



**KNIGHTSBRIDGE
SCHOOL**

HEALTH AND SAFETY POLICY

RESPONSIBILITIES, ARRANGEMENTS, POWERS AND PROCEDURES

This policy applies to the whole school, including the EYFS.

Issue Status, Distribution and Authorisation

Any changes to these documents shall be made by re-issuing the whole of the document.

The Operations Manager is responsible for issuing these documents on behalf of the Proprietor/Employer.

Distribution

Copy No. Controlled Copy Holder

- 1 The Proprietor/Employer/Head
- 2 The Bursar
- 3 The Facilities Manager

Uncontrolled copies of these documents, specifically marked 'UNCONTROLLED COPY', can be issued on request to the Operations Manager. It is the responsibility of the recipient of any uncontrolled copies to ensure that they are holding the latest available information.

Issue Authorisation

These documents are issued on behalf of the Knightsbridge School Limited (forthwith referred to as the Proprietor/Employer), whose registered place of business is 67, Pont Street, London. SW1X OBD referred to as "the School".

Signed: 

Date: September 2023
Proprietor

Health & Safety Policy

The overall and final responsibility for Health and Safety is that of the Proprietor/Employer. The day to day responsibility for ensuring this and other health and safety policies are put into practice is designated to the Operations Manager who is also responsible for ensuring that the health and safety organisational chart is kept up to date and posted in appropriate locations around the premises.

Further details can be found elsewhere in other relevant Health and Safety Policies. The Health and Safety Policy will be reviewed on at least an annual basis and whenever significant changes to the systems and arrangements take place. Where any changes, amendments or additions are made, the revision number will change. Reviews that result in no changes at all will maintain the same revision number.

Reviewed by: Robert Starkings (Bursar) **Date:** September 2024

Richard Shannon (Facilities Manager)

Approved by: Aatif Hassan

Signed:  **Date:** September 2024

This policy will be reviewed annually.

(Last reviewed September 2023)

The signing and dating of this document signifies that this policy and all other policies and procedures relating to health and safety have been reviewed or considered for review.

GENERAL STATEMENT

The Health and Safety at Work Act etc, 1974 (HASWA) requires all organisations employing five or more people to have a written health and safety policy.

This must contain a general policy statement and the arrangements and organisation for putting the policy into practice. It is the Proprietor's policy to encourage employees, children, parents, volunteers and contractors to adopt a positive safety culture in all their activities and to ensure, as far as is reasonably practicable, to organise any adverse impact on the environment.

The Health and Safety Executive (HSE) enforces health and safety law relating to the activities of independent schools. Because the Employer is responsible for health and safety in the workplace and on work activities the HSE will normally take action against the Employer. However, in some circumstances, for example where an employee failed to take notice of the Employer's policy or directions in respect of health and safety, the HSE may take action against the employee as well or instead.

Management for Monitoring Health and Safety

The Head retains overall responsibility for Health and Safety; however, the Operations Manager, who is also the Health and Safety Manager (HSM) is designated to carry out the management of Health and Safety on a daily basis. Matters arising regarding Health and Safety should be reported, in writing to the Operations Manager.

OUR POLICY

In keeping with the requirements of the Health and Safety at Work Regulations (1974), it is the policy of the Proprietor/Employer to ensure, as far as is reasonably practicable, the Health, Safety and Welfare of employees, children, parents, visitors and volunteers in any school activity whether it be on the school site or off site. This policy also applies to any persons, including contractors, employed by or on behalf of the Proprietor, who visit or work at sites in the control of the Proprietor. The Employer has the power to ensure that the health and safety policy is carried out in-school and on all school activities. The Operations Manager manages the implementation and monitoring of the policy for the Proprietor

It is our policy:

1. to identify assess and control the risks to health and safety of all children whilst in our care and to provide a safe and healthy environment for them to enjoy learning;

