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## Health & Safety Policy

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## Health & Safety Policy *(Ref: Health & Safety at Work Act 1974; ISSR 11)*

**1.1 Introduction** The Governors of The King's School recognise that under the Health & Safety at Work etc. Act 1974 they have a legal duty to ensure, so far as is reasonable practicable, the health, safety and welfare of all their employees and that they have certain duties towards pupils, the public and people who use the premises of the School from time to time, these duties being implicit in the above Act.

**1.2 Policy Statement** The Governors of The King's School acknowledge and accept their duties and responsibilities for securing the health, safety and welfare of all its employees, of pupils, of contractors working on premises over which it has control and of members of the public. The Governors will promote standards of health, safety and welfare that comply fully with the terms and requirements of the Health & Safety at Work etc. Act 1974, Regulations made under that Act and Approved Codes of Practice and with due regard to DCSF guidance 'Health & Safety: Responsibilities and Powers'. It is considered by the Governors that health and safety is a responsibility at least equal in importance to that of any other function of the School. The Governors will take all such steps as are reasonably practicable and extend these in particular to the following matters:

- a. The provision and maintenance of systems of work and equipment that are safe and, where practicable, without risk to health;
- b. The arrangements for ensuring safety and absence of risk to health in connection with the use, handling, storage and transport of articles and substances;
- c. Provision of such information, instruction, training and supervision as is necessary to ensure the health and safety of all its employees and pupils;
- d. The maintenance of premises in a condition that is clean, safe and, where practicable, without risk to health and the maintenance of means of access to and exit from the premises that are safe and without such risks;
- e. The provision and maintenance of a working environment for employees which is safe, where practicable, without risks to health and adequate as regards facilities and arrangements for their welfare at work.
- f. The provision of information to contractors and visitors on the procedures and rules in place to ensure their safety whilst on the site.

The Governors of The King's School also consider that it is the individual responsibility of all employees to ensure strict adherence to safety regulations and policies, and to fulfil their obligations under the Health and Safety at Work etc. Act 1974 in the following respects:

- a. To take reasonable care of his/her own health and safety and of other persons (including pupils) who may be affected by his/her acts or omissions at work.

- b. To co-operate with management as regards any duty or requirement imposed on management or any other person by the Act, so far as it is necessary to enable that duty or requirement to be performed or complied with.
  - c. Not to interfere intentionally or recklessly with, or misuse, anything provided in the interests of health, safety or welfare in pursuance of the requirements of the Act.
  - d. To report any defects or hazards without delay to their immediate superior and/or colleagues.
  - e. This policy statement will apply to all persons working within the establishment controlled by the School, whether or not they are contractually employed by the School.
- 1.3 **Accident Procedures.** It is the responsibility of employees to report every accident or near miss, however minor, on the Accident/Near Miss Sheets. In the event of a major accident or dangerous occurrence which is covered by the appropriate regulations, the Senior Deputy Headmaster, Head of Willow Lodge & King's Juniors or Deputy Head of Juniors/Deputy Head of Willow Lodge, Head and Bursar must be informed immediately.
- 1.4 **Responsibilities and duties.** Details of responsibilities and organisation for ensuring compliance with this Policy are attached. Codes of Practice for particular hazards, activities and department areas of work will be issued as necessary.
- 1.5 **Machinery.** No untrained employee is allowed to operate any dangerous machinery. No employee under 18 years of age may clean or operate dangerous machinery. No pupil is allowed to operate dangerous machinery. Pupils over the age of 16 may only operate non-dangerous machinery if supervised by a trained adult.
- 1.6 **First aid and safety training.** The School will observe the statutory requirements for first aid materials and provide suitable first aid training for staff.
- 1.7 **Fire prevention.** The School will have and maintain up to date fire procedures and documents. All staff must familiarise themselves with these fire procedures.
- 1.8 **Staff consultation.** Health and Safety will be a standing item on the agenda at JSCC meetings and any points raised will be duly documented, reported to the Health and Safety committee and actioned accordingly. In addition, the School shall arrange that representatives of employee and student safety be elected. The School shall consult with such representatives over health and safety matters including the introduction of any measures which may have an impact on health and safety, training and the provision of information relating to health and safety.

- 1.8 **Health and Safety Committee.** In addition, a Health and Safety Committee as set out in the attached document will meet at least termly.
- 1.9 **Responsibility with contractors.** At all sites where contractors operate within premises owned or administered by the School, the division of responsibilities for maintaining a safe place of work (for employees and pupils) shall be set out in the contract documents held by the School. Contractors must therefore be able to demonstrate that they have suitable arrangements for securing proper health and safety, including where necessary a written statement of policy. Contractors are also required to provide copies of any relevant insurance policies to the School prior to the commencement of any works.
- 1.10 **General.** This Health and Safety Policy will be revised as and when necessary or appropriate, to keep it up to date. A copy will be issued to all employees and be available for consultation in the Staff Handbook
- 1.12.1 Responsibilities and Duties of Individuals
- 1.12.2 All staff have a duty to:
- a. Work safely, for themselves and others.
  - b. Follow authorised health and safety procedures, codes of practice and instructions.
  - c. Report all accidents, “near misses” and apparent hazards.
  - d. Wear protective clothing and use safety equipment or devices, where these are provided, or where not, to request their provision as necessary.
  - e. Fulfil the requirement under the Health and Safety at Work Act 1974 that “no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety or welfare in pursuance of any of the relevant statutory provisions”.
  - f. Co-operate with the Governors and the School’s officers to enable them to carry out their responsibilities and duties.
  - g. In the event of a hazard, take appropriate preventative or other action in accordance with any Codes of Practice.
- 1.12.3 The Headmaster is ultimately responsible for oversight of the application of the Governors’ policy, and for day to day health and safety of teaching staff and pupils.
- 1.12.4 The Bursar and Head of Estates are responsible for health and safety matters affecting all support staff and their work; buildings, equipment and facilities; contractors and visitors.
- 1.12.5 The Senior Deputy Head in consultation with the Head of Willow Lodge & King’s Juniors and the Head of Estates is responsible for establishment of appropriate emergency procedures and their application by staff and pupils. She will ensure that a fire drill is carried out at least once in each term.

1.12.6 The Head of Willow Lodge & King's Juniors have particular responsibility for health and safety within their respective Schools and for liaison with the Senior Deputy Head and others over matters which could affect their Schools adversely.

1.12.7 Heads of Departments (including holders of posts of special responsibility and heads of nonteaching departments and sections) have a general responsibility to the Headmaster for the application (within their own department) of the safety policy as it applies to all employees, pupils, attached personnel and others.

1.12.8 Teachers All teaching staff have responsibility for the health and safety of pupils while in their charge, and for encouraging health and safety awareness by them. In particular, teachers should ensure that:

- a. The environment of pupils in their care is as safe and healthy as is reasonably practicable.
- b. Appropriate safety equipment and protective clothing is provided, maintained and used correctly.
- c. Any special safety measures applicable to their teaching area are observed.
- d. Pupils are instructed in safety procedures, evacuation routes and first aid arrangements.
- e. Pupils refrain from any behaviour or "horseplay" which could involve danger to themselves or others.
- f. Actual or potential hazards or possible improvements are reported to their head of department or other responsible person, (i.e. Head of Estates, Bursar or any member of the Health and Safety Committee).

1.12.9 Pupils. All pupils are expected to:

- a. Exercise personal responsibility for the safety of themselves and fellow pupils.
- b. To use and not wilfully misuse, or interfere with, any equipment provided for their own or general safety.
- c. Not bring to school any item or substance which could endanger their own health and safety or that of others.
- d. Observe the safety rules of the School and in particular the instructions of teaching staff, given in an emergency.

