing a report on the type and condition of all units, and</li> <li>- Testing for correct operation of equipment and providing a report of any equipment found to be faulty.</li> </ul>	
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"> <li>- 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, and</li> <li>- Cleaning and testing for correct operation of equipment and providing a report of any equipment found to be faulty.</li> </ul>	
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"> <li>- A full inspection and test of all fire extinguishers and blankets on site. The service will be carried out to the</li> </ul>	

	<p>requirements stated in current British Standards - BS5839: Part 1:2002 and BS5306, and</p> <ul style="list-style-type: none"> <li>- Cleaning and testing for correct operation of equipment and providing a report of any equipment found to be faulty.</li> </ul>	
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"> <li>- Carrying out a portable appliance test on 100% of units throughout the building (as required);</li> <li>- Providing a report detailing the condition of the system tested, noting any recommendations and/or remedial works identified, and</li> <li>- Cleaning and testing for correct operation of equipment and providing a report of any equipment found to be faulty.</li> </ul>	
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 minimised 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"> <li>- Examining CWS Tanks for evidence of vermin, organic materials etc.and carry out Tank Room Survey;</li> <li>- 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;</li> <li>- 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;</li> <li>- 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;</li> </ul>	

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



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

		with an indication sticker.
WATER HYGIENE - ANNUAL SAMPLING AND ANALYSIS OF WATER SYSTEMS	<p>2 visits per year.</p> <p>Using an approved Legionella Control Association service provider ensures that all risks associated with Legionella Pneumophila are minimised 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"> <li>- Obtaining 1 sample from incoming mains water supply for analysis by a UKAS accredited laboratory for Total Viable Counts;</li> <li>- 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;</li> <li>- 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;</li> <li>- 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;</li> <li>- 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;</li> <li>- 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;</li> <li>- 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;</li> <li>- Carrying out site analysis of closed circuit water quality for pH value, dissolved iron concentration, total dissolved solids, total hardness plus inhibitor protection levels, and</li> </ul>	

	- Providing results, findings along with comments and recommendations as applicable.	
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# 11. Occupational Health

## 1. New and Expectant Mothers (for those who are pregnant, breastfeeding or have given birth in the last 6 months)

The School will review our general risk assessment and management controls for their role and then create an individual risk assessment that is a live document throughout their pregnancy and/or 6 months after their return to work in line with HSE guidance.

As working conditions can present different risks to a mother or child at different stages, the School will consider different factors as the pregnancy progresses including:

- Dexterity
- Agility
- Coordination
- Some movement
- Reach

We will talk to the member of staff individually about any concerns that they have, medical advice and specific circumstances that need to be addressed

Where a hazard cannot be eliminated or the level of risk suitably reduced, we will either:

- Adjust their working conditions or hours;
- Offer them suitable alternative work, or
- Suspend them on full pay

As part of the risk assessment, a Display Screen Assessment (DSE) will be carried out as necessary, taking into consideration the work environment, workstation equipment and the need for more frequent breaks. The School recognises that the individual's needs will continue to change and develop throughout their pregnancy and during their return to work, so the DSE will be regularly reviewed.

## 2. Display Screen Equipment

All staff that use computers daily for continuous spells of an hour or more, or a total daily time of three hours or more, will have a DSE assessment carried out.

Staff identified as DSE users are entitled to an eyesight test for DSE use every two years by a qualified optician and a contribution of cost towards corrective glasses (if required specifically for DSE use). Employees should contact the Director of Finance and Resources for details of the scheme.

### 3. Stress Policy

Stress and wellbeing policies are in place which detail the measures taken by the School to protect the welfare of staff and pupils. Welfare is further managed by access to a Senior Teacher with responsibility for staff and pupil wellbeing, specific activities to promote wellbeing and the use of individual risk assessment to meet individual needs where appropriate.

### 4. Control of Substances Hazardous to Health (COSHH)

Dynamic risk assessments are in place (see Risk Assessment Policy) which are updated annually or more regularly if needed covering the control of substances hazardous to health, including those used by contractors for cleaning and general maintenance, the science and art departments. Separate risk assessments are in place for work undertaken by contractors. All staff and pupils receive annual updates to raise awareness of the risks and control measures in place.

### 5. Manual Handling

All staff receive training in manual handling as well as annual updates. There is always a caretaker on site to assist with any manual tasks which are not comfortably manageable by staff.

Regular training is given to ensure that staff and pupils know how to report any concerns, accidents or near misses. Staff and pupils are invited to contribute to risk assessments and policy and feedback is sought to in order to monitor the effectiveness of those measures and policies in place.