



HEALTH AND SAFETY POLICY 2019-20
INCL. DISASTER EMERGENCY POLICY
FIRE DRILL AND EMERGENCY PROCEDURES

STATEMENT OF GENERAL POLICY

The governing Body of St Michael's Catholic College recognises its responsibilities under the Health and Safety at Work etc, Act 1974 to ensure that adequate arrangements are in place to secure, as far as is reasonably practicable, the health safety and welfare of pupils, staff and others using or visiting the premises or participating in college sponsored activities. The Governors will actively work with the Principal and staff to identify hazards, assess the risks and where these cannot be removed ensure that they are adequately controlled.

St Michael's Catholic College is committed to working with the BSF provider Engie. This will include the provision of safe systems of work, safe plant and equipment and safe access and egress to the premises. The provision is shared with Engie as specified in the BSF contract. Reference should be made to the joint safety plan and data sheets for areas of responsibility.

The Principal and Governors will ensure that others who are affected by our activities are not subjected to risks to their health and safety. This will include students, staff, visitors, parents and contractors. All contractors will be on site on the instruction of Engie from their approved contractors list. The establishment of an effective health and safety management system within the college will achieve these responsibilities. This will involve the implementation of arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures.

We believe that health and safety standards will be maintained only with the cooperation of the staff, students, Engie and visitors to the college. We expect all staff to co-operate fully with this policy. In addition, the college and /Engie will ensure that all staff, students, visitors and contractors are provided with the information they require to enable them to comply with this policy.

This policy should be read in conjunction with other policies on college visits, child protection, etc

RESPONSIBILITIES AND ORGANISATION FOR MANAGING HEALTH AND SAFETY

THE GOVERNING BODY

The responsibility for ensuring that health and safety procedures within the college are adequate rests with the governing body. The Governors will ensure that all necessary procedures are devised, implemented, monitored and reviewed to ensure compliance with these procedures and that they remain appropriate. In particular to:

- Ensure that the college has a current health and safety policy.
- Ensure that the college complies with the Council's health and safety policies, both in college and on all college activities.
- Have in place procedures to identify hazards, evaluate risk and implement control measures.
- Create management arrangements for health and safety and periodically monitor its effectiveness.
- Ensure that an annual audit and inspection is carried out by a qualified person.
- Ensure that a governor attends any health and safety briefings held by the LA.
- Have health and safety on the agenda at Governing Body meetings.
- Ensure that adequate resources are made available for health and safety. This includes time as well as financial resources.
- Ensure the Principal, as the key manager for health and safety, carries out the appropriate responsibilities.

PRINCIPAL

The Principal, as key manager, is responsible for the day to day running of the college and putting the health and safety policy into effect. The Principal will assist in the development and maintenance of safe conditions for staff, pupils, visitors and anyone using the premises. One of the assistant heads has specific responsibility for management oversight of Health and Safety and the Premises Manager is responsible for liaison with Engie.

The Principal will in particular:

- Be satisfied that effective arrangements are in place to ensure the health, safety and welfare of all users of the premises.
- Ensure that relevant health and safety inspections are carried out.
- Ensure that the Fire drill/emergency evacuation and amber and red alert (lockdown) procedures are practised at key points during the academic year and that results are documented.
- Arrange for risk assessments to be carried out by a competent person.
- Put into effect any remedial measures or refer as necessary to the Governors or the LA.
- Consult with members of staff on health and safety matters, particularly any accredited staff safety representatives.
- Appoint an Educational Visits Coordinator, from the college staff, to advise and coordinate external college visits.
- Delegate attendance of health and safety briefings and training arranged by the LA to the School Business Manager, the Premises Manager or member of SLT.
- The chair of the health and wellbeing committee and the assistant Principal report regularly on health and safety matters to the Governing Body.
- Ensure that competent contractors are appointed and to monitor their on site safe working practices.

COMMUNICATING HEALTH AND SAFETY

All staff are made aware of communication channels within the college and within the Authority for health and safety. Each member of staff is given a reminder of key health and safety information (including KCSIE requirements, fire safety plan and red/amber alert procedures) at the start of the academic year and are asked to sign to say they have read them and understand their responsibilities. The Principal will ensure that all health and safety guidance and advice is kept together in the safety file in a place that is easily accessible to all staff on the google drive. All such advice is communicated to staff where relevant and incorporated into the college's procedures.

STAFF CONSULTATION

The Governing Body and Principal recognise the valuable contribution to health and safety made by all staff, particularly staff safety representatives. Any member of staff with health and safety issues may ask for these issues to be included on the agenda at the Health and Wellbeing Committee meetings.

HEALTH AND WELLBEING COMMITTEE

The health and wellbeing committee provides a forum for the local managers and staff representatives to discuss important health and safety and wellbeing issues. The membership of the committee is as follows:

Name	Role
Grainne Bellenie	Chair of Committee
Marjorie Bannister	Governor
Catherine Bryan	Governor
Laure Chabaud	College Nurse
Felicity Corcoran	Principal
Joanna Nottage	Assistant Principal for Behaviour, Safety and Inclusion and Health & Safety Officer
Veronica Quinn	Governor

The committee meets at least once a term.

LEADERS OF LEARNING/ HEADS OF DEPARTMENT

Leaders of Learning/Heads of Department will familiarise themselves with all safety legislation, codes of practice and guidance relevant to their area of responsibility. As part of their day to day responsibility they will ensure that:

- Risk assessments are in place for all activities.
- Safe working methods are in place.
- Supervision is adequate and training needs met.
- Standards of health and safety are monitored and appropriate remedial action is taken when required
- Take reasonable care of their own health and safety and that of anyone else who may be affected by what they do or fail to do.
- Cooperate with all health and safety arrangements.

- Report any defects or other health and safety matters that they are aware of.
- Correctly use equipment, tools and protective devices, including Personal Protective Equipment.

All Staff

Members of staff also have health and safety responsibilities. Staff will therefore be required to:

- Take reasonable care of their own health and safety and that of anyone else who may be affected by what they do or fail to do.
- Cooperate with all health and safety arrangements.
- Report any defects or other health and safety matters that they are aware of.
- Correctly use equipment, tools and protective devices, including Personal Protective Equipment.