Wilful disregard for health and safety matters could result in disciplinary action against the pupil. The Head of School (who will be an *ex officio* member of the Health and Safety Committee) will raise health and safety issues at meetings of the Sixth Form Committee and should communicate with the Chairman of the Health and Safety Committee before each meeting of that committee.

1.12.10 Visitors. Regular visitors and other users of the premises (eg maintenance contractors, regular delivery-men, members of outside clubs, parents helping at school functions), should be made aware of and expected to observe school safety rules and procedures, through the Head of Estates and/or by any member of staff directly concerned at a particular time.

1.12.11 Health and Safety Committee Members Any member receiving a report of a possible hazard, having satisfied him or herself personally that a cause for concern does exist, should report the facts without delay to the Head of Estates or in his/her absence, the Bursar. The Head of Estates/Bursar will arrange appropriate further action.

1.12.12 Communications In all matters of health and safety, the lines of communication are: From the individual pupil:-through the form-teacher or, if urgent, any other teacher or member of the support staff. From the individual employee: - through the Head of Department or Head of Estates and/or Health and Safety Committee Member to the Committee

### 1.13.1 Health and Safety Committee

1.13.2 The objectives of the Health and Safety Committee shall be:

- a. To advise and make recommendations to the Governors on all matters affecting health and safety in the School in fulfilment of the policy and legal responsibilities.
- b. To report on any matters requiring attention to promote a safe and healthy environment and safe working in the School.
- c. To investigate any serious accidents or potential hazards and make recommendations for their prevention.
- d. To review regularly safety procedures, accident records, and the implications for safety of changes in buildings, equipment or curriculum.
- e. To assist the Headmaster and Governors in promoting a practical, positive and committed attitude to health and safety by all employees, pupils and visitors.

1.13.3 The Committee shall include:

- a) The Bursar (Chairman)
- b) The Senior Deputy Head (deputising for the Headmaster)
- c) The Head of Estates
- d) The School Nurse
- e) Head of Willow Lodge & King's Juniors/Deputy of Junior School and Deputy of Willow Lodge
- f) One representative of the Science departments.
- g) One representative of the PE department.
- h) One representative of the Technology department.
- i) One representative of employee safety (if not already named above)
- j) Educational Visits Co-ordinator
- k) Head of School (*ex-officio*)
- l) Other members may be co-opted at the discretion of the Chairman when appropriate. Minutes will be taken and these will be reported to the Governors Audit and Compliance Committee and any action points raised by the Bursar at the Finance and General Purposes Committee.

1.13.4 Meetings will be held as necessary but no less frequently as once a term.

## FIRE SAFETY POLICY *(Ref: ISSR 11 and 13; Regulatory Fire Safety Order)*

### 1.1 Introduction

- 1.1.1 The Governors of The King's School recognise and accept their responsibilities as employers to comply with the Regulatory Reform (Fire Safety) Order 2005 (FSO) and DCSF guidance Health & Safety: Responsibilities and Powers to:
- Assess the risks posed by fire to the health and safety of their employees and to anyone else who may be affected by their activities; and
  - To eliminate those risks, as far as is reasonably practicable, or to otherwise reduce those risks to a tolerable level.
- 1.1.2 On a day to day basis, the responsibility for ensuring that these duties are undertaken will be delegated to individuals within the school (see organisational responsibilities below).

### 1.2 Policy Statement

The King's School recognises and acknowledges its responsibility to take general precautions to protect the safety, so far as is reasonably practicable, of its employees and anyone else potentially affected by its undertaking, against fire and dangerous substances which could give rise to fire and the effects of fire.

### 1.3 Policy Objectives

The objectives of this policy are to ensure, so far as is reasonably practicable, that:

Roles, responsibilities and accountabilities are clearly defined and understood to secure fire safety and both school and individual compliance with relevant legislation.

- One or more competent persons is appointed to provide safety advice;
- Risks from fire, or from dangerous substances which could lead to a fire, are assessed and control measures commensurate with the general principles of control or the principles of control (dangerous substances) described in the FSP are implemented to either eliminate risk, or to reduce residual risk to a tolerable level;
- Measures are devised and implemented to ensure that satisfactory procedures are in place to reduce risks to persons in the event of a fire and that all persons affected are able to reach a place of safety in the event of an emergency.
- Any aspect of school premises and any equipment provided in connection with assuring fire safety is maintained, by a competent person, in a fit and efficient state, in efficient working order and in good repair;
- All members of the school community, including contractors and visitors, are provided with clear and relevant information regarding fire risks and measures taken to prevent fires occurring or to mitigate against the consequences of fire;

- f. School buildings are designed in accordance with relevant standards
- g. Employees are properly consulted about policy, procedures and arrangements for ensuring fire safety;
- h. Employees are provided with appropriate information, instruction and training at appropriate intervals about the fire precautions in place at the school.
- i. The school co-operates and co-ordinates, as necessary, with any other responsible persons as defined by the FSO;
- j. The school will liaise with relevant statutory authorities as required by the FSO and any other relevant statutory provisions.

#### 1.4 Application

This fire safety policy applies to all premises and activities falling, to any extent, under the school's control. The policy sets down the framework by which the school and all the members of the school community will be expected to meet their fire safety duties.

#### 1.5 Organisational Responsibilities

##### 1.5.1 The King's School (Responsible Person)

- a. The school will ensure that adequate resources are made available to enable it to fulfil its duties under the FSO.
- b. The Governors have delegated day to day responsibility for the management of fire precautions and risk assessments via the Headmaster to the Senior Deputy Head and Head of Estates.

##### 1.5.2 Senior Deputy Head

- Overall responsibility for teaching staff and pupil fire safety, as affected by the curriculum and the teaching timetable.
- To formulate, in conjunction with the Head of Estates, a policy and procedure for managing evacuations and incidents involving fire. This includes the appointment of wardens to ensure each area is evacuated.
- To initiate, in conjunction with the Head of Estates, a termly no-notice fire drill and to satisfy him/herself that all teaching staff and pupils are well rehearsed in the actions required. To maintain a Fire Drill Record Book, recording all such drills. Fire drills may also be used or modified where emergency evacuation is needed in a non-fire emergency (i.e. security incidents or gas escape).

### 1.5.3 Head of Estates

- Responsible for support staff fire safety, particularly those engaged in buildings and grounds maintenance, catering and associated support functions.
- Responsible for equipment maintenance and the storage of related materials and supplies, especially where these may be inflammable.
- Responsible for liaison with the Fire services, either in regard to inspections or reaction to incidents.
- To liaise with architects/builders in respect of building design insofar as it affects fire safety and evacuation.
- To initiate, analyse and act upon Fire Risk Assessments (see below).
- Periodic servicing (as required) of fire detection and firefighting equipment.
- Periodic inspection and maintenance of the following equipment:
  - a. Boilers.
  - b. Electrical circuits, consumer units and related systems.
  - c. Portable electrical equipment (where applicable).

### 1.5.4 Staff and Students

Staff and students have a responsibility to comply with the Fire Safety Policy This will include, but not be limited to:

- a. Observing all instructions, information and training intended to secure fire safety;
- b. Co-operating with the school on matters of fire safety;
- c. Not interfering with any building fabric or equipment provided in connection with assuring fire safety;
- d. Report any obvious defects in the school fire safety arrangements or procedures.

