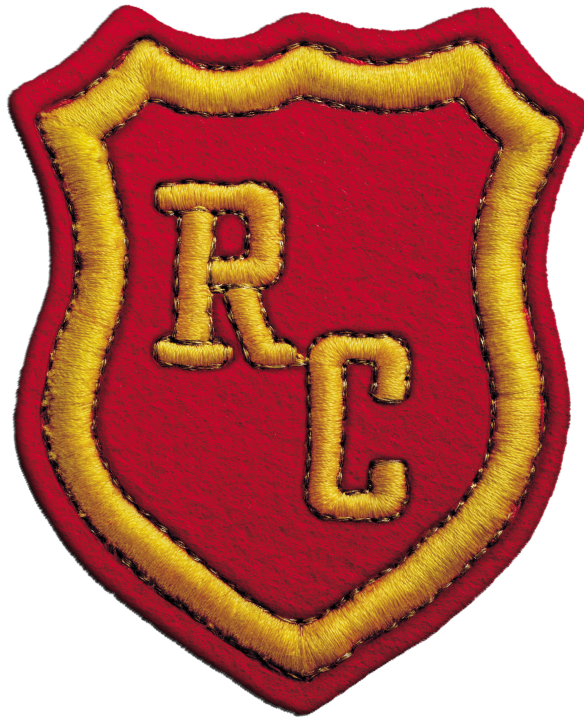


Runnymede College

Health & Safety Manual



Health & Safety Manual

DOCUMENT GUIDE & CONTENTS

Health and safety underpins every aspect of school life. This manual brings together the school's Health & Safety Policy together with the operational procedures required to manage foreseeable risks and emergency situations across the school.

Each section should be read as an individual protocol; however, together they provide a coordinated framework to protect pupils, staff, visitors, volunteers and contractors, while supporting a consistent and effective response to health, safety and welfare incidents.

The documents included in this manual are listed below.

Section	Document	Purpose	Page
1	Health & Safety Policy	Establishes the school's overall health and safety framework, defining responsibilities, risk management arrangements, reporting procedures and the general principles that apply across all school activities.	3
2	Fire Safety & Evacuation Protocol	Sets out the school's fire prevention measures, evacuation procedures, emergency roles, communication systems, muster points and fire drill arrangements to ensure the safe evacuation of the school community.	16
3	Lockdown protocol	Provides procedures for protecting pupils, staff and visitors during incidents where remaining inside the buildings is safer than evacuating, including external threats or security incidents.	37
4	Extended Power Outage Protocol	Provides operational guidance for managing prolonged electrical failures affecting teaching, communications, security systems, lighting, catering and other essential services.	46
5	High Outdoor Temperature & UV Exposure Protocol	Establishes measures to minimise the risks associated with extreme heat and ultraviolet radiation during outdoor activities, break times, PE lessons and school events.	54
6	School Accident & Insurance Policy	Explains the school's accident insurance arrangements, reporting procedures and claims process applicable to pupils, staff and authorised school activities.	69



Health & Safety Policy

Core operational principle

Health and safety is embedded in every aspect of school life through effective leadership, robust risk management and shared responsibility. This policy provides the framework for identifying hazards, managing foreseeable risks and promoting continuous improvement, ensuring that health and safety remains an integral part of all school operations.

Item	Detail
Document owner	Health & Safety Team / School Nurse
Applies to	Pupils, staff, visitors, contractors and others on site.
Relevant daily area	Runnymede campus - All buildings and outdoor areas
Communication channel	<i>#health_updates & #office_announcements channels on Slack</i>
Date reviewed	September 2026
Next scheduled review	September 2027, or earlier following any fire-related incident or significant building change.

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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 child 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.

WELLBEING SUPPORT

The emotional wellbeing of the pupils is the responsibility of every staff member. The school employs **Pastoral heads** to support the children with issues such as friendship difficulties, communication, respect, development of PSHE lessons etc. The school also employs a **School Counsellor** who supports children with more significant concerns around their emotional wellbeing. This includes referring to external services where needed, liaising with external mental health professionals, supporting with training and development of staff, collaborating with pupils and their families to enhance pupil engagement, providing non-clinical support

and advice to help pupils develop their emotional, social, and academic wellbeing, as well as early identification of concerns, risk and/or safeguarding issues alongside the DSLs.

