

Runnymede College

Health & Safety Policy



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Policy Statement

This policy is designed to promote the health, safety and welfare of pupils, staff and visitors at Runnymede College (RC) through the provision of first aid equipment and trained staff in accordance to the requirements of the Health and Safety (First Aid) Regulations 1981.

It is intended to provide a framework which enables every environment to develop effective First Aid arrangements necessary to meet statutory requirements while seeking to achieve best management practice in accordance with higher education sector guidance.

RC values its staff as its most important resources and is committed to not only meeting the minimum legal standard required by legislation, but where practicable and in line with business need to exceeding them and constantly striving for improvement in health and safety.

Safety Management Organisation and Responsibilities

• The Headmaster

- Shall ensure, through the provision of adequate financial and physical resources, including the appointment of competent assistance, that all commitments contained within the policy statement are met and that all staff are sufficiently trained and equipped.
- Is not only responsible for putting the governing body's policy into practice and developing detailed procedures, but also to ensure its implementation.
- Should make sure that the parents/guardians are aware of school's health and safety policy, including arrangements for first aid.
- Is responsible for supporting health and safety management arrangements across the curriculum.

• The Heads of Pre-prep, Prep & Senior School

shall:

- Keep themselves aware of this general policy and College-wide arrangements as they affect the work undertaken by Runnymede College.
- Keep themselves aware of the fire safety responsibilities and arrangements for the school.
- Establish and record a school management structure to ensure specific responsibilities and functions to implement the health and safety policy, rules and arrangements are defined and allocated to responsible persons.
- Formulate and keep under review a Safety Action Plan to identify and deliver key performance indicators for managing health and safety risks.

• Heads of Department

- Are responsible for ensuring that the teaching staff implement this policy as well as support arrangements to manage health and safety in respect of the activities and staff and pupils under their control.
- Shall ensure:
 - That comprehensive information is provided to staff or pupils on the hazards and risks associated with their work or study.
 - Periodical Workplace risk assessments, providing safety measures and ensuring its correct application, as established in the guidelines.

• Teaching Staff

Will:

- Familiarise themselves with the subject specific risk assessments so that they are aware of teaching related hazards.
- Refer to this policy to familiarise themselves with the First Aid procedures in operation and ensure that they know who the current First Aiders are.
- Be aware of specific medical conditions of individual pupils as publicised in the Filemaker Medical registry, seeking further information as necessary from the School Nurse.
- Take a First Aid kit on any trip, and return it to the School Nurse for replenishing on return.
- Ensure they are familiar using the Epinephrine auto-injector for anaphylaxis emergency situations.
- Send pupils with minor injuries to the Sick Bay accompanied by another pupil when appropriate.
- Ensure that pupils are aware of first aid and fire drill procedures.

• All staff and pupils

Must take reasonable care for their health and safety of others who may be affected by their activities. They shall comply with safety policies, report personal injury accidents or unsafe conditions or activities, as well as notify their form teacher of any situation that has, in their opinion, the potential for serious or imminent danger.

• School Nurse

Will:

- Be available on the school site during the school day.
- Facilitate positive pupil responses to normal development
- Promote health and safety
- Intervene with actual and potential health problems
- Collaborate with others to build pupil and family capacity for adaptation, self management, self advocacy and learning.
- Ensure that at the start of each term the pupils' *Health Record Forms* are updated and available for relevant professionals on a "need-to-know" basis, if it is necessary to safeguard or promote the welfare of a pupil or the other members of the RC staff.
- Encode and protect the pupil's confidential health information by the use of adequate software (Isams) and Myconcern.
- Have a *Medical Administration Authorisation* form available for any pupil who may need any medicine during school basis. (Annex A)
- Ensure that staff holding first aid certificates undertake training at the appropriate intervals to retain their qualifications.
- Identify and manage health and safety risks arising from school activities in accordance with the College risk management policy
- Ensure an effective communication system between the school, Primary health care and Public Health Department.
- Ensure that all school equipment is installed/located appropriately and maintained in a safe condition and where necessary regularly tested or examined.
- Provide First Aid kits for school trips.

• First Aiders

First aiders are volunteer members of staff who should:

- Administer first aid to pupils, staff and visitors to an acceptable standard
- Undertake such training, including refresher training, as is necessary to be competent in their tasks.
- Comply with School first aid procedures.
- Understand the role of the first aider including reference to the importance of preventing cross-infection, the need for recording incidents and actions and the use of available equipment.
- Assess the situation and circumstances in order to act safely, promptly and effectively in an emergency.
- Administer first aid to an injured party who is: unconscious (including seizure), choking, wounded and bleeding or suffering from shock.

- Administer CPR.

The School Nurse is to ensure that, where possible, all departments are adequately provisioned with first aiders, which will also ensure an appropriate spread of qualified individuals across the School site. This provides for a far higher number of first aiders than required under law.

Medicines

A supply of over-the-counter medications such as Paracetamol, Ibuprofen, lozenges and indigestion tablets are kept in a locked cupboard in the Sick Bay and given out when appropriate. Whenever possible, prescription-only medication should be scheduled at times other than school hours.

Pupils' own medication can be brought in and kept in the locked cupboard or fridge (i.e antibiotics or insulin) keeping a duplicate at home. Parents/guardians will authorise the administration of medication by signing the school form, to consent to their son/daughter being given medication, and/or carry their own emergency treatment with them, i.e asthma inhalers, epinephrine auto-injectors.

Each administration request must include the name of the medication, dose, frequency and length of course for each and every medicine, as well as a medical note for prescribed medications. All treatments, immunisations and medication dispensed are recorded on the pupils' file (Isams).