### 1.6 Risk Assessments

These shall be carried out as follows:

1.6.1 Regular Fire Safety checks. Ongoing checking measures by Head of Estates, Facilities Supervisors and Facilities Officers.

1.6.2 Annual Fire Risk Assessment by Head of Estates. They are to cover the following key areas:

- To identify the potential sources of ignition/fire and how the fire, heat or smoke might develop.
- To identify all those who are at risk from such fire hazards.
- To evaluate if existing control measures are adequate to reduce the risk.
- To determine what additional measures are required, particularly in respect of:
  - a. Means of escape.
  - b. Means of detection and warning of fire.
  - c. Means of fighting the fire.

- d. Planning, training and maintenance.
- e. Signage and notices.

The Fire Risk assessment report is to be produced in a written format, based on a locally devised form.

#### 1.7 Enforcement

The Governors, in exercising their responsibilities, are empowered to ban any activity or process that is a significant threat to fire safety. This power is also delegated to the Headmaster, Bursar, Senior Deputy Head and Head of Estates. Likewise, the Chief Fire officer and the Health and Safety Executive also have the formal power to issue Improvement and Prohibition Notices and to bring prosecutions under the Act, including Corporate Manslaughter and Personal Liability. Chief Fire Officers may also be called upon to give goodwill advice.

## ASBESTOS MANAGEMENT POLICY

### 1. Introduction

- 1.1. This document sets out the policy for managing asbestos on the school site. The presence of asbestos containing materials (ACMs) does not itself necessarily constitute an active danger. Persons may be exposed to significant risk however if activities which give rise to airborne dust – for example: breaking, sawing, cutting, drilling or machining – are carried out and good management techniques are not applied.
- 1.2. As far as is reasonably practicable, it is the Governors' policy that no persons should be exposed to risks to their health due to the exposure of any ACM that may be present within the premises. This includes pupils, teachers, staff, parents, visitors and contractors. Staff whose duties may bring them into contact with existing ACMs (such as maintenance staff) will be trained to recognize asbestos products within known locations and work safely within these areas.

### 2. Policy Statement

The Governors of The King's School are committed to providing a safe and healthy workplace. This asbestos management policy conforms to the Health and Safety at Work etc. Act 1974 and the Control of Asbestos at Work Regulations 2006. The policy and procedures will apply to all school buildings and individuals therein without exception. The Governors' policy on asbestos and ACM is:

- To ensure the prevention of exposure to hazards associated with ACM to pupils, teachers, staff, parents, visitors, contractors and others who are reasonably expected to be present on the premises.
- To ensure that all buildings are surveyed to identify any ACM that may be present therein, and to prepare and maintain an Asbestos Register for all buildings (including regular reviews and to update records of any treatment and/or removal works undertaken).

- All buildings will be assumed to contain ACM unless there is evidence to prove otherwise
- To ensure that an appropriate system is installed, maintained and implemented for the management of all ACM identified in the register and to implement an effective management strategy in order that appropriate measures such as encapsulation, labelling, inspection and working with or removal of the material can be undertaken. *Reference: Asbestos Management Plan*
- To promote awareness of the risks from ACM and the school's Management Plan/Procedures and induction of relevant staff.
- To ensure that all contractors and subcontractors engaged to carry out work on any of the school's buildings are provided with a summary listing all locations that contain, or are strongly suspected of containing ACM to ensure that the appropriate procedures and precautions are followed.
- To ensure that any ACM that may be present in any of the buildings is maintained in a condition so as to prevent the possibility of any harm to health occurring. In line with Government policy, there is an overriding policy for the safe management of ACM within the school rather than removal – unless advised by registered asbestos contractors.
- To ensure that there is a commitment to comply with all relevant asbestos legislation, Approved Codes of Practice, Health and Safety Guidance Notes and to commit to the safe disposal of any asbestos waste in accordance with the appropriate legislation.
- To ensure that only licensed contractors and/or sub-contractors, in accordance with HSE recommendations, carry out all work to ACM, irrespective of the length of time any job is to take or of the type of asbestos to be worked on.
- To monitor and review this policy annually or earlier (if circumstances deem it necessary).

### 3. Responsibilities

#### 3.1. Governors

The Governors have overall responsibility for all risk management and health and safety policies.

#### 3.2. Headmaster

The Headmaster is ultimately responsible for the oversight of the application of the Governors' policy, and for day to day health and safety of teaching staff and pupils.

#### 3.3. Bursar and Head of Estates

The Bursar and Head of Estates are responsible for health and safety matters affecting: all support staff and their work; buildings, equipment and facilities, contractors and visitors.

This includes:-

- Responsibility for the overall management strategy for ACM
- Ensuring that staff who may come into contact with ACM have suitable and sufficient training
- Ensuring the asbestos management is included on the agenda at all pre-contract meetings.

On a day to day basis, the Head of Estates is responsible for:

- Directing asbestos policy at operational level
- Ensuring that all contractors work in accordance with this policy and procedure
- Ensuring that all contractors are given access to the asbestos register and management plan.

#### 3.4. School Staff and Pupils

School staff and pupils have the following responsibility:

- Not to disturb or commission others to disturb any part of the fabric of a building without consultation with the Head of Estates e.g. by drilling or fixing nails, screws or drawing pins – unless into materials which could not contain ACM i.e. solid wood/solid brick
- To report immediately any materials in their work area which they think may be ACM, especially if the said ACM appears to be disturbed or damaged.

#### 3.5. Asbestos Removal Contractors

Asbestos removal contractors are responsible for:

- Complying with current legislation and guidance
- Attending site to assess and prepare quotations for ACM work
- Providing method statements for all ACM work
- Attending pre-contract meetings (if required) and agreeing methods before commencement of work
- Providing statutory notice to the notifying authority before work commences or applying for a waiver if requested by the school.
- Carrying out works to the highest standards, including transportation and disposal, and providing all documentation required by current legislation
- Providing copies of notification, consignment notes and other documentation.

## RISK ASSESSMENT POLICY *(Ref: ISSR 11)*

### 1.1 Introduction

1.1.1 The Governors of The King's School recognise that under the Health & Safety at Work Act 1974 and with due regard to DCSF guidance on Health and Safety matters that there is a legal requirement to complete risk assessments to ensure, so far as is reasonably possible, the health, safety and welfare of all their employees and to those pupils and other people who use the school premises or who take part in school activities.

1.1.2 On a day to day basis, the responsibility for ensuring that these duties are undertaken will be delegated to individuals within the school

1.2 Policy Statement The King's School recognises and acknowledges its responsibility to take general precautions to protect the safety, so far as is reasonably practicable, of its employees and anyone else potentially affected by its undertaking, by providing risk assessments of its activities. By focussing on prevention, as opposed to reacting when things go wrong, it is possible to prevent accidents and injuries occurring that could ruin lives, damage reputations and cost money.

### 1.3 What is a Risk Assessment?

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people (or an organisation) that could result from a particular activity or situation.

- A hazard is something with the potential to cause harm
- A risk is an evaluation of the probability (or likelihood) of the hazard occurring
- A risk assessment is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property).
- Risk control measures are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk (e.g. staff training, clear work procedures, preliminary visits, warning signs, barriers and insurance).

### 1.4 What areas require Risk Assessments

1.4.1 There are numerous activities carried out in The King's School, each of which requires its own separate risk assessment. The most important of these cover:

- Fire safety, procedures and risk assessments
- Educational visits and trips

Separate policies cover each of the above areas mentioned. However, risk assessments are also needed for many other areas including:

#### 1.4.2 Educational – in particular

- Science
- Design and Technology
- Each sport and PE activity
- Art
- CCF
- Drama
- Music

At King's we make use of a general risk assessment template supported by individual risk assessments for areas of high risk e.g. keeping of chemicals in laboratories (supported by CLEAPSS), manual handling and lone working. There is an expectation that every educational department completes a risk assessment of its working area and activities on an annual basis.