2. to identify, assess and control the risks to health and safety arising from our work activities and equipment and through the use of materials and substances we work with including their safe handling and storage;
3. to ensure that all staff and parents are made aware of any risks identified and of the systems and procedures we put in place to deal with these risks;
4. to provide a safe and healthy environment for the children to enjoy learning;
5. to provide employees with information, instruction, safe working practices, supervision and training to ensure they are competent to carry out their tasks;
6. to minimise cases of injury and work related ill health and to investigate accidents and incidents that might have resulted in harm to employees;
7. to seek support from and consult with employees on matters concerning their health and safety;
8. to provide safe equipment, safe play areas, safe access and egress and maintain them in good order;
9. to have a clear understanding on actions to take in the event of any emergencies;
10. to ensure that all our staff have been carefully selected to meet our requirements for the health, safety and security of the children in our care including compliance with the DfE safeguarding procedures;
11. to train all our staff in the particular health and safety issues that affect children;
12. to provide arrangements that recognise our responsibilities to visitors, contractors and the public who may be affected by our activities;
13. to ensure that activities undertaken by the school both on and away from school site are risk assessed and safely managed;
14. to monitor and review this Policy and the various systems, procedures; and
15. to make arrangements for controlling health and safety whenever considered necessary.

This Policy will be achieved by the establishment of an effective health and safety management system within the school. This will involve the implementation of arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures.

The effectiveness of the system will be regularly monitored to ensure that health and safety arrangements are being implemented and that the people named in this document are carrying out their duties.

This statement was prepared with reference to:

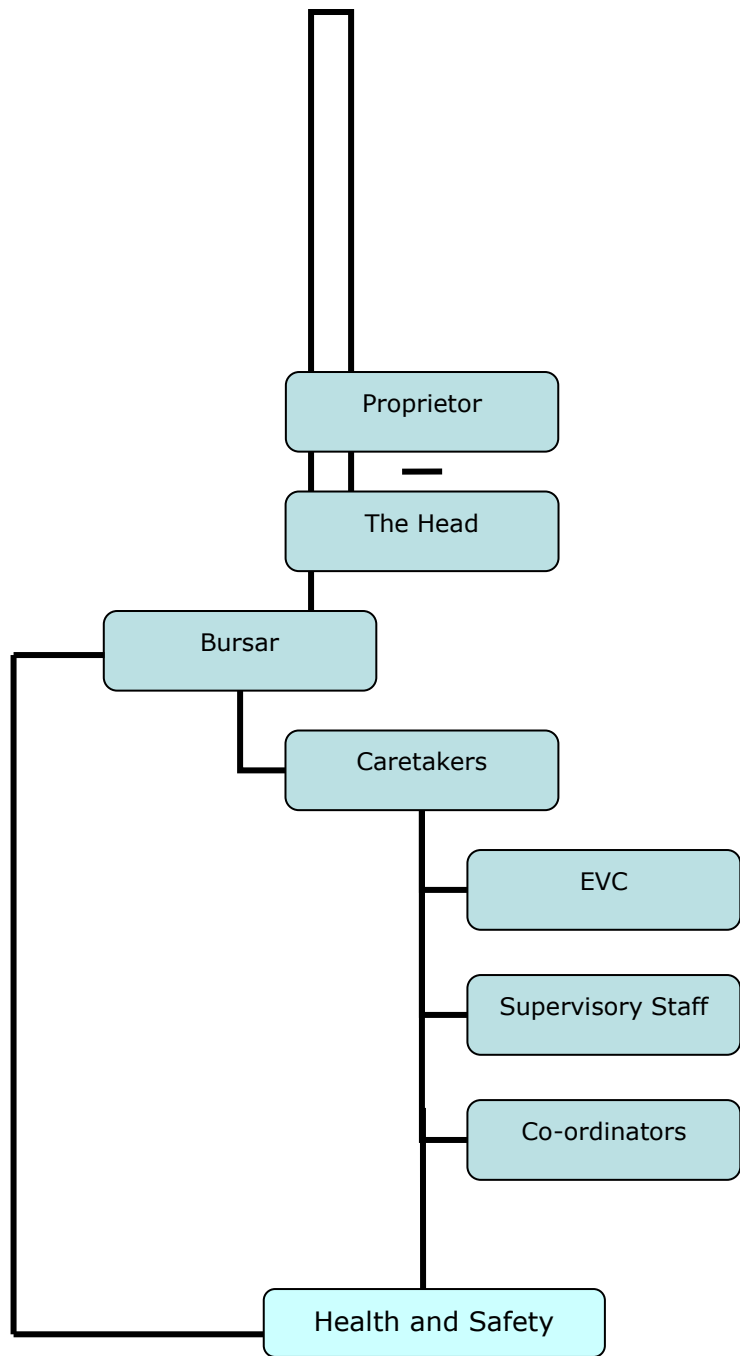
- Health and Safety: responsibilities and duties for schools (2022)
- DfE Guidance and best practice including *'Health and Safety: Advice on legal duties and Powers' (DfE-00068-2013 & 00035-2014); Health and Safety advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies.*
- Health and Safety responsibilities derived from the *'Health and Safety at Work Act 1974'* and associated amendments and regulations;
- Health and Safety Legislation is enforced by the Health and Safety Executive ((HSE);
- Statutory Health and Safety arrangements and responsibilities; and

- any relevant supporting documents.