Senior school pupils who may need medication must be aware of when they have to take it, being responsible for remembering to come to the sick bay at the correct time to get it. School staff will not be responsible for reminding the pupil.

Parents/guardians will retrieve the medication from school at any time, however, the medication will be destroyed if it is not picked up within one week after the order or one week beyond the close of school.

Pupils with existing Medical Conditions

Some pupils have specific medical problems/needs. Individualised care plans as well as Emergency plans are drawn up in consultation with parents/guardians and pupils for those ones with specific health needs such as diabetes, anaphylaxis, epilepsy etc. and circulated to relevant staff. Emergency treatments/medications must always be taken by the staff member in charge during any school activity taking place with the full knowledge and authority of the school, including direct travel to and from such activity (trips, DofE expeditions, etc)

Staff who are due to take pupils with medical conditions on educational visits are advised to discuss each pupil's needs with the School Nurse well in advance of the visit. Occasionally it is appropriate to have a meeting with the staff member, the parents/guardians, pupil and the School Nurse prior to the visit.

Pupils unwell in school

Pupils should always ask permission from their teacher to visit the Sick Bay and should visit between lessons if possible i.e. break/lunch/free periods. However, there are some pupils who need to have immediate access to the Sick Bay. Anyone with a head injury, bleeding injury, burns, severe pain or certain medical conditions such as diabetes, asthma, epilepsy, severe allergy, or migraines must be allowed immediate access to the Sick Bay. Clearly if urgent medical attention is necessary permission slips are not required. Pupils should be accompanied by another pupil (or member of staff).

Return to class or parent/guardian collection

The pupil will be sent back to class unless the School Nurse gives permission for them to remain in the Sick-Bay until feeling better. If a pupil becomes unwell whilst in our needs to be sent home, the School Nurse will contact the parents/guardians to collect them, and the Form Teacher will be notified. In certain cases VIth Form pupils may travel home independently, always after consent has been given by parent/guardian in writing. Every pupil must remember to sign out of school on their way out, in the main office or at the gate.

Return to School after illness

Parents/guardians are asked to keep their child at home if they are ill or infectious, and not before 24 hours afebrile and without any signs/symptoms (i.e diarrhoea or vomiting). They are also requested to complete the attendance form (parents portal) to inform of their absence.

The school must be informed of any compulsory notifiable disease which will be reported to the "Centro de Salud Pública, Area V" (Tel:+34 914904110).

In order to prevent infection and create the safest school environment possible, if a pupil:

- Is ill, they must not attend school
- Has had symptoms of vomiting or diarrhoea (or both), it is essential that they do not attend school until 48 hours after the symptoms have stopped.
- Develops unexplained rashes, should be considered infectious until assessed by a doctor.
- If parents/guardians are not sure, will phone us before the child returns to school.

To know more about Exclusion criteria for childcare settings, please check the following links to the NHS and AEPAP webpages:

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/exclusion-table>

https://www.aepap.org/sites/default/files/documento/archivos-adjuntos/texto_periodos_de_exclusion_contagio_colegios.pdf

Immunisations

As part of the educational community, it is important that everyone is protected and up-to-date with their immunisations.

Children's Immunisations

Immunisation status should always be checked at school entry and at the time of any vaccination. Parents should be encouraged to have their child immunised and any immunisation missed or further catch-up doses organised through the child's doctor.

For the most up-to-date immunisation advice www.madrid.org or the school health service can advise you on the latest national immunisation schedule: https://www.comunidad.madrid/sites/default/files/doc/sanidad/prev/doc_tecnico_calendario_vacunacion_toda_la_vida_2024_web.pdf

Staff Immunisations

All staff should undergo a full occupational health check prior to employment; this includes ensuring they are up to date with immunisations. All staff aged 16-25 should be advised to check they have had two doses of MMR vaccine (Measles, Mumps and Rubella).

Hygiene/Infection Control (Spillage, Dealing with body fluids)

All staff should:

- Take precautions to avoid infection and must follow basic hygiene procedures.
- Have access to single-use disposable gloves and hand washing facilities
- Take care when dealing with blood or any other fluids and disposing of dressings or equipment.
- Use disposable paper towels for cleaning up blood and body fluid spillages. NEVER use mops
- Discard clinical waste in a closed plastic bag.

If a splash occurs, wash the area thoroughly with soap and water or irrigate with copious amounts of saline solution. (e.g. eyes, nose, mouth or any open sore)

Handwashing

Is one of the most important ways of controlling the spread of infections, especially those that cause diarrhoea and respiratory disease. The recommended method is the use of liquid soap, warm water and paper towels. Always wash hands after using the toilet, before eating or handling food, and after handling animals.

Coughing and Sneezing

Spitting should be discouraged.

Encourage all individuals, particularly those with [signs and symptoms of a respiratory infection](#) to follow [respiratory hygiene and cough etiquette](#), specifically, to:

- cover nose and mouth with a tissue when coughing and sneezing, dispose of used tissue in a waste bin, and clean hands
- cough or sneeze into the inner elbow (upper sleeve) if no tissues are available, rather than into the hand
- keep contaminated hands away from their eyes, mouth and nose
- clean hands after contact with respiratory secretions and contaminated objects and materials

As part of the curriculum, teaching staff and the school nurse will educate pupils and staff on why respiratory hygiene is so important.

Free resources to support this have been developed by UKHSA with teachers for ages 3 to 16 and are available at e-bug.eu.

Personal Protective Equipment (PPE)

Disposable non-powered vinyl or latex-free CE-marked gloves and disposable plastic aprons must be worn where there is a risk of splashing or contamination with blood/body fluids (i.e. nappy or pad changing). Goggles should also be available for use if there is a risk of splashing to the face. Correct PPE should be used when handling and cleaning chemicals.