#### 1.4.3 Pastoral

The focus of our pastoral policy is to ensure that every pupil leaves as a confident, articulate young adult capable of keeping him/herself safe on the streets, in the home and in all situations. Our PSHE programmes and assemblies are directed towards promoting an increasing understanding as the pupils develops, of the risks that exist in both the real and the electronic worlds, and on sensible precautions that should be taken.

#### 1.4.4 Medical and First Aid

The School Nurse completes risk assessments for first aid and all other treatments and procedures. The accident forms (and near miss forms) are maintained in the Medical Room and the School nurse is responsible for ensuring that forms are passed to the Bursar, the Head of Estates and the Senior Deputy Head, Head of Willow Lodge & King's Juniors and Head of Willow Lodge as appropriate. The First Aid Policy explains the procedures that are in place in the event of an emergency.

#### 1.4.5 Child Protection

Our Child Protection policies and training for all staff form the core of our child protection risk management. Safer recruitment policies and procedures ensure that the school is not exposed to the risk of employing staff who are barred from working with children, and are not allowed to work in the UK. This regime is extended to Governors and volunteers who are in regular and/or overnight contact with our pupils.

##### Support Areas

- Catering and Cleaning: risk assessments and training are required for all items of catering and cleaning equipment, as well as for manual handling, slips and trips and the control of

substances hazardous to health (VOSHH). Induction and refresher training covers risk assessments, protective equipment and safety notices

- Caretaking and Security: risk assessments cover every room, laboratory, stairs, corridor and emergency exit in the entire school. Particular emphasis in training is given to minimising the risk of both fire and to security by adhering to good practice. Risk assessments also cover manual handling, working at height and asbestos (see separate policy). Induction and refresher training covers risk assessments, protective equipment and safety notices.
- Maintenance: risk assessments and training are required for all equipment as well as for manual handling, slips and trips, working at height, lone working, asbestos, control of contractors on site, utilities, swimming pool maintenance and the control of substance hazardous to health (COSHH). Induction and refresher training covers risk assessments, safe working practices, communication, safety notices and protective equipment.
- Grounds: risk assessments and training are required for all equipment and machinery as well as manual handling, slips and trips, working at height, lone working, use of pesticides, storage of flammables and COSHH. Induction and refresher training courses covers risk assessments, protective equipment and safety notices.
- Office Staff: risk assessments are required for display screen equipment and cables used by those staff who spend the majority of their working day in front of a screen.

#### 1.4.7 Access by pupils

Risk assessments of all areas of the school reinforce the policy of ensuring our pupils do not have unsupervised access to potentially dangerous areas, such as the swimming pool, the science laboratories, the design technology suite and the CCF store. Doors to these areas are kept locked when not in use and Pupils are only allowed access when accompanied by a member of staff. Pupils do not have access to the Grounds, Maintenance, Catering and Caretaking working areas of the school.

#### 1.5 Conducting Risk Assessments

The Head of Estates will conduct a risk assessment of each departmental area and/or activity. The Head of Estates will arrange to brief each Head of Department who will feed this information onto members of their department and pupils as appropriate for the particular activity involved. As required, the Head of Estates will arrange for a specialist to undertake a total sites risk assessment e.g. for Legionella and Asbestos etc.

#### 1.6 Review of Risk Assessments

All risk assessments are reviewed on a regular basis by the Bursar and Head of Estates and a file maintained for reference. Risk assessments are also recorded and reviewed when major structural work is planned or in the event of an accident.

## 1.7 Responsibilities of All Staff and Accident reporting

1.7.1 All members of staff are given a thorough induction into the school's arrangements for risk assessments and for health and safety. Specialist training is given to those whose work requires it. Staff however are responsible for taking care of their own safety, together with that of pupils and visitors. The staff are responsible for cooperating with the Headmaster, the Bursar and other members of KLT in order to enable the Governors to comply with their health and safety duties.

1.7.2 All members of staff are responsible for reporting any risks or defect to the Bursar/Head of Estates. The Head of Estates is responsible for reporting and recording and notifying an accident that occurs on school premises to a pupil, member of staff, parent, visitor or contractor to the HSE in accordance with the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR). All accidents and near misses are reviewed by the school's Health and Safety Committee with a view to assessing whether any measures need to be taken to prevent recurrence.

## 1.8 Audit and Compliance Committee

The Governors' Audit and Compliance Committee is responsible for reviewing the major strategic risks the School faces as advised by the regular reports of the Risk Management Group (see policy on Risk Management) and the Health and Safety Committee (see Health and Safety Policy). In addition it carries out a review of the Internal Audit Plan which focuses on the key business/strategic risks. In this way the committee can report with confidence to the Governing Board on an annual basis that the Governors have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the Trust, and are satisfied that systems are in place to manage the school's exposure to the major risks.

# RISK MANAGEMENT POLICY

## 1.1 The Importance of Risk Management

Risk is the threat that something (an event or action) will adversely affect a school's performance and its ability to deliver its strategies successfully. Risk management is the process by which such risks are identified, evaluated and controlled. It is a key element of the framework of the school's overall governance.

A key point is that Risk Management should not make a school totally 'risk adverse'. Rather it should make the school (its Governors and staff) 'risk aware' i.e. risk management should promote controlled risk taking. As such risk management is consistent with:

- Increasing rather than reducing innovation
- Creating a culture of risk awareness whereby staff and governors naturally consider risk issues as a part of day to day activities

The school's system of internal control is part of its Risk Management process and has a key role to play in the management of significant risks to the fulfilment of business objectives. It also helps to ensure the reliability of information used for internal and external reporting and assists with compliance with laws and regulations.

## 1.2 The Constituents of Good Risk Management

Risk Management is a continuous process and an integral part of good governance and is the process whereby

- There is a shared awareness and understanding within the school of the nature and extent of the risks it faces;
- The extent and categories of risks regarded as acceptable, the likelihood and potential impacts of the risks materialising on its ability to reduce the incidence and impact on the organisation of risks that do materialise.
- There is a regular and ongoing monitoring and reporting of risk including early warning mechanisms.
- An appropriate assessment is made of the cost of operating particular controls relative to the benefit obtained in managing risk.
- The school conducts, at least annually, a review of the effectiveness of the systems of internal control in place.
- The Risk Management Group reports to the Audit and Compliance Group on the risks identified, the controls in place and the effectiveness of those controls following the review above and any subsequent action being taken to address any significant concerns they have.

This process should be ongoing, embedded in the culture of the school and have the potential to re-orient the whole organisation around performance improvement. It is not about eliminating risk but understanding risk and managing it more effectively.

## 1.3 Categorising Risk

There are two categories of risk, strategic and operational. Strategic risks are risks that need to be taken into account in judgements about medium and long term goals of the school. Operational risks are risks that managers and staff will encounter in the daily course of their work.