The Proprietor has in place, with updates as required:

- *Health and Safety Responsibilities and Arrangements;*
- *Register of Safety Documents and Procedures;*
- *Risk Assessment Methodology.*

Employees, visitors and contractors to any of the Proprietor's owned or operated sites are reminded that it is their duty to look after their own health and safety, to ensure that they do nothing to endanger anyone else, and to co-operate with the School in all matters of Health and Safety. The Operations Manager undertakes, on behalf of the Proprietor and Head, to copy this policy to all employees and contractors and to ensure that it is prominently displayed in the workplace.



HEALTH AND SAFETY

Responsibilities, Arrangements, Powers and Procedures

RESPONSIBILITIES

The *Health and Safety at Work Act of 1974* places responsibilities on all our staff. A separate organisation chart is kept and maintained in the entrance and reception area to our school. This shows who the members of staff are and what responsibilities each of them have. This will be amended and updated as and when appropriate. We also have a Health and Safety Law Poster in the reception area that summarises our responsibilities as an employer and the responsibilities of our staff as required by law. The reporting lines for health and safety differ in some ways from those reporting lines that are applicable for any other issues and concerns, an example of which are the child protection procedures.

ARRANGEMENTS

GENERAL ARRANGEMENTS:

The following general arrangements are in place in order to meet the above policy requirements.

- We have a Health and Safety Organisational Chart designed and updated as is appropriate, clearly identifying the specific roles and responsibilities of any individuals or groups of individuals who have been appointed or delegated responsibility. The chart clearly shows the reporting lines for any employed person regarding health and safety.
- We have a Health and Safety Law Poster that is clearly displayed (as required by law) that summarises the responsibilities of everyone and which gives specific contact details for key organisations and personnel.
- We have other relevant policies and audit procedures that provide specific detail regarding responsibilities and arrangements.
- We hold regular meetings between senior staff that include Health and Safety as a fixed agenda item.
- We undertake to review all policies relating to health and safety on an annual basis and/or more frequently if considered necessary.
- We have a duty roster to ensure the presence of at least two staff members at all times when any children are on our premises.
- We have a registration book to record the arrival and departure of all staff, children, parents, visitors and contractors who enter our school.
- We require all employees and volunteers to sign that they are in receipt of the Health and Safety Policy prior to commencing their employment or voluntary support for the school.
- We have a system for assessing the health and safety risks on all the tasks and activities we do and the areas and locations we do them in. Where appropriate, controls and procedures are put into place to ensure these risks are as low as reasonably practicable.
- We arrange and encourage audits, fire risk and safety inspections from external authorities in order to check that what we are doing and the way we are doing it is right.

- We have our own system of regular checks and monitoring procedures to ensure that our health and safety arrangements are maintained in an effective manner.
- We have direct access to sources of competent people and up to date guidance in all matters of health and safety.
- We make arrangements, where appropriate, for the training of various persons to assist in carrying out the requirements of the School's Health and Safety Policy and Procedures.
- We have specific controls and procedures for any external visits or outings anywhere. Details of these and any formal registration forms are provided in a separate document and are given to all staff and parents.
- We have specific controls and procedures for ensuring that children do not have access to any medicines, foods or drinks to which they are allergic. Details of these and any formal registration forms are provided in a separate document and are given to all staff and parents.
- We have specific controls and procedures for ensuring the safety of the children in our care from the point of arrival to the point at which they depart. Details of these and any formal registration forms are provided in a separate document and are given to all staff and parents.
- We have a number of particular arrangements that apply every day and at all times. These are listed separately below.

ARRANGEMENTS FOR THE SAFETY AND SECURITY OF CHILDREN:

The following arrangements are specifically put in place to look after all the children in our care at all times.