ARRANGEMENTS FOR MANAGING HEALTH AND SAFETY

EDUCATIONAL VISITS

The Educational Visits Coordinator for the college is Ms Hanh Hoang. She is responsible for:

- Liaising with the employer, through the Education Health and Safety Manager, to ensure that educational visits meet the employer's requirements.
- Ensuring a suitable and sufficient risk assessment is carried out for all educational visits carried out by the college.
- Undertaking the functions outlined in the DfES publication *Health and Safety of Pupils on Educational Visits*

The procedure for booking Educational Visits has been adapted from HASPEV and are available on the staff shared drive. All Educational Visits are approved by the Principal using the following procedure:

- Initial application to Mr Smith (Diary)
- Educational Visit Form completed with Risk Assessments (Group Leader)
- Forms and Risk Assessments to Ms Hoang (Educational Visits Co-ordinator)
- EVC recommendation and original application to Ms Corcoran for final approval

There are a number of documents available to staff on the shared drive to assist with the planning of Educational Visits including a bank of generic risk assessments.

In addition the following Generic Risk Assessments can be found in the document [*Guidance on Planning an External Visit*](#) which can be found on the Southwark LA website. Further advice on completing risk assessments is available from the Educational Visits Coordinator.

FIRE

The Emergency Evacuation and Fire Drill procedure is practiced twice a year and is available to all staff at the start of the year as well as in the Health and Safety file on google drive. The college has a contract for the maintenance of the Fire Alarm System and Fire Fighting Equipment with SENSATEC.

The Principal and Assistant Head i/c Health and Safety are responsible for ensuring the fire risk assessment is undertaken and implemented. The fire risk assessment is located centrally in the finance office and reviewed on an annual basis by Engie.

These documents are made available to all staff and included in the college's induction process. An outline of evacuation procedures are made available to all contractors / visitors and are posted throughout the site. Emergency exits, fire alarm call points, assembly points etc are clearly identified by safety signs and notices.

It is vitally important to maintain compartmentation of all areas by ensuring that fire doors are not wedged open. Fire doors contain the spread of smoke and fire and staff should at all times educate pupils under their care as to why doors should not be left wedged open.

Fire and Evacuation

Fire and emergency evacuation procedures are posted in each classroom and these procedures will be reviewed at least annually.

SAFETY WITHIN THE COLLEGE

Classrooms and Corridors

The classrooms should be arranged to allow the free movement of children within it. Children should not be allowed to stand on chairs or desks and should not be allowed to push their seats back on two legs. Children should not be allowed to stick things on windows or to remove any material already there. The use of scissors, compasses and other similar apparatus should be carefully supervised. Children are expected to walk around the building and not to run. The use of electrical goods in the classroom should follow the agreed procedures. Any other matter within the classroom, which is covered by Health and Safety, should be of primary concern to the teacher and the children should be informed accordingly and encouraged to think and act positively with regards to it.

Careful attention should be paid to the suitable storage of items which need to be retrieved from a high level. Accessing such items should be undertaken with care. DES guidelines should be followed.

Canteen and corridor supervision

The overall responsibility lies with the Principal but it is delegated to the teachers on duty at break time and lunchtime. The Principal or a senior member of staff will always be available in cases of emergency. During Saturday schools and holiday revision classes the Principal delegates responsibility to a named member of Senior staff on the occasions that they are not onsite.

Smoking

Smoking is prohibited in all areas of the college.

Release of children

Students must not be allowed to leave the college before end of the college day without written permission from parents or a phone call to the college office stating times that they are required to leave and the purpose. Students must sign out in the Leave Early Register in the reception before leaving.

Administering of medicines in college

Children are not allowed to administer medicines to themselves unless supervised. A record of all known pupils' health problems that staff should be aware of is kept by the school nurse Ms Chabaud and passed on to relevant staff. These records are continually updated.

The college medical room is located on the 2nd floor next to the SEN/Inclusion area and the college nurse, Ms Chabaud, the School Nurse is available otherwise Ms Nottage will deal with any medical emergencies. Ms Chabaud is on duty from 8am until 4pm each day to deal with pupils who are unwell or have been hurt.

Pupils are asked not to bring large quantities of tablets to college, but medication may be handed in for use during the day. Asthma sufferers are asked to deposit a "spare" inhaler with Ms Chabaud in case of emergency.

Dissemination of Health Information

Parents inform college of their child's health problems through various channels - It is essential that whoever is informed should complete a **medical information form** (available from the college nurse), and hand it to Ms Chabaud who will ensure that health registers are updated and that the form tutor and LoL are informed. The LoL/College nurse will make sure that where appropriate, information is disseminated to staff (this information may be sensitive, in which case discretion is needed).

Pupil Illness Procedure

Any pupil complaining of feeling unwell may be sent to Ms Chabaud. The member of staff should use their judgement about how genuine or serious the case is. The pupil sent must have the journal signed by the member of staff sending him/her out. The member of staff must later check with Ms Chabaud that the pupil did arrive and a record of all pupils sent to the medical room - the time of referral, the reason, the referring member of staff, and the time of his/her return to class or other action taken will be made. Ms Chabaud will decide what action is to be taken, sometimes in consultation with the LoL or SLT. Other members of staff should not make the decision to contact parents or to send pupils home (only the Principal can give permission for a pupil to be sent home).

Pupils will only be sent home if parents can be contacted and their agreement is given. Any pupil being sent home will be recorded in the register and on a note passed to the Leader of Learning by Mrs Shaw .

First Aid

The Certificated First Aiders are:

Ms Laure Chabaud (College Nurse)
Mr Tom Parker
Ms Elizabeth Iwobi
Mr S Pillai
Mrs D. Carr
Miss C. Hayden

The Appointed Person is:

Ms Laure Chabaud

A First Aid Box can be found in:

The Main Office, Science prep. rooms in both buildings

The First Aid Room is located:

On the 2nd Floor next to SEN/Inclusion area

Accidents, Incidents, Near Misses and Dangerous Occurrences

All will be recorded and reported in accordance with Southwark Education and Lifelong Learning Department Policy. The pupil Accident book, Employee Accident Book (BI 510) and HS1, HS3 Report forms are kept in the main office with Mrs Shaw. Ms Chabaud holds the accident report book for pupils.