## 1.4 Strategic Risks

Strategic Risks may be as follows:-

- Political: those associated with the decisions of current and future Governments on the place of Independent Schooling

- Economic: those affecting the ability of the school to meet its financial commitments. These include internal budgetary pressures, the consequences of investment decisions, the repayment of the loan to the bank
- Social: those relating to the effects of changes in demographic, residential or socioeconomic trends on the school's ability to deliver its objectives.
- Technological: those associated with the capacity of the school to deal with the pace or scale of technological change, or to use technology to address change in demand. They may also include the consequences of internal technological failure on the school's ability to deliver its objectives.
- Legislative: Those associated with current or potential changes in national or European Law or Charity Commission or ISC requirements.
- Environmental: those relating to the environmental consequences of progressing the school's strategic objectives e.g. in terms of energy efficiency, pollution, recycling
- Competitive: those affecting the organisation of the school in terms of cost and quality and its ability to deliver its Brand
- Customer/Citizen: those associated with the failure to meet the current and changing needs and expectation of pupil and parents.

Managing these strategic risks is a core responsibility of the Risk Management Group in close liaison with the Governors' Audit and Compliance Committee. Strategic risk assessments should be undertaken as part of the development planning process. Strategic risk assessment draws on techniques such as group assessment, brainstorming and SWOT analyses.

## 1.5 Operational Risks

Operational Risks should be assessed under each of the seven key Strategy themes and may be as follows:-

- Professional: those associated with the particular nature of education in schools
- Financial: those associated with financial planning and control.
- Legal: those risks associated with possible breaches of legislation
- Physical: those related to fire, security, accident prevention and health and safety.
- Contractual: those associated with the failure of contractors to deliver services or products to the agreed cost and specification/service level.
- Technological: those relating to a reliance on operational equipment e.g. IT systems or equipment.
- Environmental: those relating to pollution, noise or the energy efficiency of ongoing operations in schools.

The categories are neither prescriptive nor exhaustive; however, they should provide a framework for identifying and categorising a broad range of risks facing the school. Each category cannot be considered in isolation.

## **INCIDENT MANAGEMENT PLAN (IMP)**

### INDEX

- 1 Introduction, Aims and Types of Incident
- 2 School Incident Management Team (SIMT)
- 3 Receiving and Recording the Alert
- 4 Roles and Responsibilities of SIMT
- 5 Response Plan
- 6 Other Sources of Information

### **APPENDICES (copies are in the CIMP Red Boxes)**

- A Classification/Type of Incident
- B SIMT and Emergency Contact list with Key Holders (KH)
- C Emergency Contact – Action to take on receiving a call
- D School Incident Management Team
- E Roles of SIMT
- F Incident Log Form
- G Communications Protocol for a Major or Critical Incident
- H Emergency Support Pack Contents
- I Summary of IMP

## 1.1 Introduction

The purpose of this Incident Management Plan (IMP) is to define the School's response to a major incident. The School has adopted policies and procedures to minimize risks to pupils and employees and has a Health and Safety policy that is regularly reviewed. The Governors recognise though that not all circumstances are under the control of the School and that emergencies and major incidents may happen.

## 1.2 Aims

The aims of the IMP are:

- To prepare Governors, employees and pupils for any major incidents that may occur.
- To be a plan that can be swiftly implemented in order to minimize injury to people and/or damage to the property and/or reputation in the event of a major incident.
- To return the whole School to normal as soon as possible.

## 1.3 Types of Incident Covered by the IMP

- Extensive damage to premises
- Death, serious injury or potential health issues affecting employees or pupils at the School
- An accident away from the School
- An incident at the School or in the community that affects the School

Appendix B details the classification/type of incidents. If in doubt, the IMP should be activated, it can always be scaled down.

## 2.1 School Incident Management Team (SIMT)

The team composition may vary depending on category of incident and availability. The full list of team members potentially available is as follows:-

- The Headmaster
- Senior Deputy Head
- Bursar/Clerk to the Governors
- Deputy Head Academic
- Deputy Head Pastoral
- Head of the Junior School & Willow Lodge
- Director of Marketing, Communications and Partnerships
- Director of HR
- Head of Estates
- Chairman of Governors

Other members of staff may be co-opted on to the team as required. This could include

- EVC
- Director of ICT
- Head of Sixth Form
- Head of Faculties
- Head of Houses
- Deputies of Infant and Junior Schools
- Facilities Supervisors

Contact details are available in Appendix B

### 3.1 Receiving the Alert

#### 3.1.1 The alert may come from:-

- An employee
- A pupil
- The media
- Parents
- The police
- Or other sources

#### 3.1.2 Any alert received should immediately be passed to a member of the School Incident Management Team (SIMT), in the first instance for any event occurring during the normal school day - the Deputy Head, for trips offsite – the nominated emergency designated person/s, for all other incidents a member of SLT or if not available, a member of SMT. In the event that

a call cannot be transferred to or is not received directly by a member of SIMT, the person receiving the alert e.g. school reception/finance office must record as a minimum the contact details of the person making the call, their availability and brief details of the incident. These should be passed on ASAP to a member of SIMT.

It is the responsibility of the first person notified on the SIMT to organize the contact with other members of the SIMT as appropriate having taken the initial details of the alert to assess the severity of the incident and decide on level of appropriate action.

Where it is obvious that an evacuation of the school site is required in the first instance, the priority is the safety of staff, pupils and visitors and the fire alarm should be sounded before any further action is taken.

### 3.2 Recording information from the alert

3.2.1 The SIMT member who receives or is passed the alert should be prepared to ask for as much information as possible. See Appendix C – Incident Response Form

- Incident/Trip name
- Date and time of call
- Who is making the call
- Where can he/she be contacted
- What is the telephone number
- What happened – where, when, to whom?
- What has happened since the incident?
- What are any other members of accompanying staff/staff of site doing?
- Where the pupils/remainder of pupils are and what are they doing? What are the numbers involved?
- Are there any other agencies or emergency services involved?
- Dependent on person making the call, ask what can be done to help

SIMT member must then decide severity of incident and whether to invoke some/all IMP and contact rest of SIMT

### 4.2 Roles and Responsibilities of SIMT

The size, roles and responsibilities of the SIMT will vary according to the nature and circumstances of the incident. It is however important that the names and roles of members of the SIMT are circulated to all people who may be involved to minimize confusion and duplication of tasks. It may be helpful to use the pro-forma on Appendix D

The key roles and responsibilities are given below. Further detail is available in Appendix E

#### 4.2.1 Co-ordinator (1<sup>st</sup> Deputy Head Jane Byrne, 2<sup>nd</sup> James Millard, 3<sup>rd</sup> Margaret Ainsworth)

- Maintains an overview of the situation and organises regular meetings
- Acts as the central point for information both internally and externally
- Co-ordinates the activities of the team
- Ensures relevant authorities are informed of the incident
- Manages internal communications

#### 4.2.2 Communications (Normally Director of Marketing, Communications and Partnerships)

- Ensures communication protocol is followed – see Appendix F
- Acts as a point of contact for any media enquiries
- Manages internal communications
- Liaises with team to prepare press releases and statements
- Provides information and advice to parents and act as a point of contact for parental enquiries
- Ensure telephone lines are staffed and that messages are relayed promptly

#### 4.2.3 Resources/Facilities (Normally Bursar/Head of Estates)

- Establishes a safe and secure base for the SIMT
- Organises all resources required to address the incident
- If required, arranges quiet space in school for families of children involved in the incident
- Assists with onsite health and safety issues
- Addresses any financial or insurance related issues
- Manages media access

#### 4.2.4 Welfare (Normally Deputy Head Pastoral)

- Secures immediate safety of pupils and staff
- Establishes whereabouts of all pupils and staff
- Establishes staff rota and ensure regular rests are take.
- Identifies needs for extra support of staff and pupils
- Makes arrangements for reuniting pupils with parents

Additional roles may be required dependant on scale of incident and/or assistants may be required in each category. Where the incident occurs off site, a specific individual may be required to be the dedicated liaison person between the staff member at the incident site and the school.