- Only those staff who are registered child carers and who have been checked by an 'enhanced disclosure' from the Disclosure and Barring Service are allowed unsupervised access to the children in our care.
- A minimum of two staff are always present whenever any children are on our premises.
- All arrivals and departures of people, whether children or adults, are recorded.
- There is only one entrance (the main entrance) through which parents, visitors, contractors etc can enter the building. This entrance is controlled through the use of an intercom and electronic door release from inside the building. Parents and visitors and contractors are required to sign into inventory. Once signed in, reception staff will allocate a pass with a lanyard. This is designed to prevent unauthorised access at any time.
- All children in our care are regularly reminded of what is safe and what is not safe to do when on our premises.
- We have installed smoke detectors in all fire risk areas for early warning of any problems that may arise. These are checked on a weekly basis to make sure they work effectively.
- We have installed a fire alarm to enable any member of staff to raise an alarm that everyone else can hear.
- We practise on a termly basis what to do in the event of a fire and make sure all the children in our care know what to do if they hear our fire alarm.
- All our staff are trained in emergency first aid and at least one member of staff who has a current full first aid training certificate is present at all times whilst children are on our premises. All staff are trained in ways that are relevant to young children.

- We have an electronic accident and incident book into which are entered all and any details, no matter how small or minor.
- We only use safety-approved substances for use by children, such as non-toxic glues and paints. We only use water-based products and not solvent-based ones that can give off fumes and vapours.

ARRANGEMENTS FOR THE SAFETY AND SECURITY OF EQUIPMENT:

The following arrangements are specifically put in place to look after all the equipment we have on our premises and any equipment that we may wish to hire or purchase.

- All our electrical equipment and installations are checked by competent persons or organisations to ensure their intrinsic safety.
- Our gas heating boiler and gas supply lines are regularly checked by competent persons or organisations to ensure their intrinsic safety. Access to these is strictly controlled to prevent any accidental access by children.
- All our playground play equipment conforms to British Standards for safety design and is positioned in such a way as to allow sufficient space in between for safe movement and access.
- All external play areas of our premises where children might fall from a height are constructed of impact-resistant materials that conform to the relevant standards.
- All internal play equipment is assessed for safety prior to use for the first time and that it is suitable for use by the appropriate ages of children in our care. Only CE-marked equipment (or equipment certified for conformity) is used.
- Regular visible checks are made on the integrity of all play equipment used externally to ensure connections and fixings are not loosened and the externally exposed parts are not damaged. Suspect equipment is taken out of service until repaired by a competent person or organisation.
- Formal inspections of all external play equipment are carried out on an annual basis by a competent person or organisation.

ARRANGEMENTS FOR ACTIVITIES:

- We always ensure adequate numbers of supervisors whenever children are outside playing.
- We ensure parents are always informed of all forthcoming plans for events on our premises.
- We insist that parents sign consent forms whenever we plan to take the children away from the premises for an outing where there may be travel on public transport, a residential aspect to a trip or where there is an activity which may add additional risk (eg swimming or sailing).
- We encourage parents to join us on outings.
- We ensure that our staff have access to all the equipment needed when we go on outings and that they use a checklist each time to ensure nothing is forgotten.
- We always ensure we have means of communication with us during outings and a list of appropriate telephone numbers for contacting the right people whenever required.
- Whenever we require vehicles to transport children anywhere, we only use approved and licensed contractors that operate vehicles that conform to all the safety standards.

- We ensure that any drivers of coaches etc that are required to transport the children on any outings are competent and trustworthy drivers and that the vehicles are properly equipped with safety seatbelts.

(Please refer to Educational Visits, Off-Site Activities and Visiting Guests Policy)

ARRANGEMENTS FOR THE COMFORT AND WELL-BEING OF CHILDREN AND STAFF:

The following arrangements are specifically put in place to try to ensure that children are as happy and comfortable as possible whilst on our premises. We also like to make sure that our staff have the right environment in which to teach and supervise.