When a serious accident occurs, it is important that the accident site is left untouched until advice is obtained from the Department's Health and Safety Advisers. The Key Manager will also advise the appropriate staff safety representative, who has the right to inspect the site of an accident involving anyone he or she represents.

The Department's Health and Safety Advisers can be contacted for advice regarding any incident/accident that may occur, but in the event of an incident which the Principal believes may require closure of the college, the Department's Health and Safety Advisers or, in their absence, the Principal Property Services Officer must be contacted immediately to qualify the safety concern before such a decision can be taken.

Accident Procedure

- The college's first aid equipment for general use are located in the first aid room, Science Prep rooms and the Main Office.
- All accidents to pupils/staff should be reported to Ms Chabaud who will report each incident to the borough using forms HS1/HS3 (appended). These will be copied to the Principal. Ms Chabaud is responsible for the completion of the forms but are likely to ask staff to complete parts of these forms.

In the event of a serious accident to a pupil, the following procedures should be observed:

- the child must be left where she/he is, but should be protected from the weather (where appropriate) and kept warm until a member of staff with a current first-aid qualification arrives;
- if it is decided that the child should be taken to hospital, transport (either car or ambulance - depending on the nature of the incident) must be arranged;
- parents must be informed as soon as possible by telephone;
- On no account must a child be allowed to go to hospital unless accompanied by a parent or a responsible person. Depending on circumstances either a member of staff will accompany the pupil and parents will make their way directly to the hospital or parents will be asked to collect their child from college and take him/her there themselves.

In the event of a serious accident to a member of staff, the following procedure should be followed:

- the person must be left where she/he is, but should be protected from weather (where appropriate)
- and kept warm until a member of staff with current first aid qualification arrives;
- if it is decided that the person should be taken to hospital, transport (either car or ambulance - depending on the nature of the incident) must be arranged;
- a relative or friend must be contacted, and if possible, taken to hospital with the injured employee.

Accident Reporting

In order to meet the requirements of the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), certain accidents that happen in college or during education activities elsewhere, must be reported to the Health and Safety Executive (HSE). Accident reporting is a legal requirement under Health and Safety Regulations.

It is not only accidents that must be reported. Injuries, dangerous occurrences (such as near misses) and communicable diseases must also be reported under Health and Safety legislation. As well as being a legal requirement, accident reporting provides the opportunity to learn from the incidents and avoid its repetition.

College must notify the LA of fatal and major injuries without delay. Firstly by phone and then with a report on the relevant HS form.

ENGIE

The college has regular meetings with Engie (and for the new block Pellings project management) where health and safety issues can be raised. The safety consultant and a representative from /Engie (and for the new block Pellings) meet to consider hazards and health and safety issues throughout the college.

It is the responsibility of Engie (and for the new block Pellings) to rectify any health and safety defects pertaining to the buildings and premises.

Electricity

The person responsible for testing of electrical appliances is the Premises Manager. Visual inspections of electrical equipment are to take place termly and continuity tests using a portable electrical tester are to be carried out annually. Results of all tests are to be recorded on a locally produced form and kept in the College Office.

Any electrical items brought into the college for whatever reason must be reported to the Premises Manager to enable a test to be carried out before their use. This includes items on loan or as gifts. The use of multi-adaptors is to be avoided as is the use of extension leads unless they are fully unwound and protected. Trailing leads should be avoided unless they are correctly protected.

Hygiene and maintenance

St Michael's College is responsible for the cleaning and maintenance of the college and the college grounds.

All work sites floors and stairs must be kept clean and not slippery

- The premises, furniture and fittings (i.e. lights) should be cleaned regularly and all dirt, dust, refuse and trade waste regularly removed
- All spillages should be cleaned up promptly
- Work surfaces must be kept dry or appropriate steps taken to ensure the surfaces are slip resistant
- Special arrangements are made for the disposal of sanitary waste
- Toilet supplies of paper, soap and towels should be maintained and regularly checked
- All combustible scrap, waste and debris must be stored safely and removed promptly.
- Combustible dust must be cleaned with a vacuum system to prevent the dust going into suspension
- Wet surfaces should be marked with warning signs
- All exits, corridors and stairways must be kept clear at all times
- College machines and tools are to be used only by qualified and authorised personnel.

- When not in use the tools should be stored in a dry and safe condition

Plant Machinery.

Engie and the college have joint responsibility for certain items of plant as identified on the room data sheets.

Electrical Equipment

All portable electrical equipment must be recorded within the faculty areas so that it can be inspected annually. This inspection is organised by Engie (and the college for the new block). Staff should not use their own electrical equipment in the college.

Lift

A competent contractor engaged by Engie (and for the new building the college) will undertake responsibility for the maintenance and inspection of the college lift, as per the PFI contract.

Security

The procedures for clearing the college and setting the alarms are to be carried out by the Premises Manager. The users of dangerous or high value items such as chemicals, radioactive sources, ICT equipment digital cameras etc. should ensure that those items are secure on completion of use. The procedure for visitors is to report to the College Office as soon as they enter the premises. They should sign in using the Inventory electronic sign in system and obtain a visitor's badge. They should then wait for their escort/point of contact or proceed if authorised.

All staff should be aware of unidentified people wandering around the college and be prepared to challenge them or report their presence to the Principal and Premises Manager.

CONTRACTORS

All contractors must report to the College Premises and then be escorted to sign in using the Inventory electronic sign in system before work commences. Monitoring of contractors on site will be carried out by the Premises Manager. If staff feel that something is dangerous then the Principal and Premises Manager should be informed. Contractors have a legal responsibility to ensure that they carry out their work in a manner that ensures, so far as is reasonably practicable, the health, safety and welfare of themselves and anyone else that may be affected by their acts or omissions.

Engie (and for the new block the college/Pellings) will therefore ensure that where contractors are appointed:

- DBS's are provided for all contractors who are on the college premises
- contract meetings are held to agree health and safety measures prior to works commencing and during the project
- contractors are advised of any health and safety related issues or circumstances that may adversely affect their health and safety whilst on the premises.