### 5.1 Response Plan

Each incident will require different action but depending in the incident, the guidelines below may assist along with the role descriptions above:-

#### 5.1.1 Stage 1 Incident Evacuation

- Evacuate the School
- Call the Emergency Services
- Undertake a roll call of pupils, staff and visitors
- Feed information of roll call to attending emergency services

#### 5.1.2 Stage 2: Incident Management Team Assembly

- Obtain Emergency Support Pack – located in HM study, JS reception, Finance office in Willow House, Willow Lodge reception and The Director of Rowing's office in the Boathouse - Appendix H
- Complete Incident response form – Appendix E
- Begin Incident Log Sheet – Appendix F
- Choose location for SIMT
- Assemble SIMT informing attendees of location

#### 5.1.3 Stage 3: Incident Briefing

- Brief the SIMT on the current status of the incident
- Determine that the incident requires an emergency response, decision to be recorded on incident log sheet
- Agree appropriate identification of SIMT
- SIMT members to begin their personal incident log sheets – use Appendix F
- Brief all staff and pupils NOT to talk to the media and to direct them to the Communications Officer

#### 5.1.4 Stage 4: Activation and Communication

- Contact any other emergency services/in country officials e.g. embassies as required
- Agree on Incident contact details as per the team list
- Liaise with Communications Officer and set-up initial rota for the manning of the telephones
- Agree statement, contact message for parents/carers if required
- Contact and brief Governing Body as appropriate
- If required contact parents/carers
- Agree external communications required, to whom and in what format. See communication protocol appendix G
- Carry-out agreed communications
- Set up reception area for arriving parents/carers
- Ensure continued contact is kept with safe centre

#### 5.1.5 Stage 5: Incident Management

- Ensure continued contact is kept with Evacuation point/safe centre
- Arrange times for SIMT briefings with attending emergency services (if appropriate)
- Arrange briefing sessions for teachers, pupils and parents/carers
- If required, arrange for a media centre to be set up away from the incident
- Ensure continued personal well-being of team members – arranging refreshments and cover as required.

#### 5.1.6 Stage 6: Close of Incident

- Arrange with SIMT members to hold a debriefing session as soon as is practicable following the closure of the incident
- Collect all individual log sheets from SIMT and store together with the incident log sheet
- Arrange for a member of staff to make contact with any pupils involved on the incident
- Agree arrangements for the re-opening of the school
- Consider arrangements for special assemblies, memorial services as necessary
- Communicate all decisions to parents/carers, pupils and teachers as soon as possible.

#### 5.1.7 Stage 7: Longer Term Incident Implications

- Work with staff to monitor pupils informally
- Clarify procedures for referring pupils for individual support
- Be aware that staff may also need longer term support
- Recognise and if appropriate mark anniversaries

#### 6.0 Other Sources of information/Reference

DfES [www.teachernet.gov.uk/emergencies](http://www.teachernet.gov.uk/emergencies)

HASPEV: Health and Safety of Pupils on Educational Visits and Outdoor Education Advisers Panel <http://www.oeapeg.info/>

Marsh Insurance: Crisis Communications in Schools and Contingency Planning in schools

SFS Group in conjunction with docleaf: 01306 746300 [www.sfs-group.co.uk](http://www.sfs-group.co.uk)

## Appendix A: Classification/types of incident

Classification	Definition	Managed by:-
Insignificant incident	A minor incident or problem or other internal event which can be handled by the School personnel using standard operation procedures either on or off site e.g. A staff or student with a personal issue which is distressing or upsetting; homesickness	Relevant form tutors/ HOH's or trip leaders/centre staff
Minor incident	A minor incident or injury which causes concern but presents no external threat e.g. student/staff experiencing minor medical or mental health emergency	Relevant Middle/Senior management or trip leaders/centre staff
Moderate incident	A concerning event which has the potential to escalate to a more serious crisis and/or effect operations eg. behaviour which is an actual or potential risk to safety of self or others and/or the person does not consent to cooperate with intervention; medical issue on a school trip abroad	Relevant Senior Management. For incidents on trips, emergency SLT contact should be informed. SIMT member/s should be informed
Major incident	A serious event. It may also be another event that has occurred or is imminent which poses a threat e.g. a fatality, serious injury, fire, explosion, material release, local incident	SIMT and emergency services, possibly embassy if abroad
Critical incident	A severe crisis such as a number of fatalities and serious injuries. An event which is likely to cause extreme physical and/or emotional distress to staff, students and visitors. It may also be any incident reflecting on the School's reputation and may not necessarily require an initial emergency response e.g. a natural disaster, a large fire, explosion, bomb, material release, civil unrest, environmental issue or ethical or reputation damage	SIMT and emergency services, embassy if abroad

**Appendix B: SIMT and Emergency Contact list with Key Holders (KH)**

Position	Name	Home Tel	Mobile	Email
Headmaster	George Hartley	n/a	07583 048921	<a href="mailto:gjh@kingschester.co.uk">gjh@kingschester.co.uk</a> or <a href="mailto:hartleygeorgejon@gmail.com">hartleygeorgejon@gmail.com</a>
Senior Deputy Head	Jane Byrne	0161 336 2850	07583 232713 or 07778 611636	<a href="mailto:jmb@kingschester.co.uk">jmb@kingschester.co.uk</a>
Bursar/Clerk to Governors	Hayley Jordan	n/a	07908 766622	<a href="mailto:haj@kingschester.co.uk">haj@kingschester.co.uk</a>
Deputy Head Ac	James Millard	01244 678123	07795 513670	<a href="mailto:jam@kingschester.co.uk">jam@kingschester.co.uk</a>
Deputy Head Pas	Michael Harle	01244 679530	07795 528817	<a href="mailto:mjh@kingschester.co.uk">mjh@kingschester.co.uk</a>
Head of JS & IS	Margaret Ainsworth		07737 466792	<a href="mailto:maa@kingschester.co.uk">maa@kingschester.co.uk</a>
Director of Marketing	Selena O'Donnell	01244 335863	07540 260278	<a href="mailto:soa@kingschester.co.uk">soa@kingschester.co.uk</a>
Head of 6 <sup>th</sup> Form	Josh Carter	n/a	07815 063637	<a href="mailto:jpc@kingschester.co.uk">jpc@kingschester.co.uk</a>
Director of HR	Emma Davidson Andrea Millard	01829 782597	07887 800294 07769 691569	<a href="mailto:hr@kingschester.co.uk">hr@kingschester.co.uk</a>
Chairman of Govs	David Rowlands	01244 300655	n/a	<a href="mailto:davidrowlands@uwclub.net">davidrowlands@uwclub.net</a>
EVC	Russell Hornby	01244 319867	07837 361280	<a href="mailto:rih@kingschester.co.uk">rih@kingschester.co.uk</a>
Director of ICT	Jake Warne		07506 598743	<a href="mailto:jkw@kingschster.co.uk">jkw@kingschster.co.uk</a>
IT Service Manager	Joe Beasley	01565 754903	07583 945624	<a href="mailto:jsb@kingschester.co.uk">jsb@kingschester.co.uk</a>
Catering Manager	Matthew Ferguson	n/a	07930 164922	<a href="mailto:dining@kingschester.co.uk">dining@kingschester.co.uk</a>
Head of Estates (KH)	Mark Jones	01606 246628	07583 174314	<a href="mailto:mwj@kingschester.co.uk">mwj@kingschester.co.uk</a>
Facilities Supervisor KH	Richard Beale Neil Smith Sue Cupples Pat Jones	01978 502555 01244 682516 07908 749149	07583 008833 07789 173202 07814 734757 07837 361216	<a href="mailto:rjb@kingschester.co.uk">rjb@kingschester.co.uk</a> <a href="mailto:nds@kingschester.co.uk">nds@kingschester.co.uk</a> <a href="mailto:smc@kingschester.co.uk">smc@kingschester.co.uk</a> <a href="mailto:pmj@kingschester.co.uk">pmj@kingschester.co.uk</a>
Facilities Operator on duty		01244 689558	07837 337477	<a href="mailto:kscfacilities@kingschester.co.uk">kscfacilities@kingschester.co.uk</a>

## **Appendix C: Emergency Contact – Action to take on receiving a call**

The designated SMT emergency person should have with them at all times, a copy of the full trip paperwork including a list of pupils, staff and trip itinerary.