- Our premises are kept warm during cold weather through the use of easily adjustable, safe heating systems.
- Our windows are designed to be safe, lockable and to allow sufficient light through to provide a bright and cheerful environment.
- Our doors are designed to prevent children's fingers from being trapped by sudden closures and have safe vision panels fitted so that small children can be seen before opening the door from the other side.
- Our floors are designed to minimise the likelihood of slips and trips and are regularly checked to make sure they are free from obstacles along walkways and are not damaged.
- Our hot water supply is maintained at a temperature to prevent accidental scalding.
- We have a separate lockable room for the storage of any items we consider to be potentially harmful if accessed by children. Likewise, lockable cabinets for smaller items.
- We have safe and sufficient ventilation and air circulation systems to maintain a fresh atmosphere in the building.
- All children are encouraged to drink water and fresh water is available at all times. There is no access to any water supplies that are not safe for drinking.

ARRANGEMENTS FOR HYGIENE:

The following arrangements are specifically put in place to minimise the likelihood of any staff or children picking up undesirable diseases, ailments or other health problems. We try to teach our children about the importance of hygiene and keeping their hands clean. We have a daily cleaning schedule to cover all areas accessible by children. Only safety-approved cleaning materials are used.

- Our toilet facilities have a particularly high standard of hygiene arrangements in the way they are cleaned on a daily basis and in the facilities provided for washing and drying.
- We provide all protective clothing and equipment as necessary when dealing with any issues of hygiene or cross-contamination, including suitable disposal facilities where appropriate.
- All food and drink kept on the premises is stored safely and appropriately. Our refrigerators are kept clean and at a temperature recommended for safe storage. It is checked on a daily basis.
- Whilst we may have from time to time pets and animals on our premises, these have been carefully checked and selected to ensure they do not pose any health and safety risks to children in our care.

- All other pets and animals (such as those belonging to parents and staff) that have not been previously checked and authorised by the school are strictly forbidden inside the premises. Dogs, for example, must remain with their owner outside the school at all times and be under full control by means of a suitable lead or restraint.

Schedule of annexes to the Health & Safety Policy

Absence of Children and Lost Children
Answering the Door and the Collection of Children
Asbestos
Catering and Drinking Water and Healthy Eating
Construction, Design and Planning Regulations
Control of Substances Hazardous to Health
Electricity at Work Regulations
Glass
Housekeeping, slips, trips & falls
Hygiene Good Practice
Legionnaires Disease
Maintenance of Plant, Machinery & Facilities
Managing a serious outbreak or Pandemic Contagious Disease
Manual Handling
New or Expectant Mothers
Noise
Non- Smoking Policy
Occupational Health
Out of Hours and Lone Working
Personal Protective Equipment
Policy on Work Experience
Reporting of Injuries, Diseases and Dangerous Occurrences
Security
Sudden Death of a Child
Sunscreen Policy
Stress
Use of Vehicles Minibuses and Minibus Parking
Violence and Personal Safety
Visitors
Work Equipment
Working at Height
Workplace Health Safety Welfare Regulations
Workstation and DSE Policy



KNIGHTSBRIDGE
SCHOOL

Fire and Emergency Policy, Procedures and Arrangements

Reporting Accidents

All accidents to staff, children and visitors must be reported, in writing, using the electronic accident book. Certain accidents must be reported to the Health and Safety Executive under the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)*. The Operations Manager will ensure that the Health and Safety Executive is informed of reportable incidents.

Emergency Contact

A Pro-forma for emergency contact telephone numbers is issued to parents at the beginning of each academic year and this is to be completed and returned to the class teacher as soon as possible. Notification of any change to these details must be reported to the class teacher and the school office. Every employee at the school has been asked to complete a form giving details of next of kin, emergency contact numbers, and relevant details about medication. If they do not wish to do this, a “disclaimer” must be signed.

Were there ever to be a disaster or crisis affecting the staff and/or children of the school, there would be need for easy access to certain data. It would also be essential for considered procedures to be pre-determined to avoid the risk of ill-considered action being taken during a time of stress. A back up of emergency contact details is included in the Fire Box.

Information and Emergency Procedures

Appropriate procedures will be in place for ensuring that safety precautions are properly managed, formulated and disseminated to all staff. These procedures will include Fire Drills and the use of Fire Extinguishers. The school evacuation procedure will be prominently displayed in all teaching rooms, offices and curriculum areas. All staff and children should be fully conversant with the evacuation procedures.