COSHH

The Control of Substances Hazardous to Health Regulations 2002 (COSHH) is intended to protect persons from the harmful effects of hazardous substances used at work. It is the policy of the college and Engie (and for the new block the college) to ensure that legal requirements are the minimum standard acceptable for the handling, storage, use and disposal of substances regarded as harmful to health. To ensure compliance with statutory provisions the college and Engie (and for the new block Lakehouse) will ensure, the risks associated with the use or generation of hazardous substances, are

assessed by a competent person. Responsibility for implementing the requirements of the policy will be exercised by any members of staff responsible for chemicals, who will ensure a full inventory of substances used by their department is compiled and the current manufacturer's data sheets are retained. HODs and SLT line managers are responsible for ensuring assessments are undertaken to ensure exposure is controlled, so far as is reasonably practicable, in a manner which does not constitute a risk to staff, students, visitors and the environment.

PREMISES HIRE

The BSF contract permits the college full use of all premises up to 8.00pm on a weekday. Users of the college outside these hours must contact Engie and complete the appropriate letting forms. Any hirers of the premises have the responsibility to ensure that they use it correctly. Engie recognises its duties as the controller of the premises and will ensure that:

- premises hired are in a safe condition for the purpose of hire
- arrangements for emergency evacuation are adequate
- fire-fighting equipment is in place and in operational condition
- insurance requirements are met by Cofley/Engie

RISK ASSESSMENT

The Principal will ensure that risk assessments as required under the Management of Health and Safety at Work Regulations 1999 and the Fire Precautions (Workplace) Regulations 1999 are carried out for the college activities and operations and for premises related issues. The assessments will be used to identify health and safety hazards and ensure that where they cannot be eliminated the associated risks are reduced or otherwise adequately controlled.

General Risk Assessments

The college risk assessments will be coordinated by the Health and Safety Officer. All risk assessments should be communicated to the persons who are at risk and those persons at risk should sign and acknowledge that they have read and understood the risk assessment, records of all personnel who have received risk assessments should be kept in case of a claim and proof that staff have carried out all that was practicable to mitigate risk. These risk assessments are held centrally with the Premises Manager Mr Gale.

Pregnancy Risk Assessment

Assessments on new and expectant mothers will be undertaken by the college nurse. It is the responsibility of staff to inform their line manager as soon as they know they are pregnant. The risk assessment will be reviewed on a regular basis as the pregnancy progresses.

Curriculum Activities

SCIENCE

The Head of Science and Lab technician have the duty of seeing that the advice of the LA and the college is followed by other members of staff, that staff, particularly new staff, are familiar with this policy; and that the delegation is working and that delegated duties are being carried out.

i) COSHH Regulations 1988

In order that these regulations may be complied with, no substances should be used unless a risk assessment has been undertaken. If any experiment requires a substance to be used in variance to that stated in Hazards, the safety procedures must be modified and checked by the Head of Science and

Lab technician. Safety instructions where required must be written on all work schemes, work cards etc.

ii) Emergency Procedures

FIRE - Staff must follow the normal college procedures in case of fire.

INJURY - Staff should again follow the college procedures for reporting accidents and locate the First Aiders on site.

PE

Staff must do everything possible to ensure the safety of the conditions under which the children work whilst still allowing them scope to explore and progress. Students should be correctly dressed for physical activities. Long hair is to be tied back. Watches and jewellery, including earrings, should not be worn and must be removed before a lesson commences. Staff should wear appropriate footwear during PE and games lessons. It should be remembered that students vary considerably in ability and physical coordination and care should therefore be taken to ensure that any activity a student may be asked to do is fully understood by them and within their capabilities. Any accidents occurring during organised activities, whether in the college or away from the establishment, must be reported at the earliest opportunity. On return, the supervising person must fill in the accident/Incident Form.

DESIGN TECHNOLOGY

The Head of Department has the duty of seeing that the advice of the LA is followed by all members of staff, and that new staff are familiar with procedures and safe practice.

Equipment

All tools should be checked termly by the Head of Department and defective items removed until repaired. All protective items are to be checked termly and replaced if defective. Teachers must ensure that any protective clothing supplied for use during a process is used in the correct manner. Safety instructions must be written on all unit planners etc.

For those pieces of equipment that remain the responsibility of Engie the HOD must liaise with the relevant parties.

GENERAL

At all times, teachers should take great care to ensure that supervision is adequate. Children should not be left unsupervised.

Undesirable items are not allowed in college. Instructions in the correct use of tools such as knives, scissors, compasses, should be given to the children and they should not be allowed to use them unsupervised until they have achieved a degree of mastery commensurate with age. Children should be trained in the safe use of electrical goods, e.g. computers and any electrical appliances. Please see ICT Policy for further details.

We actively encourage children and staff to cycle to college. However, children and staff must leave their bicycles in the designated area outside and should not leave them anywhere else in the building. Teachers should discuss with their classes the philosophy, aims and objectives of the various safety measures enforced by the college. These should include road safety, clothing and behaviour. It is not possible to commit to paper every single factor which needs to be considered which cause injury or which could be considered a health hazard. All staff must be vigilant and careful in an attempt to anticipate anything which might lead to a problem. As we act in 'loco parentis', parents/guardians have every right to assume that we shall do all in our power to keep their children safe. It is their right and our obligation to ensure that we carry out our duties to the best of our abilities at all times.

General

The college has adopted policies and procedures to minimise risks to students and staff, and has a health and safety policy and procedures that are regularly reviewed. The governing body recognises that not all circumstances are under the control of the college and that emergencies and disasters may happen. This policy has been adopted by the governing body after consultation with the Principal and staff, and representatives of parents and students, (and taking into account LA advice and policies).

ST MICHAEL'S CATHOLIC COLLEGE DISASTER/EMERGENCY POLICY

Aims

The aims of this policy are:

- to prepare governors, staff and students for any disasters that may occur;
- to ensure that there is a plan that can be implemented swiftly in the case of an emergency caused by a disaster; and
- To be a guide to actions in circumstances that are liable to strain the capacity of those handling the situation to think clearly.

Use of this Policy and Procedures - Implementation

This set of guidelines is to be used in the aftermath of an emergency involving staff and/or students on college business either on or off site. For a more detailed response – see the college's full Disaster Recovery Plan. All staff and governors should be familiar with the contents of this guidance so that all those involved know what to do, or what not to do if an emergency occurs.

A Critical Incident is a sudden crisis or emergency involving the school (in or out of school hours) where the effectiveness of the school's response is likely to have a significant impact on the community.