Cleaning

Cleaning of the environment, including toys and equipment, should be frequent, thorough and follow national guidance. For example, use colour-coded equipment, Control of substances hazardous to health (COSHH) and correct decontamination of cleaning equipment. Monitor cleaning contracts and ensure cleaners are appropriately trained with access to PPE.

Cleaning blood and body fluid spillages

All spillages of blood, faeces, saliva, vomit, nasal and eye discharges should be cleaned up immediately (always wear PPE). When spillages occur, clean using a product that combines both a detergent and a disinfectant. Use as per manufacturer's instructions and ensure it is effective against bacteria and viruses and suitable for the use on the affected surface. Never use mops for cleaning up blood and body fluid spillages - use disposable paper towels and discard clinical waste as described below. A spillage kit should be available for blood spills.

Laundry

Should be dealt with a separate dedicated facility. Soiled linen should be washed separately at the hottest wash the fabric will tolerate. Wear PPE when handling soiled linen. Children's soiled clothing should be bagged to go home, never rinsed by hand.

Clinical waste

Always segregate domestic and clinical waste, in accordance with the local policy. Used nappies/pads, gloves, aprons and soiled dressings should be stored in the correct clinical waste bags in foot-operated bins. All clinical waste must be removed by registered waste contractor. All clinical waste bags should be less than two-thirds full and stored in a dedicated, secure area while awaiting collection.

Sharps

Should be discarded straight into a sharps bin conforming to BS 7320 and UN 3291 standards. Sharps must be kept off the floor (preferably wall-mounted) and out of reach of children.

First Aid Materials, Equipment & Facilities

Sick Bay

Runnymede College provides a **School Nurse's Room** in the Pre-prep School building containing: a medical chair, a stretcher, sink, soap, drinking water, cups, disposable gloves, paper towels, clinical waste bin, sharps box, fridge, eye washing facility, storage for extra first aid supplies and a wheelchair. Washing and toilet facilities are also available.

The School Nurse is responsible for stocking and checking the first aid equipment. Teaching staff are asked to notify the School Nurse when supplies have been used in order that they can be restocked.

First Aid Boxes

First aid boxes are marked with a white cross on a green background and are provided by the "*Workplace Insurance Company - ASPY*".

According to Public Health guidelines, the minimum provision of first aid items would be:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings
- 2 sterile eye pads
- 4 individually wrapped triangular bandages
- 6 safety pins
- 6 medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings
- 2 large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings
- 1 pair of disposable gloves

Equivalent or additional items are accepted.

First aid for school trips

The trip organiser must ensure an appropriate level of first aid cover is provided following a risk assessment as detailed in the educational visit policy. See educational visit policy for further guidance. ("*Health and Safety Policy*")

First aid bags for school trips are situated in the Sick Bay. The trip organiser should request a portable first aid bag from the School Nurse prior to the trip and this must be returned to the School Nurse for replenishing on return.

Any accidents/injuries must be reported to parents/guardians and documented in the Pupil's File (Isams) as soon as possible. For any major accident or injury please follow the appropriate health & safety procedure.

Pupils using crutches or limited mobility

The whole school is adapted to limited mobility pupils. Pre-prep, Prep as well as the Senior School premises are equipped for pupils with disabilities, such as alongside stairlifts, special lifts for wheelchair users, platform stairlifts and vertical lifts.

Parents/guardians shall inform school the nature of injury and anticipated duration of immobility, as well as any particular difficulties. Information about condition to be discussed in the weekly pastoral meeting to enable teachers to be fully aware of the pupils needs. Arrangements will be made for the pupil to arrive /leave lessons early to allow for a safe transfer around school.

Form teacher, Head of Department or Head of Pastoral Care will arrange for a "*buddy*" to carry books, open doors, etc.

Pupil Personal Accident Insurance

This insurance provides excellent cover for pupils during any school activity taking place with the full knowledge and authority of the school and including direct travel to and from such activities.

It also includes coverage for optical and dental expenses, as a result of an accident covered by the policy.

The premium for this cover is included in the school fees. All students are automatically covered and there is no need to fill out any form to join.

In the event of an accident:

1. School will contact the pupil's parents or guardians.
2. Emergency medical treatment will be provided in a hospital according to the parents' choice, based on the following criteria:
 - A. **Medical centre contracted with Generali**, whose financial coverage is 100% of the expenses arising from the emergency care. For this, the insurance form must be submitted to the chosen medical centre, at the time of service, as well as by e-mail to the insurance company.
 - B. **Medical centre not contracted with Generali**. In this case the maximum reimbursement for medical care will be three thousand euros. For this, it will be necessary to present the documentation relating to the health service (medical report & invoice), as well as personal and bank details, in order to be able to carry out the reimbursement.

In the event of requiring transfer by ambulance, managed by the “Servicio Madrileño de Salud” (112), this will generally be to the public hospital of reference.

This summary is only intended as a guide to policy cover and exclusions and does not reference all of the benefits, terms, conditions, limitations, exceptions and exclusions associated with the Policy provided by Generali. A copy of this policy is available from the school.

Automated External Defibrillator (AED)

Runnymede College is a heart safe school counting with the latest brand new life-saving equipment. The two Automated External Defibrillators (AED) have been placed strategically:

1. Main office
2. Julia Powell Sports Hall & Auditorium

Loaded with industry-leading technology and advanced, user-friendly features, the AED delivers the reliable rescue performance we demand in an automated external defibrillator. Its patented, programmable rhythm analysis software and biphasic defibrillation energy waveform virtually guarantee first-time, every-time rescue performance.