**When first contacted, please keep calm and be reassuring. Using the pro-forma overleaf, make an initial note of:**

- Who is making the call
- Where he/she can be contacted? And on what number?
- What happened – Where? When? To whom?
- What has happened since the incident?
- What are any other accompanying members of staff doing? Where are the remainder of the students?
- Are any other agencies or emergency services involved?

**If it is obvious that this is a Major or Critical Incident – invoke IMP and procedures**

**For all other incidents:**

- Ask member of staff what help they would like (to include suggestions below)?
- Have they contacted the parents?
- Have they contacted the insurers (if required)?
- What change of plans may be necessary for the duration of the trip?
- Does a student need to return home, accompanied by staff or parent?
- Does another member of staff need to join the group?
- Is the Finance Office required to make any immediate payments e.g. bank transfers, credit card payments?

**Remember it is often simple reassurance that staff will be looking for in having taken the proper action – there may be no requirement for you to do anything.**

**Decide whether Headmaster and/or rest of SIMT should be informed and when.**

**Incident Response Plan**

<b>Trip Name</b>	
<b>Date and Time of Call</b>	
<b>Who is making the call</b>	
<b>Where can he/she be contacted</b> <b>What is the telephone number</b>	
<b>What happened – Where? When? To whom?</b>	
<b>What has happened since the incident?</b>	
<b>What are any other accompanying members of staff doing? Where are the remainder of the students?</b>	
<b>Are any other agencies or emergency services involved?</b>	
<b>IF IT IS OBVIOUS THAT THIS IS A MAJOR OR CRITICAL INCIDENT – INVOKE INCIDENT MANAGEMENT PLAN AND PROCEDURES</b>	
<b>Ask member of staff what you can do to help</b> <b>e.g.</b> Have they contacted the parents? Have they contacted the insurers (if required)? Any change of itinerary needed? Does a student need to return home, accompanied by staff or parent? Does another member of staff need to join the group? Is the Finance Office required to make any immediate payments e.g. bank transfers, credit card payments?	
<b>THINK – DO I NEED TO CONTACT HEADMASTER OR OTHER SIMT MEMBERS</b>	

## Appendix D: School Incident Management Team

<b>Position</b>	<b>Name</b>	<b>Primary Tel</b>	<b>Secondary Tel</b>	<b>Location</b>
Co-ordinator				
Deputy Co-ordinator				
Communications Officer				
Deputy Communications Officer				
Media Officer				
Deputy Media Officer				
Resources/Facilities Officer				
Deputy Resources/Facilities Officer				
Welfare Officer				
Deputy Welfare Officer				

## **Appendix E: Roles of SIMT**

### **Co-ordinator**

#### **Principal Responsibilities**

- Maintain overall log of events, decisions taken and times
- Co-ordinate the school incident response
- Mobilise the SIMT, brief them of the situation and allocate tasks
- Where the incident is off site, organise the main point of contact for staff member at the incident site
- Consider the need to alert other colleagues and external agencies
- Liaise with relevant personnel/consultant re media preparations (delegate to communications)
- Provide/arrange regular briefings to relevant parties as appropriate i.e. staff, Governors, pupils and parents (can be delegated to communications)
- Organise staff rotas (can be delegated to welfare)
- Monitor the health and safety of school personnel and pupils (can be delegated to welfare)
- Authorise any additional expenditure and keep a log
- Try and maintain normal routines and timetables within the school as far as possible to minimize disruption (can be delegated to welfare)

#### **Checklist**

- Ensure that accurate factual information is available for those arriving at the scene
- Liaise with the emergency services and other agencies who may become involved
- Act as the main contact to co-ordinate response and give your contact details
- Inform the Chair of Governors
- Inform all staff, and parents of injured pupils
- Decide how to inform other parents
- Ensure all staff maintain a log of actions and decisions
- Allocate roles/tasks amongst SIMT as appropriate
- In the event of serious injuries or a fatality, the HSE should be informed within 24 hours
- Remind all staff/SIMT not to speak directly to the media – any queries should be referred to the nominated media and communications officer with the SIMT

### **Communications and Media**

#### **Principal responsibilities (may be split between comms and media)**

- Maintain log of events, decisions taken and times
- Act as a point of contact for media enquiries
- Prepare press releases and statements after liaison with SIMT
- Manage internal communications i.e. ensure that reliable links are in place, dedicated phone lines etc.
- Provide information and advice to parents and act as a point of contact for parental enquiries
- Ensure telephone lines are staffed and that messages are relayed promptly
- Note: Rumours spread quickly within a school community and can cause great distress in a crisis situation. The best way of preventing rumours is to inform people quickly, simply and factually.
- Follow the Communications Protocol

## Communication checklist

- Inform school staff as appropriate, depending on time and scale of incident
- Consider incident communication needs, dedicating lines for incoming and outgoing calls and arrange extra support for reception where required. Where the incident is offsite ensure that a dedicated phone line (mobile or otherwise) is available for staff member to ring in from an incident site. If necessary, seek support from outside agencies which can set up a public helpline for enquiries from the public in the event of a major incident.
- Consider leaving a message on the main school line to update concerned parents and updating this regularly.
- Contact Director of ICT to help co-ordinate communications when required.
- Inform parents of any injured as soon as is reasonably practical and exact facts are known of what has happened and where their son/daughter is.
- Record what their plans are e.g. to travel to their son/daughter, any assistance they need and any means of communications with them e.g. mobile phone number
- In the event of a major incident the police may give advice regarding naming badly injured people or fatalities
- Inform next of kin of any staff who have been involved
- Inform parents of any other pupils on the visit (if relevant) but not directly involved in the incident
- Decide which other members of the school community (parents and pupils) should be informed and by whom and contact them as appropriate. Parents should first hear of the incident from the school not from hearsay or from the media. Information given must be limited until the facts are clear and all involved parents/next of kin are informed.
- Inform the Chairman of Governors and other Governors as appropriate, depending on time and scale of incident
- For an incident occurring elsewhere in country, establishing links with local authority if appropriate or for an incident occurring abroad, communication via the Foreign Office to the British Consulate, foreign police etc.
- Refer to the list of emergency contacts

## Media Checklist

- Prepare a press statement to be agreed with the Headmaster
- Decide on ongoing strategy for dealing with the press
- Be prepared to be interviewed by the press if necessary
- Ensure that any media access to the site, staff and pupils is controlled
- In a major incident, the police can deal with the press and prevent intrusion onto site
- Be aware of the potential problems caused by the spread of misinformation through pupil and/or staff use of mobile phones and internet