Types of Critical Incident

Any incident can become critical if certain elements within the incident begin to escalate. To gauge whether an incident is becoming critical or not, you must carefully monitor the situation and decide on the responses needed. These responses tend to fall into two categories:

Preventative

When an already serious but seemingly straightforward incident has the potential to escalate and become critical. A preventative approach, within established responses, will identify approach tactics to assist in steering the incident to a satisfactory conclusion.

Reduction

When a serious incident has already become critical. This will require tactics to reduce or minimise the critical elements present, thereby by preventing the incident from escalating further. This includes 'low level' incidents that, due to a lack of initial response or external influences, have emerged as critical.

Preparing for a Critical Incident

In order to respond to serious and critical incidents effectively and appropriately, preparation is required.

The college has developed a site specific plan.

Staff are trained on their specific roles and responsibilities during an incident.

An incident drill should be planned and carried out at least once during the school year.

This will include both Amber and Red Alert/“Lock Down” drills.

- Incident plans and procedures should be reviewed with students, staff and parents in order to familiarise and prepare everyone for a possible incident situation.
- Remain as calm and composed as possible.
- Focus on protecting lives and assisting the injured as opposed to protecting school property or personal belongings.
- Give clear, short, specific and direct verbal controls, and if appropriate, reinforce them with simple and understandable hand comments when directing students and others in an incident situation. Document your actions as the incident progresses.
- Know how to report situations; that is, to provide information on where, what, who, when and how much when reporting concerns to or seeking assistance from outside agencies or internally to other school officials.
- Once an incident is over and your immediate recovery needs have been met, be sure to document your observations and actions in a timely and thorough manner.
- Students need to be trained in how to respond in an incident situation. One of the best ways to teach them is through practice/drills.
- Familiarise students with the incident plan, as applicable and incident procedures. Remind students that while it is unlikely that we would ever activate the incident plan but by practicing it we can always be ready just in case.
- Periodically remind students of signals and codes so incident situations will be less stressful.
- Discuss possible incident situations (accidents, terrorism, severe weather, etc.) with students. Include in the discussion how students should respond to these situations.
- Remind students to remain calm and quiet. Although drills are serious, students should not be frightened.
- Explain to students amber and red alerts and evacuation/fire drill procedures.
- Students should be reminded that in a red alert situation they are to go to the nearest safe room with a staff member even if that room is not their regular classroom.
- Remind students that for their own safety it is important for the school to be able to account for them. Therefore, teachers will need to take registration (again).
- Explain to students that there are limited outside phone lines, so, in a red alert situation, they won't be able to call a parent. However, their parents will be informed of the situation by the school when it is safe to do so.
- Remind students that school is one of the safest places for them to be. It is unlikely that an incident will occur at school but if it does you will be ready.

In College

- A deliberate act of violence against staff or students.
- A school fire or major incident in a laboratory or workshop.
- An intruder on site.
- A serious accident of any sort involving death or mutilation.
- Threat of terrorist action or bomb hoax.
- Any medical condition affecting large numbers of students or staff.

Out-of-College or our immediate community

- deaths or injuries on school journeys;
- a traffic accident involving staff or students
- The death of a student or member of staff from natural causes
- Civil disturbance or terrorism.
- Severe weather.

The following procedures are designed to deal with the problems in the early stages.

It is assumed in what follows that our first duty is to support and help students, parents and staff involved. We are also concerned to ensure that the handling of the disaster does not result in damage to the college which will then cause all students and staff to lose in the long term.

It is essential that everybody knows:

- the roles to be performed by each person;
- the communications strategy; and
- the basic principles we will follow with the students and parents.

Roles and Responsibilities

In term time, other things being equal, the crisis will be managed by a team that will include:

- the Chair of Governors;
- the Principal;
- the Vice Principals;
- Assistant Principals;
- the Business Manager and premises staff; and
- other relevant staff, depending on the situation.

The Principal, if not disabled in the disaster, will be the first contact for the media. It is probable that as things develop the Chair of Governors will need to make a statement and written statements may be issued by others.

The Business Manager will be responsible for arranging the necessary communications network including allocating duties to other support staff for typing statements etc. She will also be responsible for checking with insurers etc. to make sure that we do not make mistakes at that stage of the crisis.

The exact roles of others will have to be decided at the time as any crisis will undoubtedly have its own particular character and need a different reaction but among the roles needed will be:

- contact with parents;
- support for staff directly involved; and
- liaison with remainder of staff and students;
- finding assistance for the school e.g. legal etc; and
- liaison with relevant authorities e.g. police/Foreign Office /Health and Safety Executive.

Out of Term, the **first** thing for the person in charge on site to do will be to contact as many members of the Emergency Team as possible.

Precautionary Rules for Trips off Site

When a disaster occurs off site it is critical to know quickly who has been involved, therefore:

- all trip leaders will make sure that there is a list in the college office with the names of all students and a contact number/s for parent/s; and

- every member of staff on the trip (not only the leader) will keep with them at all times a list of students on the trip. This may be the only starting point for identifying students if the leader is incapacitated or dead.

It is also vital that information is passed to the college as soon as possible so that support can be given to the staff on the ground and parents and that accurate information can be given to the media etc.

All the staff on a trip will:

- know how an alarm is to be raised; and
- will have to hand a number to contact to report any disaster. This will not be the college number in case the media jam the phone lines. (Any such number must be kept absolutely confidential).

As soon as the injured etc. are properly looked after and in the hands of competent assistance then communicating the news is the priority.

Once that has been done the priority of those on the ground becomes to look after students and each other. Dealing with the media, with parents and all other issues then becomes the job of the Disaster Team.

Immediate Action in the Case of Disaster

The Chair of Governors will be contacted immediately or in her absence, the Vice Chair. Failing either, another nominated governor will be contacted. The relevant governor will be asked to join the team at the college.

- The police will be contacted immediately to ask for help in controlling access to the college;
- the LA will be contacted and asked what resources they can make available;
- the Disaster Team will convene at an appropriate Headquarters;
- roles will be allotted;
- if the disaster is abroad then a contact will be opened up to authorities in the foreign country through the appropriate embassy or the Foreign Office and arrangements made to get a senior member of staff and someone familiar with the language (if possible) out to the scene of the disaster as a matter of urgency to take charge from the staff involved;
- parents will be contacted by mobile phone. It may be sensible to send someone off-site to phone from an exchange that will not be blocked or overheard by the media;
- depending on the situation, Headquarters will either be in the Office or another suitable building on or near the School depending on the circumstances; and
- if children are off-site parents should be reunited with them as fast as possible. (It is the duty of the Principal (or Principal's delegated representative) to determine in the circumstances whether it may be helpful for parents to view the accident site so they can share the situation with their children.