School Defibrillator

The machine, however, is easy to use and accompany the user through every step, making it possible for anyone to be able to save a life in an emergency; whether or not they are fully trained.

It is a known fact that AEDs saves lives, and we feel it's a natural progression to have such equipment on site to enable us to help as much as possible in an emergency. This is especially important considering children spend more waking hours at school than they do at home.

We believe it is just as important to be able to offer our highly skilled care not only to pupils but to staff members and visitors as well.

Other Emergencies

Runnymede College has a “fire and emergency” procedures document to ensure the safety of staff and pupils in the event of foreseeable emergencies. In addition to risk from fire other incidents such as chemical, biological spillage, utility failure and flooding etc should be covered. These procedures must be tested on a regular basis to ensure they are effective, and the appointed persons in charge of the school’s fire extinction and evacuation designated and trained for this matter.

Fire Safety Policy

Fire Safety Managers

Emergencies Head (EH): Frank Powell

Emergencies Deputy (ED): Georgina Powell

Both EH and ED have the status and authority within the school to carry out the duties of the post including the coordination of the emergency with the 112 service and, where appropriate, supporting and directing Fire Wardens and staff, through the **#fire_warden** and **#office_announcements** slack channels, to evacuate the school safely.

Staff should always refer and follow instructions from the EH/ED and the **FIRE WARDENS**:

- Pre-prep school: Jo Barr, Penny Mashford and/or Emily Albery
- Prep school: Duncan Bailey
 - Top Floor: Charlotte Revie
 - Middle Floor: Manuel Herrero
 - Bottom Floor: Miranda Cook
- Founders:
 - Newton (Ground floor): Rebecca Thompson
 - Locke (First floor): Nick Holtham
 - Keynes (Second floor): Ben Spillane
 - Austen (Music Room): Oscar Quinn
- The Julia Powell Sports Hall: Miguel Angel Rodriguez
- Library: Natalia Ciordia
- Kitchen: Andres Aguado

Fire Wardens are responsible for channel (**#Fire_wardens**) any useful actions in order to evacuate the has been triggered in their area, will

- WHO reports
- WHAT is the emergency: If it's a true or false alarm.
- WHERE: The exact location and severity of the hazard.
- If we need to evacuate the building and/or the whole school premises.
- If they notice any obstacles in the emergency exits which will urge to change the evacuation routes foreseen in this protocol.
- After checking their assigned area, they will send an all-clear message (e.g: Newton clear)

communicating via the Slack information to coordinate school safely ICE. If the alarm report:

#Fire_wardens slack channel is for emergency announcements and communication between the different fire wardens and members of staff in charge of an area/part of an intervention team.

Assemble Points

- Lawn:
 - Duncan Bailey (Y3 to Y8) Lining up along the hedge with Kings
- FS Playground: Penny Mashford and/or Emily Albery (Pre-Nursery to Reception)
- Playground:
 - New playground area: Jo Barr (Pre-Nursery to Y2)
 - Football pitch: Mark Blake (Y9 to to Y11)
- Area between Founder's building and The Julia: María O'Driscoll & Kate Lowdon

The **appointed teachers** to each assemble point:

- Will wear an emergency coloured vest and a whistle to provide high visibility and serve as a visual indicator of their role and authority in emergency situation.
- will take the attendance records and hand them to Form Teachers in case any of the other systems hasn't worked properly.
- will ensure that all members of staff in their evacuation point are present.
- will inform the office of any pupils or members of staff who are missing
- must be made aware of teachers not accounted for.
- will send a message to **#fire_wardens** slack channel once their area is under control (e.g: lawn clear)

Frequency of Drills

There should be a practice "walk-out" at the beginning of each school year and a surprise alarm at some time later in the year. After a fire drill, feedback should be given by email to the EH, informing of any difficulties encountered during the exercise. Whenever possible, the Occupational Risk Prevention Service, ASPY, as well as the 112 Emergency Service will be called to monitor the procedure.

Emergency Teams

First Intervention Team

- Antonio Gómez (Chief)
- Segundo (Deputy)
- Manuel Herrero
- Blanca Sererols (Mrs Serra)
- Yoanna Georgieva
- José Pintor
- Alfredo Samperio

First Aid Team

- María Mínguez (Chief)
- Miguel Angel Rodriguez (Deputy)
- Juan García
- Michael Davies
- Peter Rouco
- Dania Matos
- Raquel Rodriguez
- Samantha Dwyer

Fire Alarms

There are 3 ways that the siren can be heard:

1. Activation of a smoke detector will set off a fire alarm (visual and acoustic) at the control panel in the office and indicator devices in the room of fire origin.
2. In the main office (the general alarm sounds in the Junior school).
3. By activating one of the fire alarm switches that can be found around the building. In this case, the siren sounds in one of the following 5 areas, Pre-prep school (1), Prep school (2), Founders(3) Julia Powell Sports Hall (4) and the Library (5). Staff should familiarise themselves with the whereabouts of these switches.