- The primary aim of our Fire Policy is to safeguard life and to this end the Principal and Proprietor will assume this responsibility. Policies and procedures are available for all members of staff who are required to be familiar with and apply them.
- Regular health and safety inspections are carried out on behalf of the Principal by the Operations Manager.
- Advice is taken from the Fire Brigade inspector and appropriate specialist advisors.
- Problems will be noted, prioritised and acted upon appropriately.
- Outside teachers, visitors and contractors will be required to take note of and follow our emergency procedures.
- Public events are assessed for all risks including fire.
- Fire drills are held regularly, at least once a term and timed. Records of fire drills are kept in the Log Book at Reception.

- Escape routes are clearly labelled and lead to a safe assembly point.
- All staff and children are instructed on action to be taken in the event of an emergency.
- Every corridor has prominently displayed clear notices describing the action to be taken.
- Fire doors are clearly labelled and unlocked.
- Clear and prominent signage directs visitors to the nearest evacuation route.
- The fire wardens for each floor check that areas are evacuated and are on hand to assist those with a disability.
- The fire alarm is electronically monitored by an external monitoring service who will summon the Fire Brigade and Keyholder service if required.
- The designated assembly point is at a safe distance from the building and not on a route which may be used by the emergency services.
- A roll call is taken using class registers, staff signing in book, visitor's book and children signing in and out book.
- The alarm system is self-monitoring for faults and has battery back-up.
- The alarm is never switched off and routinely serviced.
- All the fire fighting equipment is recommended by the Fire services and checked on a regular basis.
- Regulations concerning the control and storage of flammable liquids are followed.
- All appropriate risk assessments are in place and checked by the Operations Manager

Fire-fighting equipment will be regularly serviced and clearly labelled. Signage is regularly checked and updated in line with current legal requirements

There is a fire drill/emergency evacuation procedure every term. Neither staff nor children are warned of an impending practice. It is essential, therefore, that each member of staff is aware of what the evacuation arrangements are for each area of the school. These are detailed in to this document. The evacuation and safety of visitors and contractors will be the responsibility of the person who they are visiting or working for.

The School has:

- Fire Safety Policy and Procedures
- Fire Safety Audit
- Evacuation Procedures
- Fire Risk Assessment
- External monitoring and automatic Fire Brigade response

In accordance with statutory requirements there is an annual fire safety audit which includes checking all fire fighting equipment by an approved contractor and records maintained. The fire alarm will be tested regularly from different points when the site is not in use and records maintained. All emergency lighting will be tested monthly, with an annual 3 hour drain-down and records maintained.

- Fire exits are labelled clearly and kept unlocked whenever the building is occupied.
- Reception will take the Fire Box and muster signs to the Assembly Point.
- Muster Points are assigned along the length of Lennox Gardens and positioned by Office Staff
- Form teachers to take a register using the Muster Point Check List (MPCL)

- The MPCL is coloured Green on one side and Red on the other
- If the Form teacher is satisfied their pupils are accounted for they should show the green side visibly so that the Fire Marshal can see it
- If the form teacher is concerned about any issue they should show the red side and the Fire Marshal or person delegated by him will investigate the problem

- The Responsible Person will be responsible for overall control of the evacuation and liaison with the Emergency Services.
- “The Responsible Person” refers to the Fire Marshal, the Operations Manager, the Bursar, the Principal, The Head, any member of the SMT or any other designated person.
- Order of Command for the Responsible Person.
 1. Fire Marshal (John Keenan)
 2. Facilities Manager (Richard Shannon)
 3. Bursar (Rob Starkings)
 4. Principal (Magoo Giles)
 5. Head (Shona Colaco)
 6. Duty (SMT)

The fire alarm is a Klaxon Horn. On hearing the alarm:

- Stop what you are doing and line up.
- The teacher will direct the class to leave the room in single file and proceed to the safest designed exit.
- Teacher should shut windows and doors.
- Silence must be maintained at all times, including whilst walking to the Assembly Point, using the safest route.
- Children must walk and not attempt to pass others.
- Personal belongings must be left behind.
- Fire Wardens will carry out their duties
- The Assembly Point is Lennox Gardens.

All Fire Marshals will attend the Fire Panel and note the time of the alarm.

The first Fire Marshal to arrive will don the red “Investigating Fire Marshal” (IFM) cap and will MUTE the Fire Panel, note the Zone and individual device which is alarming. They will then proceed to that area to investigate the reason for the alarm. This will either be an activated call point or red light on the detector.

If it is a false alarm, then they should immediately call SMS on 0844 871 2223 to stand down the emergency services.