Communicating with Parents

Only nominated members of staff/governors have the authority to contact parents. Such persons, when answering or contacting parents will have a written list of known facts issued by the Principal (or Principal's delegated representative). The nominated person will only

- say what is known for a fact;
- say how parents will be updated as information becomes more complete;
- say how parents should contact hospitals etc; and
- check whether any help is needed with transport.

While the college's main responsibility is to parents whose children are involved, there will be other parents who, for one reason or another, will want to know what has happened from us. Depending on the circumstances it may be appropriate to:

- send an account that is written;
- post information on the college web-site; and
- use the media to communicate with parents.

The Principal (or Principal's delegated representative) will make the decision.

Communicating with Students

If the disaster occurs during term a lot again will depend on whether information is available while students are in college.

The first priority will be to make sure that students know what is true.

The second priority will be, as appropriate, for the college community to share its shock and/or grief.

The procedure will be:

Students will be given, in tutor groups by selected staff or through an assembly, the plain facts no speculation; and absolutely honest responses to questions that cannot be answered.

Normally the college will use the following strategy:

- hold an assembly to give out information;
- return students to tutor group bases; and
- selected staff to go round the tutor groups and answer questions.

If a disaster occurs during the holiday there may have to be special arrangements to allow families, friends and others to come into the college, and for an appropriate member of staff to be available to inform and support. This will be determined by the Principal (or the Principal's representative) and put into place by the Disaster Team.

Communicating with the Media

Media interest will seem intrusive and unhelpful. It is important to realise, however, that their interest is legitimate. Used properly the media can help to communicate important messages to parents and the community. It is important to do everything to be helpful short of compromising the essential interests of the school/college. The Principal will explain to the press what is happening but will stress that students' and parents' interests must come first for us. She will ask for the press's co-operation in achieving this aim. (The Principal and Disaster Team will liaise with the LA at all times in carrying out their role.)

- All statements to the media will be made after discussion with the Principal (or representative). In ideal circumstances she will be the press officer. If she is not present she should be contacted if possible. A Deputy will cover the Principal's absence;
- the Chair of Governors will make a statement at the earliest but appropriate moment;
- governors and staff will refer all questions to the Principal (or delegated representative) and must refuse to make any comment or react to any statement put to them by the media.

The media will normally not be invited onto the college site and if they do make their way into the site uninvited, they should be referred to the Principal, who will normally ask them to leave, and will explain why. The assistance of the police could be sought if necessary.

It is the responsibility of the Principal in consultation with the Disaster team to determine whether a press conference should be arranged in a place away from the children. If there are signs of devastation on the college site, it may be inevitable that they will have to be allowed to take pictures but the Disaster Team will attempt to ensure that these do not add to the grief of parents and others.

Students will be kept away from the media and the importance of this will be explained to the students.

No addresses will be given to the media.

On no account should unauthorised persons speak to the media other than to help re-route calls.

This policy will be kept under regular review in the light of developments and best practice.

June 2019

Date Ratified by the Governors:.....

Signed:.....

Review date: June 2020

THE FIRE DRILL & EMERGENCY EVACUATION PROCEDURE

Consideration has been given to the age of the pupils attending the college and as to whether there are any children with special needs.

The fire routine is based on a critical sequence of events, these being:

ALARM OPERATION

Anyone discovering an outbreak of fire must, without hesitation, sound the alarm by operating the nearest fire alarm call point. If possible they should inform any member of SLT of the site of the fire.

CALLING THE FIRE BRIGADE

All outbreaks of fire or any suspected fire, however small, should be reported immediately to the Fire Brigade by the quickest means available. The **responsible person** for calling the Fire Brigade is **Mrs Shaw** as she is office based and has a telephone readily available.

However, any member of staff on discovering a fire can call the Fire Brigade by dialling 999.

EVACUATION

- On hearing the fire alarm, pupils must be instructed to leave the building in single file and in a calm, orderly manner.
- The person in charge of each class must indicate the exit route to be used and everyone must be directed to our predetermined **Muster Point**, which is **Dombey and Nickleby House on George Row (see attached map).**
- **Mrs Shaw** and **Mrs Stevens** to collect the **Attendance Registers** and bring to the muster point and distribute to Form Tutors on arrival
- **Ms Ciotti** to print out the **Staff and visitor log in** information from the Invenry system sheets and bring to the muster point to check attendance on arrival at the muster point and report any missing persons to the Principal or the senior person
- **Mrs Ferguson** to bring the emergency bag to the muster point, which contains hard copies of registers, staff list and staff and students next of kin contact details.
- **Premises staff** to await the confirmation call from the fire service
- **Premises staff** to unlock the front and back gates.
- Specific arrangements have been made for pupils with physical or mental disabilities to ensure that they are assisted during evacuation.
- No running is to be permitted to avoid panic.
- On staircases everyone must descend in single file. **Overtaking of classes or individuals must not be permitted.**
- Anyone who is not in class when the fire alarm sounds must go immediately to the muster point.
- **Staff will accompany and closely supervise their class as they make their way along John Felton Road and across George Row.**
- No one must be allowed to re-enter the building until told to do so by the Fire Service in attendance, or, in the case of a fire evacuation drill the Principal or the senior person in charge.

EXITS

Staff and pupils should exit the building using the nearest marked Fire Exit then proceed to the main pupils entrance exit.

To ease the evacuation of the building please use the nearest fire exit according to your location on site.