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 V1th 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/public-health-exclusion-periods-in-children-and-young-peoples-settings>

<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 immunisation schedule: <https://gestion3.madrid.org/bvirtual/BVCM051747.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, microwave and storage for extra first aid supplies. 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.

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.

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.

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 24h prior to the trip and this must be returned 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.

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 & Evacuation Protocol

Core operational principle

Fire Safety is everyone's responsibility. Through prevention, preparedness and effective response, we protect the wellbeing of our pupils, staff, visitors and premises. Our aim is to prevent fires, ensure safe evacuation, and minimise risk and harm in the event of an emergency.

Item	Detail
Document owner	Health & Safety Team / School Nurse
Applies to	Pupils, staff, visitors, contractors and others on site.
Relevant daily area	Runnymede campus - All buildings and outdoor areas
Communication channel	Fire alarm, PA system, verbal instructions, walkie-talkies/radios and, where available, Slack (#health_updates, #fire_warden and #office_announcements).
Date reviewed	September 2026
Next scheduled review	September 2027, or earlier following any fire-related incident or significant building change.

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PURPOSE

To ensure the safe, orderly and rapid evacuation of all pupils, staff, visitors and contractors from the school premises in the event of a fire or suspected fire.

FIRE SAFETY MANAGERS

Head of Emergency Response - Emergency Coordinator (EC): Mr Frank Powell
(Headmaster)

Deputy Emergency Coordinator (DE): Ms Georgina Powell (Assistant Headmistress)

Pre-prep School Emergency Lead: Ms Emily Albery (Head of the Pre-prep school)

Prep School Emergency Lead: Mr Anthony Rendall (Head of the Prep school)

Senior School Emergency Lead: Mr Duncan Byrne (Senior Deputy Head)

The **Emergency Coordinator, Deputy Coordinator** and **Emergency Leads for Pre-Prep, Prep and Senior School** — or their designated deputies if off site — together with **key emergency personnel** (including the **Head of the First Intervention Team, the School Nurse and the School Secretary**), are responsible for managing emergencies, coordinating with 112, and issuing instructions through the **fire alarm, the PA system, verbal instructions, walkie-talkies/radios** and, where available, **via Slack** (*#fire_warden* and *#office_announcements*). These individuals must collect the contents of their **Emergency Box** (see Annex A) before initiating any procedure or proceeding to their Muster Point.

During an evacuation, the Emergency Coordinator will establish the **Incident Command Point** at the **Main Office** entrance, unless conditions require relocation to an alternative safe location.

All staff must adhere to instructions from **EC, DE** in coordination with the **Emergency Leads** and the designated **Fire Wardens** without delay to ensure a safe and effective evacuation:

- **Pre-prep school:** Ms Emily Albery and Beth Denning
- **Prep school:** Anthony Rendall
 - ➔ Top Floor: Ms Charlotte Revie
 - ➔ Middle Floor: Ms Balsam Aoun
 - ➔ Bottom Floor: Ms Miranda Cook
- **Founders:** Mr Duncan Byrne
 - ➔ Newton (Ground floor): Ms Rebecca Thompson
 - ➔ Locke (First floor): Mr Nick Holtham
 - ➔ Keynes (Second floor): Delphine Daries & Eva Martin
 - ➔ Austen (Music Room): Mr Oscar Quinn
- **The Julia Powell Sports Hall:** Mr Miguel Angel Rodriguez
- **Library:** Ms Natalia Ciordia
- **Kitchen:** Mr Andres Aguado
- **Main office:** Ms Alicia Murphy

FIRE WARDENS

Fire Wardens are responsible for the following:

- Ensuring pupils and staff at their assigned Muster Point follow the correct evacuation procedure.
- Providing support to any individual requiring assistance during evacuation.
- Verifying that all rooms in their assigned area have been vacated and doors closed. Where possible, a visible sign/distress marker should be used to indicate a room has been checked and cleared. (e.g post-it note, coloured tape, door hanger tag, whiteboard marker tick (✓))
- Where operational, Fire Wardens should report updates via the #fire_warden Slack channel. If Slack is unavailable, updates should be communicated by radio or directly to the Emergency Coordinator, clearly stating:
 - **WHO** is reporting
 - **WHAT** the emergency is (e.g. confirmed fire or false alarm)
 - **WHERE** the incident is occurring, including severity
 - Any changes to **evacuation routes** due to obstructions or hazards

Once their area is cleared, Fire Wardens must send a message such as: "**Newton clear.**"

The #fire_warden Slack channel is exclusively for emergency communication and coordination among Fire Wardens and staff responsible for managing specific zones.

MUSTER POINTS

- **FS Playground:** Ms Emily Albery (Pre-Nursery to Year 2)
- **Lawn:** Mr Anthony Rendall (Y3 to Y8) - Pupils line up along the hedge
- **The Plaza:** Mr Duncan Byrne
 - VI Form: Between the benches on the steps in front of the Founder's building
 - Year 9 & Year 10: In front of the trees/planters on The Plaza
 - Year 11: Flat area at the bottom of the steps in front of the Founder's building

Upon arrival at the Muster Point, staff must first ensure that pupils remain together, calm and under continuous supervision before commencing the roll call.

Muster Point Supervisors will:

- Wear their assigned high-visibility vests and carry their walkie-talkie and emergency whistle at all times during an incident.
- Distribute red and green cards to Form Tutors.
- Take printed attendance registers and hand them to Form Tutors, in case electronic systems fail.
- Confirm the presence of all staff assigned to their Muster Point.
- Report any missing pupils or staff to the EC or ED.
- Notify the Emergency Coordinator or Deputy if any staff members are unaccounted for.
- Send a clearance message (e.g. "Lawn clear.") via the #fire_warden Slack channel or over the radio system.

FREQUENCY OF DRILLS

- One **scheduled fire drill** will take place at the beginning of each academic year.
- One **unannounced drill** will be conducted later in the year.
- Following each drill, feedback must be submitted to the Emergency Coordinator (EC) via email.
- The **Occupational Risk Prevention Service (ASPY)** and **Emergency Services (112)** may be invited to observe or evaluate the drill.

Where practicable, fire drills should be conducted under different operational conditions (e.g. break time, lunchtime, PE lessons, examinations or adverse weather) to test the effectiveness of evacuation procedures in a variety of realistic scenarios.

EMERGENCY TEAMS

First Intervention Team

- | | |
|--|---|
| <ul style="list-style-type: none"> • Segundo Rubio (Head) • Michael Langton (Deputy) • Blanca Sererols (Ms Serra) • Yoanna Georgieva • Alfredo Samperio • Cristina Gómez • Claudio Correa • Pablo Gillard • Richard Galán • Nick Holtham | <ul style="list-style-type: none"> • Felipe Garcia |
|--|---|

First Aid Team

- | |
|---|
| <ul style="list-style-type: none"> • María Mínguez (Head) • Miguel Angel Rodriguez (Deputy) • Juan García • Michael Davies • Candelaria Martinez • Dania Matos • Raquel Rodriguez • Julia Shave • Miriam López • Alicia Trujillo Murphy |
|---|

FIRE ALARM SYSTEM

The school operates a **centralised fire alarm system**, controlled from the main office control panel. This panel enables authorised personnel to detect, assess, and respond to alerts across the campus. It includes a buzzer, display and zone identification, manual activation buttons for drills, and reset functions.

Detailed operating instructions are provided in **Annex B: Fire Alarm Panel Instructions**.