The second Fire Marshal to arrive will become the Roll Call Fire Marshal (RCFM) and also the Responsible Person.

They should remove the class checklist, put on the Fire Marshal Hi-viz (located in the panel cupboard) and proceed to the muster point and check off classes as they report all present. They should also note the time when the whole school has evacuated and then the time taken to finish the roll call.

They will know they are the RCFM by the absence of the IFM cap and the fact that the panel has been muted.

All other Fire Marshals who attend the Fire Panel will know they are not required by the absence of the IFM red cap, the panel is MUTE and the class checklist will not be present as it will be in use.

Once the cause of the alarm has been ascertained the IFM should report this to the RCFM. Once the class checklist is complete and the RCFM is satisfied that the building is empty then they should SILENCE and RESET the Alarm.

Upon a fire alarm activation the monitoring service will act in the following order;

- Contact the School site
- Alert the Fire Brigade
- Contact the Keyholder Service

Evacuation Procedures for St. Columba's

In the event of the fire alarm sounding the evacuation of Knightsbridge School employees and pupils is as follows:

- Staff to stop the pupils carrying out the activity they are doing
- Form an orderly line of pairs and insist on silence
- Evacuate from either end of the church where the fire exits are
- Muster on the pavement opposite the school
- Staff to take a register of the pupils
- Report to St. Columba's Fire Marshal and to KS School reception

Evacuation Procedures for St. Saviour's

In the event of the fire alarm sounding the evacuation of Knightsbridge School employees and pupils is as follows:

- Staff to stop the pupils carrying out the activity they are doing
- Form an orderly line of pairs and insist on silence
- Evacuate from either end of the basement hall where the fire exits are
- Muster on the pavement on Walton Street by the side entrance
- Staff to take a register of the pupils
- Report to St. Saviour's Fire Marshal and to KS School reception

Evacuation Procedures for 24, Elvaston Place

In the event of the fire alarm sounding the evacuation of Knightsbridge School employees and pupils is as follows:

- Staff to stop the pupils carrying out the activity they are doing
- Form an orderly line of pairs and insist on silence
- Evacuate from either the basement or Front Door
- Muster outside Garage 10B in Elvaston Mews to the rear of the property
- Staff to take a register of the pupils
- Report to Fire Marshal and main reception at 67, Pont Street.

FIRE SAFETY

The fire safety arrangements in places of work have been dictated by the provisions of current legislation which is the Regulatory Reform (Fire Safety) Order 2005.

The Proprietor will undertake a fire risk assessment in accordance with the Fire Precautions Workplace Regulations 1997 (amended 1999).

This can be found under Registrar/Premises/Fire risk assessments

The Proprietor will ensure that:

- All fire detection systems are maintained and regularly serviced by a recognised Contractor.
- Adequate and suitable fire extinguishing appliances are provided and maintained.
- Adequate means of escape are provided and maintained.
- Suitable signs designating fire fighting equipment and means of escape are provided and maintained.
- A fire logbook is provided and maintained.
- Fire training is provided to employees. This is in the form of Initial Induction training and regular evacuation drills for all staff. Fire Wardens with additional duties on all floors and Fire Marshall training for the Responsible person(s).
- Fire Marshal Training was last carried out on 14/11/2018.
- Evacuation drills are undertaken at all the Proprietor's premises at least termly and the results recorded.
- Suitable fire procedures are published in respect of:
 - Action to be taken on discovering a fire.
 - Action to be taken on hearing the alarm.
 - Responsibility of key human resources in the event of a fire.

The Proprietor will liaise with local Fire Authorities regarding any changes likely to affect the means of escape at the planning stage.

Fire Drill

1. Staff are also informed of the location of the fire extinguishers
2. All employees and voluntary helpers are provided with a personal copy of the fire drill procedures including
 - evacuation from the premises;
 - exit routes; and
 - checking the all the children are present.

A copy of these procedures is also inserted into the Staff Handbook and is in addition on every corridor.

BOMB THREATS

The aim is to prevent bomb or incendiary attacks, or when this is not possible, to minimise their effects in buildings to which members of the public must have access. This must be done without imposing unacceptable restrictions on them and The Proprietor must weigh the seriousness of the threat against the need to maintain business as usual and decide the extent to which counter measures should be adopted.