STAFFING

Each floor has a fire marshal:

Main Building

Second Floor: Ms Arobaga – Deputy Ms Osei-Siriboe
First Floor: Mr Lomax – Deputy Mr Lewis
Ground Floor: Mr McCarthy – Deputy Ms Rule

New Building:

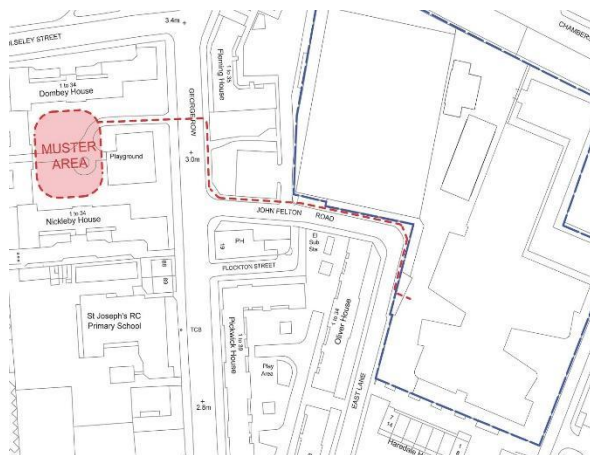
- Ground Floor: Mr Davis/Ms Wiltshire
- First Floor: Mr Pillai – Deputy – Ms Kaur Hender
- Second Floor: Ms Horsburgh – Deputy Mr Bourke
- Third Floor: Mr Smith – Deputy Mrs Cook

The role of the fire marshal is to ascertain that all floors/buildings have been cleared.

- Staff teaching at the time are responsible for the safe evacuation of pupils in their class
- Staff who are not teaching at the time are to assist in supervising the evacuation:
 - Report to the nearest Fire Exit or Staircase and ensure pupils leave in an orderly fashion
- Admin Staff – ensure all Registers, Late Lists and Visitor Logs are taken and distributed to staff for the roll call at the muster point

MUSTER POINT

The Muster Point will be the ground to the front of Dombey and Nickleby House (see attached map).



ROLL CALL

- Tutors and attached staff are responsible for collecting their registers from the admin team on arrival at the muster point and for completing their register, reporting any missing persons to the Principal or the senior person in charge at the muster point
- The Principal or the senior person in charge has overall responsibility to ensure that a roll call is conducted in the event of

evacuation of the premises.

- Immediately after classes have assembled at the muster point, a roll or count must be made to ascertain that no one remains in the premises.
- Any visitors or contractors in the premises at that time must be included.
- The count at the muster point must be checked with the attendance registers and visitors book to verify that everyone is out of the building.
- Each teacher must report to the Principal or the senior person in charge of the evacuation procedure to verify that everyone in their charge is accounted for or to inform him/her of the number of persons missing.

MEETING THE BRIGADE

The person in charge of the roll call must identify him/herself to the Fire Brigade on their arrival. In doing so vital information can be relayed to the Fire Officer which will dictate the necessary actions to be carried out by the Fire Brigade.

Typical information the Fire Brigade will want to know:

- Is everyone accounted for?
- If anyone is missing:
- How many?
- What is their usual location?
- Where were they last seen?
- Where is the fire? What is on fire? (It may not be apparent).
- Are there any hazardous substances involved in the fire or stored in the building? (i.e. Chemicals, Solvents, Liquefied Petroleum Gas or Acetylene Cylinders etc.).
- Lists of the Science Department Stock list

ROLL CALL AT MUSTER POINT

- On arrival JNO to be responsible for the roll call and feedback to FCO
- Form Tutors are to collect their registers from the Admin Team and check attendance and report any absences to the senior person in charge
- Admin Team to check all Visitors and Staff have been evacuated and report any absences to the senior person in charge
- Kitchen staff are to report attendance to the senior person in charge

**ANY MISSING PERSONS TO BE REPORTED IMMEDIATELY
TO THE SENIOR PERSON IN CHARGE
WHO WILL IN TURN NOTIFY FCO AND THE BRIGADE**

RETURN TO THE BUILDING

- On confirmation that it is safe to return to college
- Admin and Kitchen staff to return to college
- FCO to dismiss pupils and staff class by class
- Form Tutors to accompany their pupils back to the main building

Fire Precautions

The college has a contract for the maintenance of the Fire Alarm System and Fire Fighting Equipment.

Procedures

Procedures in the event of fire have been prepared and circulated to all staff. Fire risk assessment is a requirement under the Fire Precautions (Workplace) Regulations 1999. Notices giving instructions in the event of fire are displayed by all Fire Alarm Call Points and in each classroom.

Fire Drill

A fire drill will be held twice a year and relevant details recorded in the Fire Log.

Testing

The Fire Alarm will be tested weekly, using a different call point each time in rotation, and the findings recorded in the Fire Log.

STRESS

All staff have access to the private health care. (see Stress Policy)

PPE

PPE is provided as necessary to staff requiring it to carry out duties in a manner that is safe and appropriate and does not pose a risk to themselves or others.

EMERGENCY PROCEDURES

AMBER ALERT PROCEDURE

An Amber alert is an incident where a student or member of staff is ill or injured on site and therefore we need the corridors to remain partially or fully clear.

When an incident occurs FCO (in her absence JNO/ KFA/CSA/) will raise the AMBER alert and the following should take place:

1. SSH/DCA/VFE to send all staff an Amber alert text message and email (both shown below).
2. FCO (in her absence JNO/KFA/CSA) and Laure will remain with the ill/injured person and call the emergency services.
3. SLT (if teaching a sixth form class put students with the nearest class) & LOL not teaching to report to the main reception to receive instructions from JNO (in her absence CSA/KFA).
4. Staff must keep students calm and in classrooms (email SLT & LOL if you have a student with a medical concern or a genuine need for the toilet).
5. When the incident has been resolved SLT & LOL will inform staff and reopen part or all corridors.

AMBER ALERT TEXT MESSAGE

Please follow amber alert procedures and check your college email.

AMBER ALERT EMAIL

We are currently dealing with an amber alert situation e.g. treating an ill/injured student or member of staff which requires the corridors to be kept clear. Please remain in your classroom or office and you will be notified once the matter has been dealt with.

As this is an amber alert it means there is no threat to your safety, however, you must not allow a student to leave a classroom under any circumstances.

RED ALERT PROCEDURE

A red alert is an incident where there is a threat to students and members of staff, we therefore need to go into 'Lockdown' mode. The red alert procedure is the only time that staff, students and visitors should ignore the fire alarm if it goes off. If evacuation is required an EVACUATE message will be sent to all computers and staff mobiles and staff should ensure they and students follow the usual procedures for evacuation of the college.