Action in Case of Fire

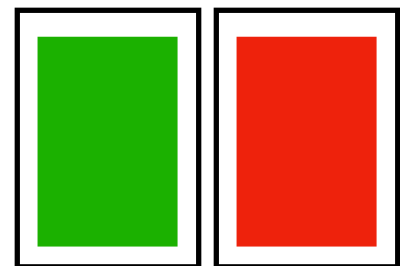
1. As soon as an alarm is activated, the Fire Warden (FW) in charge of that area will assess the severity of the hazard.
2. The FW will phone the office (ext 200) or slack the #fire_warden channel so that Ms Etherington can activate the emergency protocol, if needed.
3. In the case of a **true alarm**:
 - i. Ms Etherington will activate the general alarm.
 - ii. Ms Etherington will call Antonio Gomez (First Intervention Team - FIT)
 - iii. Emergencies Head (EH) or Deputy Head (DH) will call 112.
 - iv. Ms Etherington will inform staff through #announcements slack channel: "Fire alarm, evacuate premises"
 - v. Will notify the Sixth Form Common Room as well as the Train and Gazebo (handbell) until the whole school alarm is joined up.
 - vi. Once she receives the "all-clear" messages from each of the assemble areas, she will post in the #office_announcements slack channel "Emergency under control", so everyone may return to the premises.
4. **False alarm**:
 - i. Ms Etherington will call Segundo to stop the alarm
 - ii. Ms Etherington will inform staff through #announcements slack channel: "False fire alarm"
 - iii. Ms Etherington will inform EH and ED
5. **Fire Drill**:
 - i. Ms Etherington will activate the general alarm.
 - ii. Ms Etherington will inform staff through #office_announcements slack channel: "Fire drill, evacuate premises"
 - iii. Once she receives the "all-clear" messages from each of the assemble areas, she will post in the #office_announcements slack channel "Emergency under control", so everyone may return to the premises.

• **Instructions for pupils (to be shared by Form Tutors):**

1. Stay calm, file out of the building quietly, always following the instructions of their teacher or the nearest member of staff or adult.
2. Stress the importance and need to remain silent all the time, until the ED gives the “all clear”.
3. All possessions are to be abandoned.
4. Leave the building via the nearest exit which, if not obvious, will be indicated to them.
5. The use of lifts is prohibited in the event of an evacuation.
6. The exodus must be led in an orderly fashion - no running or pushing.
7. **Walking:** Students are expected to walk calmly and promptly during the evacuation, avoiding any running or unnecessary delays.
8. As soon as they get to the assembly point, line up quietly. Staff are responsible for ensuring this is followed.
9. Line up **in alphabetical order** (from year 3 onwards), so they can easily identify if anyone is missing behind or in front of them, even before the teacher calls the roll.
10. **Sitting Down:** Once the form group has been fully accounted for, the form teacher will direct students to sit down. This way form groups with missing people will be quickly identified, as they will remain standing.

• **Instruction for staff:**

3. **Silence:** All students and staff must remain silent while moving to the designated meeting points. Staff are responsible for reminding students to stay silent throughout the process.
4. Ensure all windows are closed before leaving their room.
5. The use of lifts is prohibited in the event of an evacuation.
6. Shepherd the pupils in their care (and any others close by) to the nearest fire exit, closing the doors on their way out.
11. Form tutors must take their iPads/laptops with them in order to register their forms.
12. Once the FT has called the roll, will raise the green sign¹ if all students are present or the red sign if any student is missing. Once the form group has been fully accounted for, the form teacher will direct students to sit down. This way form groups with missing people will be quickly identified, as they will remain standing.
13. Form tutors will always face towards the area supervisor, in silence, avoiding distractions in order to grant an immediate response to any communication.
14. The colour system allows the appointed area supervisor to immediately identify which forms are ok and which are not.
15. Toilets to be checked and closed by the nearest authority (no matter if they are male/female)
16. On receipt of ‘all clear’ shepherd pupils back to their classes.
17. Any member of staff who is free should help maintain order and safety.



Red & Green signs

¹ The *red* and *green* symbols are the two sides of the same A4 laminated card. Will be given out by the appointed teachers on each assembly area, together with the register records.

- **Fire Wardens will:**

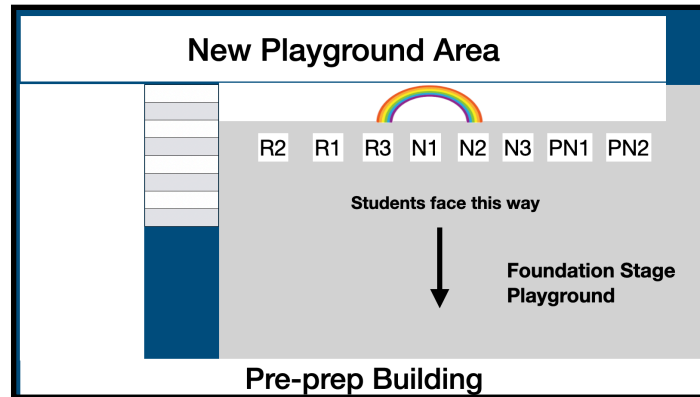
18. Ensure pupils and staff, in their assigned area, are following the correct evacuation procedure and provide guidance to those who need it.

19. Check everyone has left each room before closing the door. The use of a distress marker is very useful meaning the room has been checked and it's all clear.

Pre-prep Building

All pupils should **walk in silence in a single file** away from the building to their designated assembly point and assemble in an **orderly line**:

- FS: Along the "rainbow" wall in FS playground. Penny Mashford and/or Emily Albery will supervise.



FS Assemble point

Pre-Nursery H & Pre-Nursery W as well as **Nursery M & Nursery S** exit by external classroom doors and then proceed to their left towards their assemble area.

Support room follow Nursery.

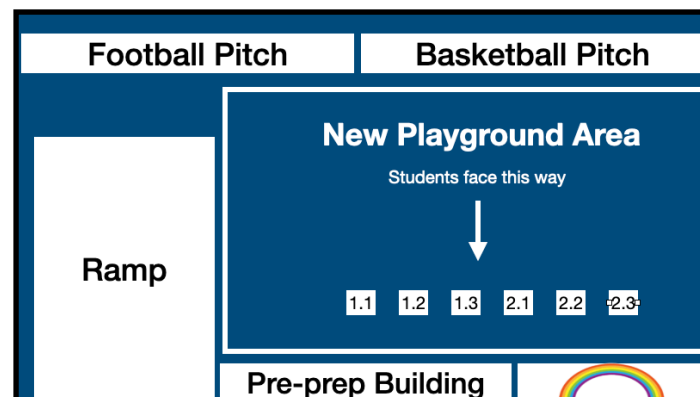
Reception G & Nursery F exit via external doors and proceed to line up.