The alarm system can be triggered in three ways:

1. **Smoke Detector Activation:** Automatically alerts the control panel and the affected room.
2. **Manual Activation from the Office:** Used for drills or confirmed emergencies.
3. **Manual Fire Alarm Switches:** Located in:
 - Pre-Prep School Building
 - Prep School Building
 - Founder's Building
 - Julia Powell Sports Hall
 - Library

ACTION IN CASE OF FIRE

Initial Assessment

- i. A buzzer will sound in the main office as an alert that a fire alarm has been triggered somewhere on campus.
- ii. Ms Murphy will silence the buzzer and check the panel display to identify the location of the alarm.
- iii. Ms Murphy will contact Maintenance Head and Emergency Lead in the affected building to proceed immediately to the identified location to determine whether it is a **genuine fire(1)** or a **false alarm/system error (2)**.
- iv. They must assess the situation within **two minutes, before the alarm sounds in the affected building**.
- v. Report to the office (**ext. 2000**) or **#fire_warden** Slack channel.

(1) Confirmed Fire

- i. Ms Murphy **will activate the general alarm** to initiate the evacuation process.
- ii. She will inform all staff via the **#office_announcements Slack channel** with the message: **"Fire alarm, evacuate premises."**
- iii. She will **contact the Head of Maintenance (First Intervention Team - FIT)** for immediate response
- iv. Emergencies Head (EC) or Deputy Head (DE) will **call 112**.
- v. Once the emergency has been brought under control and the EC/DE has authorised re-entry, Ms Murphy will post the message **"Emergency under control"** via the **#office_announcements** Slack channel. This message authorises all staff and pupils to return to the premises. No person may re-enter any school building until authorised by the Emergency Coordinator (or Deputy) or by the Fire and Rescue Service.

(2) False Alarm

- vi. Ms Murphy will **deactivate the alarm** according to the procedure described in Annex B
- vii. She will notify all staff via **#office_announcements** with the message: **"False fire alarm."**
- viii. The Emergencies Head (EC) and Deputy Head (DE) will be informed accordingly.

Fire Drill

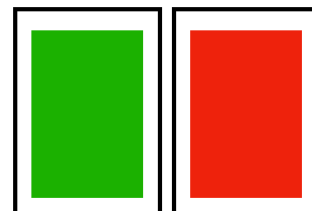
- i. Ms Murphy will activate the general alarm.
- ii. Ms Murphy will inform staff through **#office_announcements** slack channel: **"Fire drill, evacuate premises"**
- iii. After receiving the "all-clear" confirmations from each of the muster points, she will post in the **#office_announcements** slack channel **"Emergency under control"**. Everyone may return to the premises.

Pupil Instructions (to be shared by Form Tutors)

- **Stay Calm & Follow Instructions:** Evacuate the building quietly, following your teacher or the nearest staff member's guidance.
- **Silence is Essential:** Remain completely silent until the "all clear" is given.
- **Leave Everything Behind:** Do not take any belongings with you.
- **Use the Nearest Exit:** If unsure, follow staff directions. Lifts must not be used.
- **Orderly Exit:** Walk calmly - no running or pushing. Move quickly but without causing delays.
- **Muster Point:** Line up quietly upon arrival. Staff will ensure order.
- **Alphabetical Order:** From Year 3 onwards, line up alphabetically to help identify missing students before roll call.
- **Sitting Down:** Once all students are accounted for, the teacher will instruct the group to sit. Groups with missing students will remain standing for easy identification.

Staff Instructions

- **Silence:** All students and staff must remain silent during the evacuation. Staff must remind students to stay quiet throughout.
- **Windows & Lifts:** Ensure all windows are closed before leaving. The use of lifts is strictly prohibited.
- **Evacuation Procedure:** Guide students to the nearest fire exit, closing doors behind. Assist any nearby students in need.
- **Registration:** Form tutors must bring their iPads/laptops to register students. They will receive a red & green card from the appointed teacher in their muster point.
- **Card System:** After calling the roll, tutors will raise a **green card** if all students are present or a **red card** if anyone is missing. Groups with missing students will remain standing for quick identification.
- **Supervision & Focus:** Tutors must always face the emergency lead in charge of their muster point, remain silent and stay focused to ensure a prompt response to any communication.
- **Toilet Checks:** The nearest authority, regardless of gender, must check and close toilets.
- **Returning to Class:** Once the 'all clear' is given, staff will escort students back to class.
- **Additional Support:** Any available staff should assist in maintaining order and ensuring safety.