## **Resources/Facilities**

### **Principal responsibilities**

- Maintain a log of events, decisions taken and times
- Establish a safe and secure base for the SIMT. This will be the Old Library and associated offices unless inaccessible
- Arrange a quiet space to receive parents/siblings of the children involved as they arrive at school – this should be out of media attention.
- Assist with on-site health and safety issues
- Arrange for any buildings/areas to be opened up as requested by the emergency services
- Ensure that appropriate equipment and resources are made available promptly
- Manage media access

### **Checklist**

- Ensure on site access for emergency services – this may require liaison with Head of Estates and/or Facilities Supervisor/bailiffs
- Open/close parts of school as required turning off utilities if necessary
- Ensure the security of the school premises
- Other tasks could include:
- Assistance at school or at the site of the incident by outside agencies
- Communications support, including public telephone helpline
- Help with arranging travel and transport between the incident, parents and the school
- Help with media management, including press statements and interview briefing

## **Welfare**

### **Principal Responsibilities**

- Care of pupils and staff
- Care of SIMT
- Ongoing support in the aftermath of a major incident

### **Checklist**

- Take actions to secure the immediate safety of pupils and staff – this may include evacuation or keeping pupils and staff inside the building
- Establish the whereabouts of all pupils, staff and visitors using timetables, registers, and the visitor's handbook and make a list of those unaccounted for.
- Establish a staff rota for SIMT for ongoing incidents and ensure staff take regular breaks
- Establish a staff rota for supervision of pupils within school and ensure staff take regular rest periods
- Arrange catering as required
- Identify those pupils/ staff who are badly affected and who need extra support
- Make arrangements for reuniting pupils with their parents
- Take account of religious and cultural factors and consider contact with leaders of local faith communities



## **Appendix G: Communications Protocol for a Major or Critical Incident**

### **Informing the Staff and Governors**

The rest of the staff and Governors should be informed of the situation as soon as possible, preferably at a specially convened staff meeting. When briefing staff about an incident, it is important to provide facts not speculation and be honest if circumstances are not yet known.

### **Informing Pupils**

Pupils should be told simply and factually what has happened. This could be by informing a class at a time or via a special assembly. Their questions should be answered as straightforwardly as possible, staff should not speculate. Siblings/close friends may need to be informed separately depending on the situation. If possible normal routines should be followed. School closures should be avoided,

### **Informing Parents/Guardians**

When something happens it is important that there is good communication with parents/guardians. Wherever possible the parents/guardians of all the children in the school should be informed that the school has experienced an incident.

An early decision should be made about how to inform parents. Bear in mind the speed which rumours circulate. However, in the case of a fatal incident, the police will normally inform the parents of the child or children involved.

If an incident happens at a school, or the school may be closed for any reason e.g. severe weather, it is likely that concerned parents will try to telephone the school to get further information. This may hamper the school staff in dealing with the incident itself.

One possible way of dealing with this is to set up the main school line with an answer machine that you can set up to 'message only' (callers cannot leave messages) updating the message regularly with information on the incident will ensure that parents are informed and reassured. This may be possible to do remotely if the school building cannot be accessed.

Other methods of communicating with parents could include:

- Notices on the school website
- Emails
- Letters
- Text messaging
- Notices on the school doors
- Person at entrance to explain issues
- Local radio

Note: routinely informing parents of the school's procedures for dealing with emergencies reassures them that the school is prepared and able to look after their child and can assist in the school's management of an incident should one occur. Information could include how parents might hear about an incident affecting the school (radio, school answer phone etc) and what they should do if an incident affects the community whilst their child is at school.

### **General points to ensure that information is passed on effectively and sensitively:-**

- Select appropriate staff to inform parents/guardians and ensure that they are briefed – it may be beneficial to provide a script to work from
- Communicate with parents/guardians as soon as possible to minimize the spread of misinformation
- Ensure you have a list of who is to be contacted and keep a record of those you have contacted successfully
- Advise parents/guardians if there is a lot of media interest. Journalists may try and get interviews with parents/pupils.
- Give clear information about any specific instructions that they need to follow i.e. collect children immediately, follow their normal routine etc.
- Invite them to a special meeting/briefing if appropriate and remain factual about the facts avoiding being drawn into speculation. The timing of such a meeting should be decided upon once the incident management plan has been put into place.
- Keep parents updated on a regular basis by any means normally used by the school as outlined above.
- If necessary and feasible offer assistance with any arrangements e.g. transport
- Check that parents/guardians are not left alone in distress, perhaps making suggestions for making contact with relatives or neighbours
- Offer useful numbers for support or for more information i.e. Emergency helpline, hospital etc.
- Schools should keep up to date parents/guardians details in case they need to be contacted in an incident. A hard copy should be kept in case you are unable to access PC's or the school building where the details are normally kept.

## **Appendix G: Specific Guidance for Trip Leaders on Incident Management Planning**

At least one emergency designated person from SIMT should be named on the risk assessment forms completed by staff taking trips off-site. Emergency contact details for SIMT designated persons should be available to school or centre staff only and not distributed to students.

Staff should use a degree of judgement in deciding whether an incident requires SIMT to be notified either at the time of the incident or after. As a guide, minor incidents as defined below can be dealt with by accompanying staff whereas those more serious do require SIMT contact. If there is any doubt or if reassurance of any action is required, please do not hesitate to contact the emergency person/s and do not forget to contact Insurers for advice and help if appropriate.

### **Minor Incident**

For minor incidents occurring off-site, the accompanying staff, or centre staff, will be expected to deal with the outcome. It might be a simple first aid application, a behavioural problem or maybe a case of homesickness. It will therefore, be dealt with through the established internal arrangements of the centre, or by the staff accompanying the young people to the off-site venue.

Group leaders responsibilities here need to be defined, as well as those of all other staff before the group go on their activity. This is part of the planning process of any trip.

### **Major or Critical Accident**

This is usually defined as any incident requiring support from an external agency or emergency service. These can often be dealt with first by the accompanying member of staff e.g. in the case of a broken leg whilst skiing and then the emergency contact informed.

However, a critical incident e.g. where a group is lost in the mountains, a minibus has a serious crash or a young person is seriously injured or has died is of a much greater magnitude, especially when other agencies are involved. In this instance, the emergency SIMT member should be contacted as soon as possible to discuss procedures for support, notification of parents and invoking the School Disaster Plan. Note in the case of critical incidents, initial contact with parents must be made by the police.

As a guide for Group Leaders involved in a serious incident:-

- Keep a written record of all facts, calls and times
- Preserve vital evidence, photos may help
- Help with any official enquires
- DO NOT admit liability
- Do not comment to the media without express authority from the School Incident Team
- Deal with parental calls compassionately and in accordance with advice from the School Incident Team.

## Appendix H: Emergency Support Pack Contents

- Incident Management Plan
- Disaster Recovery Documentation 2017
- Staff List and Contact Details
- Pupil List and Contact Details (separate folder)
- Emergency Telephone Numbers
- Governor Telephone Numbers
- Insurance Details
- Map of boathouse with fire points, isolation points and flammables marked
- List of Contents of flammable cupboard
- Map of local area with emergency services marked
- School Incident Management Team blank forms
- Incident Log blank Forms
- Incident Response Plan blank forms

Emergency Support Packs are held in HM PA's Office, JS reception, Willow Lodge reception, the Bursar's Office in Willow House and The Director of Rowing's office in the Boathouse.

## Appendix I: Summary of IMP

Action may need to be altered dependent on whether the incident occurs at school, off site (in UK or abroad). For full details see Incident Management Plan.