Nurse's office exit via outside door to FS playground, proceed to the exit towards the FS patio

Ms Barr's office, Mr Rouco's office & Staff Room exit by external doors and then proceed to the new Playground area through the FS patio.

Rec T & Rec MA exit via external doors, turn right towards their playground and line up.

- Y1 and Y2: Along the new playground area (**ZONE 5**) Y1.1 on the right and 2.3 on the far left. Jo Barr will supervise.



Y1 & Y2 assemble point

Year 1L, Year 1J & Year 1S exit via their outside doors to corridor, proceed up the ramp and assemble on the new playground area.

Year 2S & 2K exit via their external doors, go up the amphitheatre steps and assemble on the new playground area via the forest area.

Classes in the Dining Room exit by the glass doors and proceed up the ramp and assemble on their assigned meeting points.

Year 2D, Spanish room & Library exit by external doors and then proceed to the new playground area via the top path around the forest.

Support teachers or any other available adult should assist the Pre-Nursery/Nursery if they are not taking a class.

Pre Nursery & Nursery staff remember to check there is no one in their toilets.

Year 1L Assistant to check there is no one in the toilets opposite 1L.

Year 2K Assistant to check Year 2 toilets.

Prep School Building

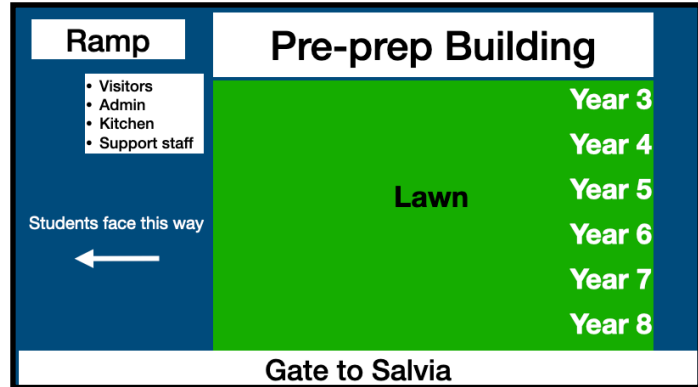
All pupils should **walk in silence in a single file** away from the building to the designated assembly point along the hedge on the left side of the lawn and assemble in an **orderly line**.

Duncan Bailey to supervise

Gas supplies will be closed in the science department by the lab technician

All classes will line up from top to bottom in this order: Y3, Y4, Y5, Y6, Y7 & Y8

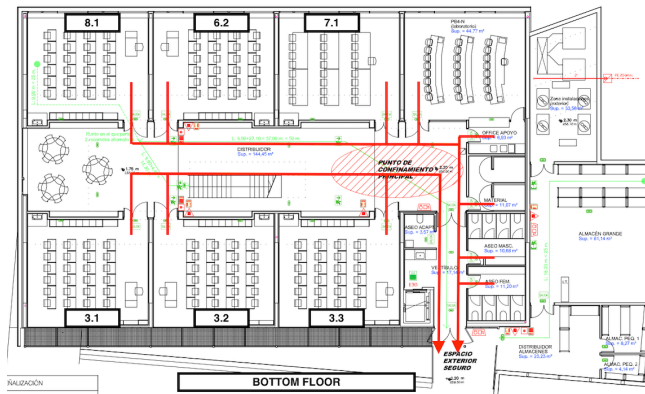
Kitchen and **Office** staff, any **visitors** as well as **Isabel (Gardener)²** will assemble on the lawn.



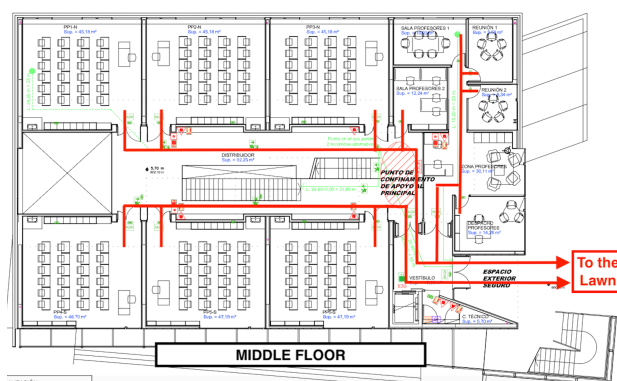
Prep School Assemble point

Vith Form Common Room & Dining Hall will leave via the main entrance to their assemble point.

- **Bottom floor** to use the emergency exit to leave the building, across the parking area and assemble on the lawn.

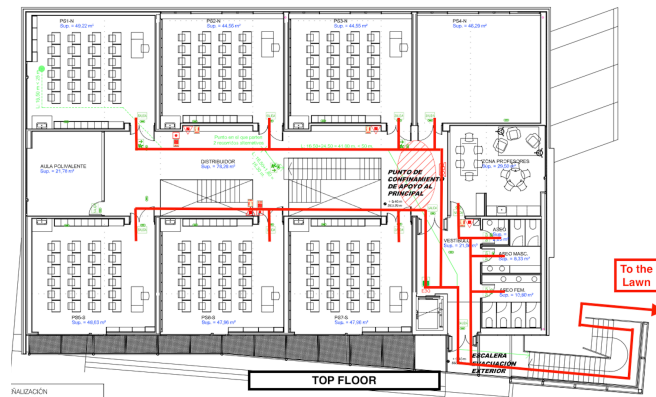


- **Middle floor** exit through the main entrance, turn right and proceed to the lawn.