When an incident occurs FCO (in her absence CMN/JNO) will raise the RED alert and the following should take place:

1. SSH/DCA/VFE to send all staff a Red alert text message and email (both shown below).
2. FCO (in her absence JNO/KFA/CSA) to call the emergency services.
3. All staff follow the procedures in the Red alert message.
4. If the incident has been resolved and doesn't require evacuation SLT will inform staff.

RED ALERT TEXT MESSAGE

Please follow red alert procedures and check your college email.

RED ALERT MESSAGE

We are currently dealing with a red alert situation which means there is an **IMMEDIATE** threat to the safety of students and staff.

Please remain in your classroom or office and take the following measures to keep yourself and others with you safe:

- CLOSE WINDOWS
- TURN OFF LIGHTS
- MOVE STUDENTS AND/OR YOURSELF AWAY FROM WINDOWS AND THE MAIN DOOR AND SIT UNDER THE DESKS.
- REMIND STUDENTS NOT TO USE THEIR PHONES AT ALL, AS THIS COULD PUT THEM AND OTHERS AT RISK.
- REMAIN WHERE YOU ARE UNTIL YOU RECEIVE FURTHER INSTRUCTIONS
- DO NOT ATTEMPT TO CONTACT THE OFFICE OR ANYONE BY TELEPHONE AS THIS COULD BLOCK PHONE LINES AND PUT YOURSELF AND OTHERS AT RISK.

Health and Safety Contacts

Key Manager:

Name: Ms Felicity Corcoran

Title: Principal

Emergency: 07796 616591

Persons designated to act in the Key Manager's absence:

Name: Ms Faherty, Ms Sayed and Ms Nottage

Title: Vice and Assistant Principals

Safety Representative:
Name: Ms Ona Arobagu
Title: Teacher of Science

**Education and Lifelong Learning Department
Departmental Health and Safety Adviser**

Health & Safety Adviser - (Consultant) Linda Green Tel: 020 7525 5035

Southwark Health & Safety Adviser: Dave Norwich Tel: 020 7525 5034

- Appendix 1 Internal H&S Report Form**
- Appendix 2 HS 1 – Accident Report Form**
- Appendix 2 HS 2 – LBS Accident/Incident Report**
- Appendix 3 HS 3 - Accident Report Form for Pupils**

JUNE 2019

Signed:.....

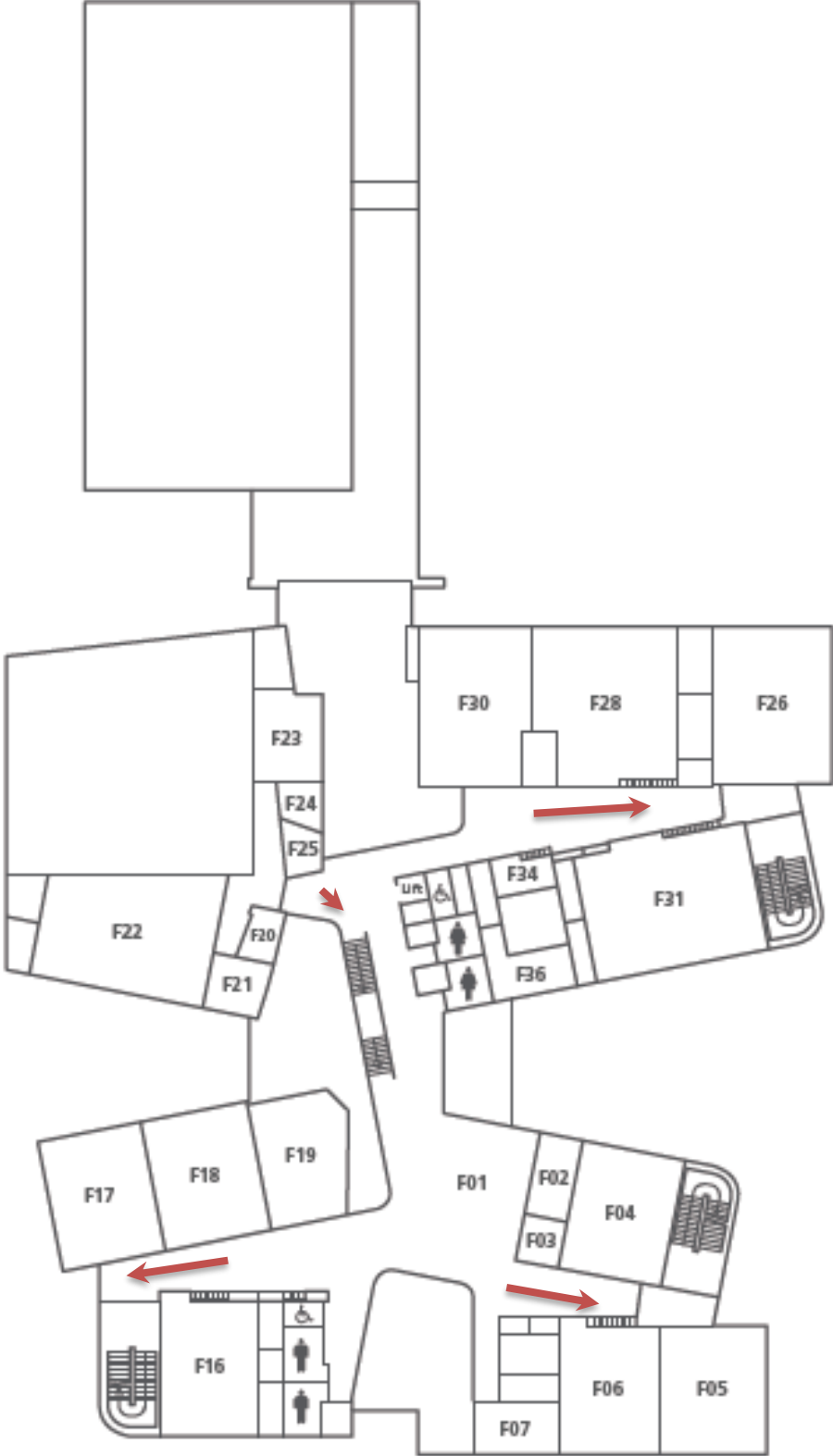
Chair of the Governing Body

Review Date: 2021

Ground floor



First floor



Second floor