Red & Green cards

Pupils and Staff Using Crutches or Limited Mobility

This procedure applies equally to permanent disabilities and temporary mobility restrictions, including fractures, sprains, casts and the use of crutches or wheelchairs.

- The school is equipped with ramps and lifts for accessibility.
- Parents must notify the school about mobility issues and expected recovery time.



- Special arrangements will allow affected pupils to move safely between lessons.
- A designated "buddy" will assist the pupil during evacuations.

Muster Points for Staff Without a Designated Emergency Role

- **Pre-prep School teaching staff** should report to the **FS playground**
- **Prep School teaching staff** not acting as Form Tutors must report to **The Lawn**
- **Senior School teaching staff** not acting as Form Tutors must report to **The Plaza**
- **Administrative staff, kitchen staff, support staff and visitors** must assemble on the **lawn**, at the designated **Visitor Muster Point**.

PRE-PREP SCHOOL BUILDING

Ms Emily Albery, as the Pre-Prep School Emergency Lead, will assume overall responsibility for supervising the evacuation of the Pre-Prep building.

All pupils must walk in silence and in single file away from the building towards their designated Muster Point and assemble in orderly lines under staff supervision.

Muster Points

FS Playground

Pre-Nursery 1 & Pre-Nursery 2 as well as **Nursery 2 & Nursery 3** will exit by external classroom doors, then turn left towards the FS playground.

- **Ms Albery's office** will follow Nursery.
- **Reception 3 & Nursery 1** will exit via external classroom doors and proceed directly to the FS playground.
- **Reception 1 & Reception 2** will exit via external classroom doors, turn right, walk along the corridor outside the building and proceed directly to the FS playground.

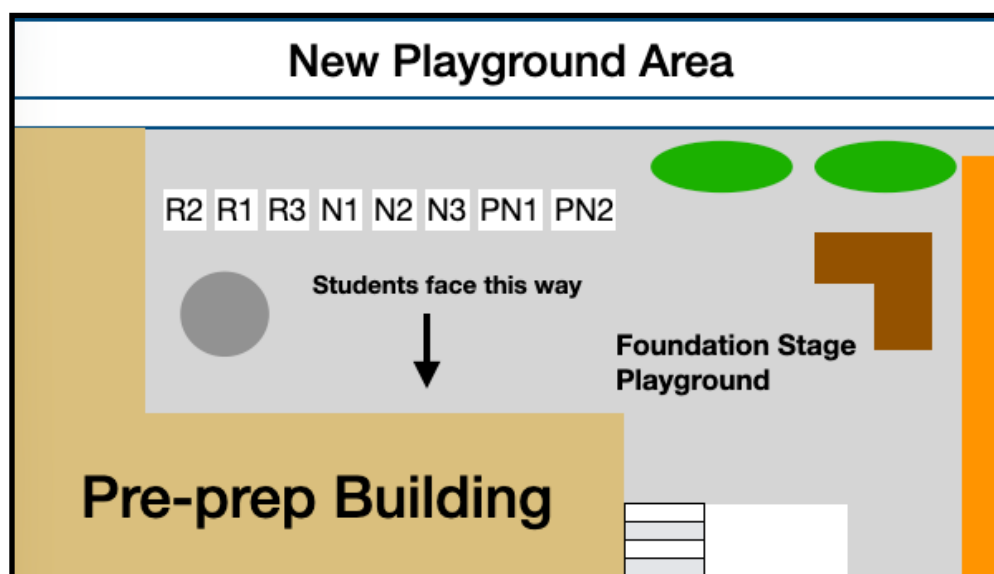


Fig.1 - Foundation Stage Muster Point

Top Playground: Basketball pitch

Ms Beth Denning and/or Ms Alice Townsend will supervise.