² Mon-Wed-Fri from 8:00 to 15:00h

- **Top floor** will exit through the outdoor staircase, turn right and proceed to the lawn.



IT department will exit by main entrance and assemble on the lawn.

Senior School - Founder's Building

Gas supplies will be closed in the science department by the lab technician - Julia Shave.

Pupils must assemble by form at their designated meeting point. Subject teachers should stay with their pupils until they hand them over to their Form Teacher.

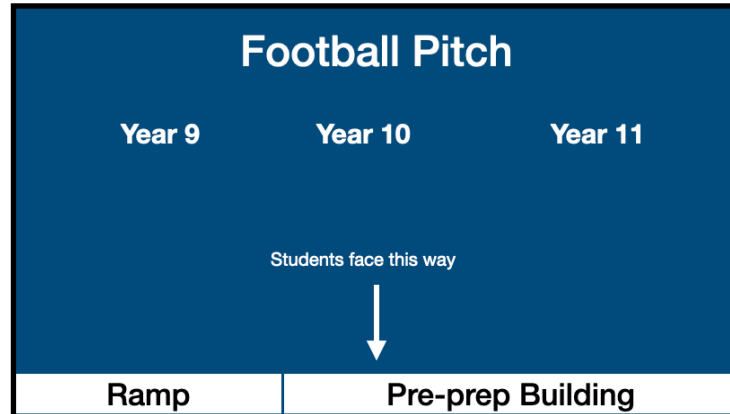
Please follow the Evacuation Plan specific to each classroom:

- **Rooms on Newton (Ground floor)** will exit through their external classroom/lab doors.
- **Locke 1 to 6 & Study Room** exit by the main entrance
- **Keynes 1 to 6 & Study Room** exit via the main entrance
- **Austen (Music Room)** will exit by the main entrance on that floor
- **Locked 7 to 14** exit by the Emergency exit
- **Keynes 7 to 14 (Art rooms)** will exit by the Emergency exit on that floor
- **Exams room (Library)** exit by main entrance

There are two main assembly areas:

A - Football Pitch (Y9 to Y11): Mark Blake to supervise

Pupils will assemble by form up at far end of the football pitch from left to right in the following order: **Y9, Y10 & Y11**



Y9 to Y11 Assemble point

Pupils who have **exited the building through the Fire exit**, should turn right and walk up the ramp to their assemble area.

Pupils who have exited the building **through the main entrance** should walk straight to the football pitch up the ramp.

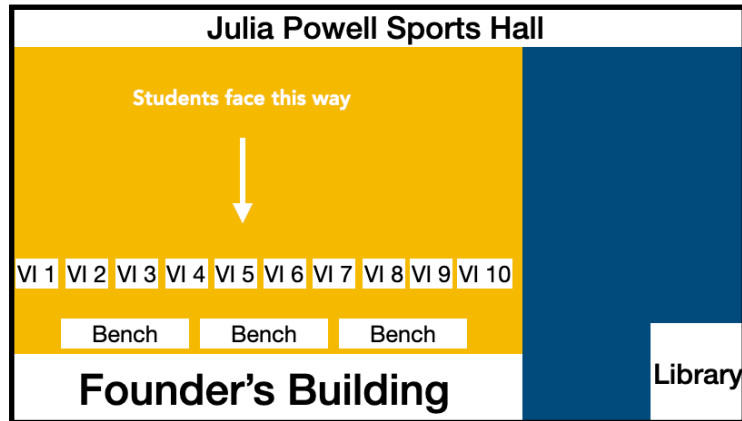
HOY will call the roll of their year groups.

Admin, Kitchen, Support staff and **visitors** will assemble on the lawn.

Pilar Rosser will help **Karen Magnus** get to the assembly point.

**B- Area between Founder’s building and The Julia Powell Sports Hall & Auditorium (VI FORM)
María O’Driscoll and Kate Lowdon to supervise**

The VIth Form pupils will assemble by form at the back of the Founder’s building (starting with Year 12 on the left as seen from Founders)



VI Form Assemble point

VI Form pupils who have **exited the building through the Fire exit** must walk straight to the area between Founder’s building and the Julia Powell Sports Hall and Auditorium.

VI Form pupils who have exited the building **through the main entrance** should turn right and walk along the North-facing side of the building to the area between Founder’s building and the Julia Powell Sports Hall & Auditorium.

On receipt of the all-clear, forms return to class as instructed by the Emergency Deputy, Ms Powell.

The following teachers, who are **not FT**, should assemble here:

- | | |
|------------------------------|------------------------|
| Adam Kirkman | Louise Atkinson |
| Alfredo Samperio | Maite Arandilla |
| Blanca Serra (Tues - Thurs) | Marta Lorente |
| Cristina Lyons | Miguel Angel Rodriguez |
| Delphine Daries | Miriam Diez-Sevilla |
| Jon Walter | Nick Holtham |
| Juan García | Rachel Fahy |
| Julia Shave (No Wed morning) | Tony Lyons (Mon-Thu) |
| Karen Magnus | Yoanna Georgieva |

Special Scenarios

If the fire alarm sounds during breaks, at lunchtime and before or after school, all STAFF should go to their assembly point (lawn, FS playground, new playground area or football pitch) Only the Fire Wardens will work together with the First Intervention Team to ensure the evacuation and emergency is solved quickly and safely.

Dining hall

Children to stand but should remain in silence where they are until directed to leave by duty teacher. Staff in staff dining area to assist duty teacher. Children to assemble in lines at bottom of lawn in classes, **regardless of year group**, where they will wait for their FT.