Public Access

Consideration should be given to dividing the areas to which the public usually require access from the rest of the building. The rest of the building can then be made a secure area.

Package Bombs and Hoaxes

Postal bombs are unlikely to be in large parcels, rather in flat packages. Staff should be on their guard for:

- the post mark – especially foreign, and any name/address of sender;
- the writing – especially of foreign style;
- stains – these could be sweating explosives;
- smell – usually an aroma of marzipan or almonds indicate an explosive;
- the sound – if the parcel rattles, ticks, etc.

Telephone Calls

These are more of a common occurrence than parcels. All members of staff should be aware of the necessary procedures should they receive such a call.

- Alert security/police immediately.
- Above all, be calm, listen carefully, and report exactly what is said.

Fire and Bomb Alerts

In the event of a fire or bomb alert the Head Teacher or person designated must:

- Ring the fire alarm to activate the evacuation of the premises of all adults and children (see fire drill procedure)
- Phone 999 for the police (The fire brigade will be automatically alerted by the monitoring service).
- Check that the evacuation procedure has been followed
- Remain at the front of the school to meet the fire brigade/police and direct them to the incident
- All children and adults must remain outside
- Only when the all clear has been given will children and adults be allowed to re-enter the premises

External Terrorist Threat

In the event of an external terrorist threat the staff will be notified in an appropriate manner which may include telephone call, email, Public Address or verbally. Initiate Lockdown procedures.

- Close all windows and blinds
- Move children and staff away from all windows
- Secure the Building
- If necessary relocate all children to the Basement
- Contact any groups offsite and advise of situation
- Liaise with the LBKC as to borough wide Emergency Plan
- Inform parents that children are safe via any communication method available (Telephone / Email / ISAMS) and to collect them when deemed safe to do so by the authorities

EMERGENCY EVACUATION PROCEDURE: BOMB

1. The Klaxon horn will ring continuously.
2. Line up by the door.
3. Turn off the lights.
4. Lead out in single file and in silence.
5. Last person out close the door.
6. Go to muster positions on the Lennox Gardens.
7. KEEP WELL AWAY FROM THE BUILDING.

Once Outside:

- Class/Form Teachers should stay with their forms, keep the children silent and take the register promptly
- Non Form Teachers should assist the Class/Form Teachers in taking the register and controlling the children
- Class/Form Teachers should report to the Responsible Person that all children officially recorded on registers are present using the Green Card/Red Card system.
- All teaching and support staff should report their presence to the Responsible Person
- All visitors to be accounted for by their host to the Responsible Person

PREVENTION OF ARSON

Arsonists in schools often start their first fires by chance. Perhaps they break into the school just for the hell of it. ("Let's break into the school," "yeah" – and the bravado and adrenaline take over).

There is no planning or organisation: having got inside, they can't find too much to steal, they have matches in their pocket, they see the waste paper bin and they start a fire. It all happens by chance. This chance element in arson makes some people believe that arson is the hardest of all the security risks control.

With the number attacks on schools rising rapidly and the number of large fires also increasing quickly, some credence is given to this view. But the fact that the action of most arsonists is either unplanned or badly planned does give the school a good chance of preventing the fires.

Because it seems to be easy, because they don't get caught, because of the thrill they get from the adrenaline rush, because the school seems powerless to do anything about the problem, the arsonists do it again – which is why school fires come in cycles.

Larger scale attacks – a serious attempt to burn the whole school down – normally come after the smaller-scale events. Some arson is aimed at hiding the details of another crime – although this is rare in schools.

Arsonists do not normally bring the method of starting the fire into the school – they are reliant on finding scrap paper, etc., in the school to start the fire. There are few instances of arsonists seemingly tearing up books etc in order to create the blaze – they look for loose paper on desks, in waste bins, etc.

The school policy on arson prevention is therefore:

- As far as is practicable inflammable materials are locked away
- All waste bins are emptied when full
- The School premises are locked at night
- The Keyholder Service carries out a nightly lockdown of the premises. They close all windows, doors and check for any situations which may threaten the integrity of the building.
- The Fire detection system is constantly monitoring the premises

Reviewed by: Rob Starkings (Bursar) **Date:** September 2024
Richard Shannon (Facilities Manager)

Approved by: Aatif Hassan

Signed: 

Date: September 2024

This policy will be reviewed annually.