Year 1 and **Year 2** will line up along the basketball pitch

- **Year 1.1** on the right and **2.3** on the far end.
- **Year 2.3, Year 2.2 & Year 2.1** exit via their external classroom doors to corridor, proceed up the ramp and assemble on the basketball pitch.
- **Year 1.2 & 1.3** exit via their external classroom doors, go up the amphitheatre steps and proceed to the basketball pitch via the forest area.
- **Year 1.1, Spanish room & The Library:** exit by external doors and then proceed to the new playground area via the top path around the forest.

- **Classes in the Dining Room** exit by the glass doors and proceed up the ramp and assemble on their assigned meeting points.
- Pupils present in the **Dining Room** will exit via the glass doors, proceed up the ramp and assemble at their assigned Muster Point.
- **Nurse's office:** exit via outside door leading to the FS playground
- **SENCo's Office, School Counsellor's office & Staff Room:** exit via external doors and proceed directly to the FS playground.

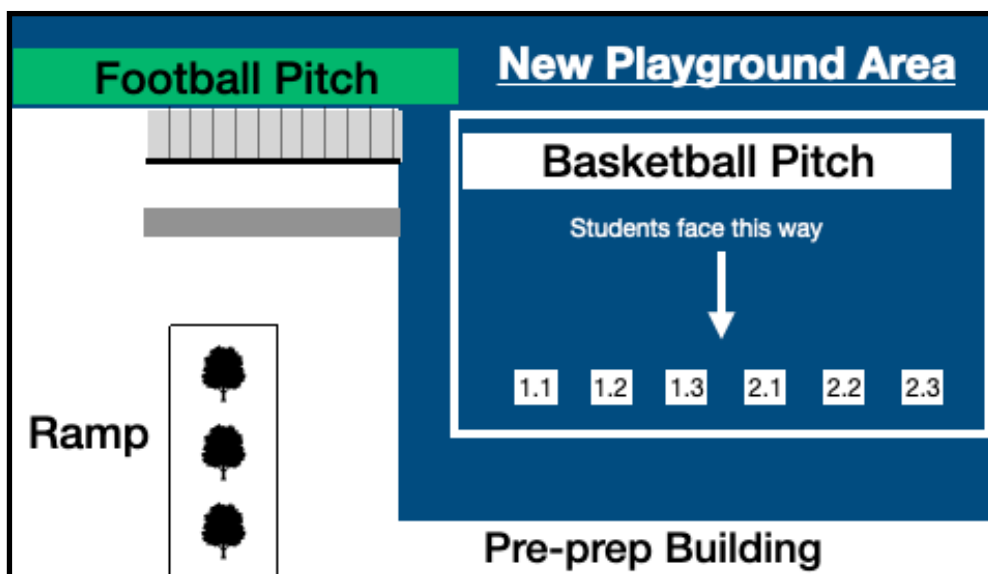


Fig.2 - Years 1 & 2 muster points

Additional Support Roles

- **Support teachers or available staff** not assigned to a specific class should assist the **Pre-Nursery and Nursery teams** unless already helping in a classroom.
- Staff must ensure that all toilets are checked:
 - **Pre-Nursery and Nursery staff:** Check toilets in their respective areas.
 - **Year 2.3 Assistant:** Check toilets opposite Room 2.3.
 - **Year 1.3 Assistant:** Check Year 1 toilets.

Staff and Visitors

- **Kitchen staff, administrative staff, the gardener and any visitors** must proceed directly to the **lawn** and line up at the designated Visitor Muster Point.
- Pupils or staff in the **Sixth Form Common Room and Dining Hall** must exit via the **main entrance** and proceed to their designated Muster Point on the **Plaza or VI Form line**, as applicable.

PREP SCHOOL BUILDING

Mr Anthony Rendall, as the Prep School Emergency Lead, will be responsible for supervising the evacuation of the building.