The Julia Powell Sports Hall

Gym class, or any other activity (e.g exams) will exit by the gym main door, turn left and line up along the building, where they will wait for the FT. Their P.E teacher will stay with them until their FT arrives.

Playgrounds & ramp

Children to assemble in line order in playground. Teachers to assist in playground, as necessary, otherwise join their class on the lawn, unless this entails walking past a burning building.

Fire in the Kitchen

If, by any chance, fire would cut the access to the ramp, assembly points will be where safer. The Fire Wardens will be the ones to communicate and ensure everyone is out of the building.

Fire in the Pre-prep building

In the event of a fire in an assembly area (e.g. the staff room or library), all classes will leave through their external doors.

Rec G, Nur F, Pre-H & Pre-W, Nur M & Nur S will evacuate via the top path of the amphitheatre, straight down to the lawn. **Y2, Spanish room** and **Support room** will leave through the low path of the amphitheatre and assemble along the hedge (King's College) on the lawn.

Y1, Rec MA & Rec T must use the external doors and walk down the main ramp towards the lawn, following the rest of the pre-prep.

Library

Children will use main exit to leave the building and proceed to assemble point.

Visitors

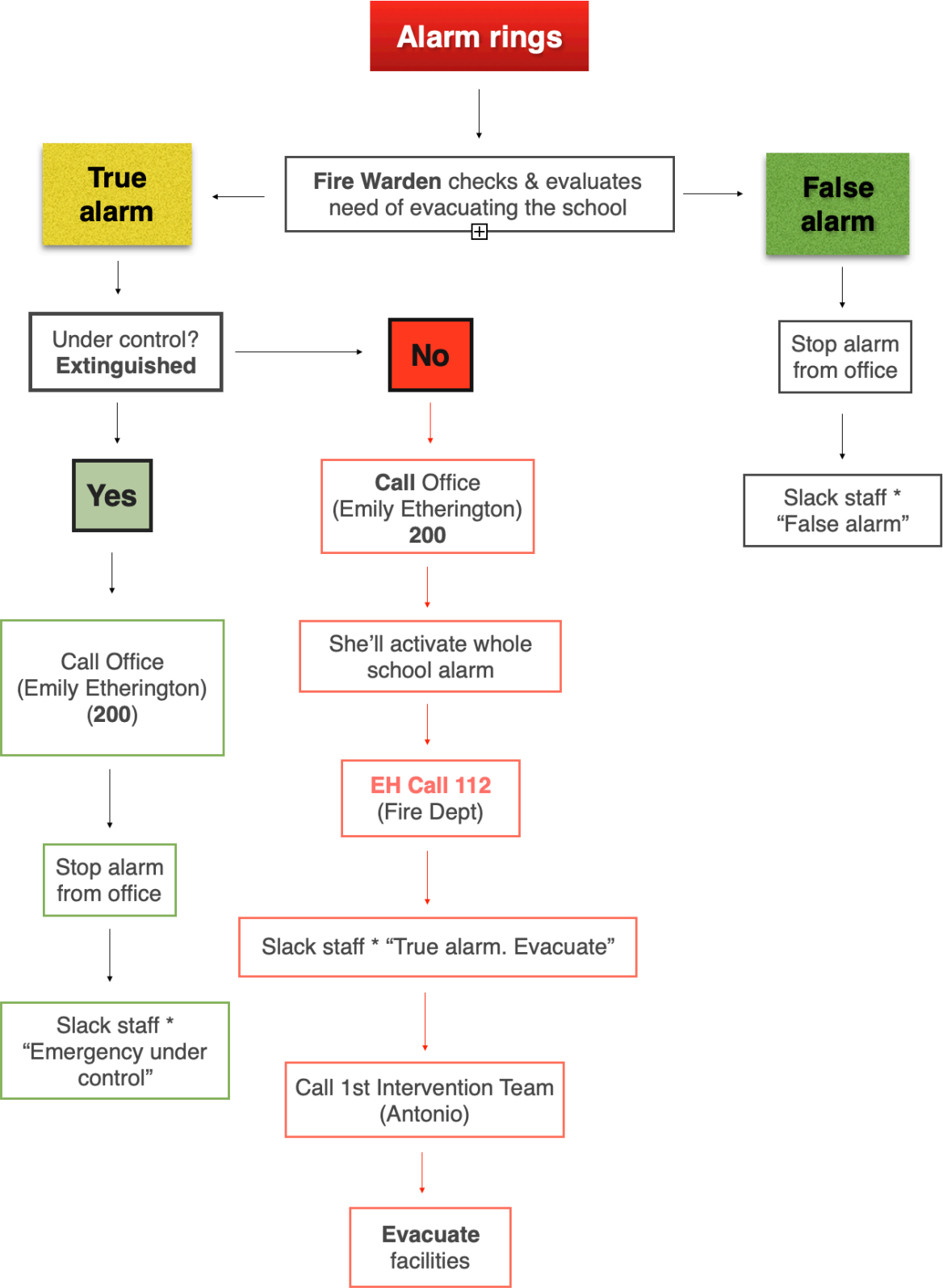
All visitors and any person (e.g suppliers, courier service, builders, etc) who, for circumstantial reasons, find themselves on the school premises, will follow the instructions of the nearest member of staff, evacuating the building by the closest emergency exit and proceed to the indicated meeting point, which will otherwise be on the lawn.

Policy and System Review

This First Aid Policy will be reviewed every two years coinciding with the Health and Safety Risk evaluation, or when there is a change in circumstances.

Date Reviewed: 1st of September 2024

Date of Next Review: 1st of September 2025



* Slack message to #office_announcements and #fire_wardens channels