All pupils must walk **in silence and in single file** away from the building and proceed to their designated **Muster Point along the hedge on the left-hand side of the lawn**, where they will assemble in **orderly lines** under staff supervision. **All classes will line up from top to bottom in this order: Y3, Y4, Y5, Y6, Y7 & Y8**

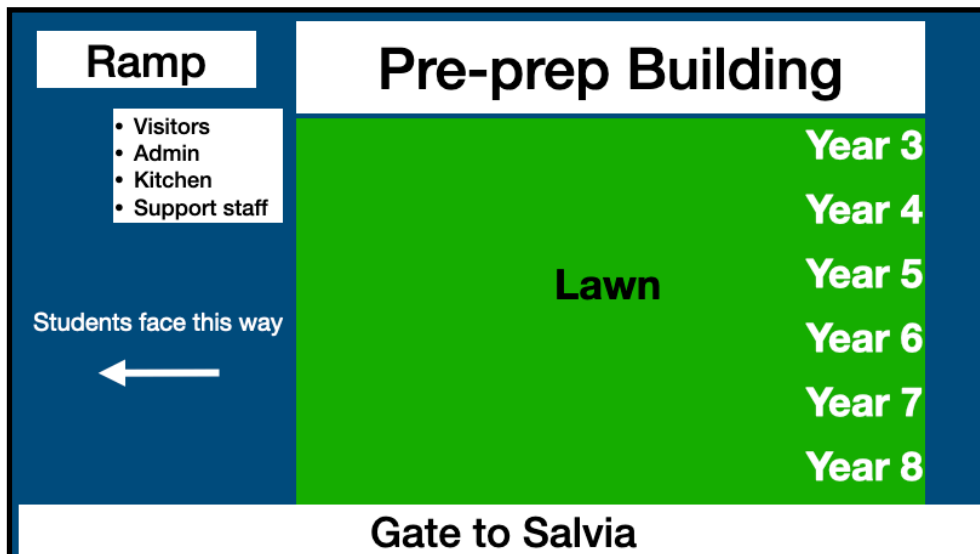


Fig. 3 - Prep School muster point

- **Bottom floor.** exit through the **emergency exit**, cross the parking area, and proceed directly to the lawn.

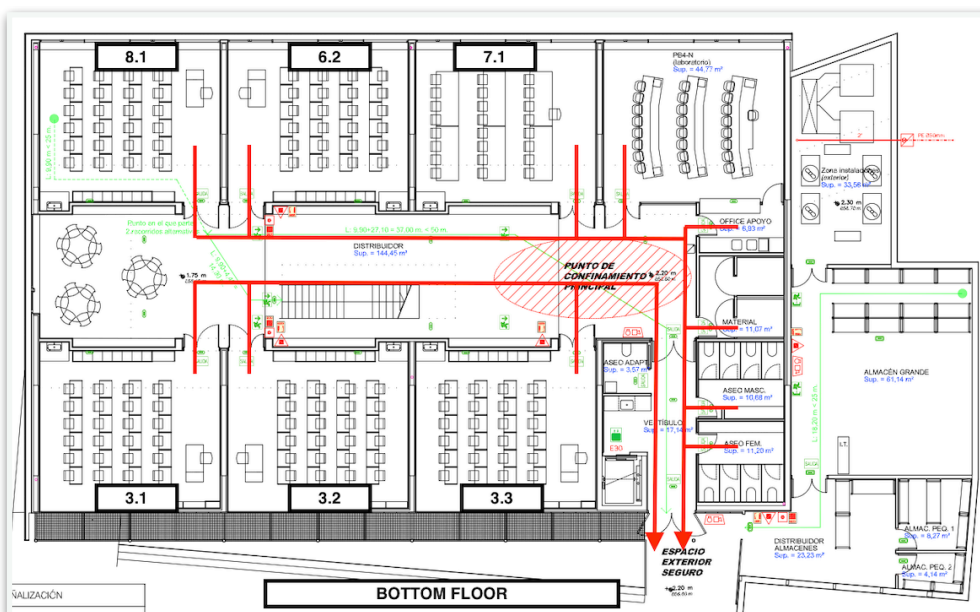


Fig. 4 - Bottom floor evacuation routes

The **Prep School Laboratory Technician** will ensure that **all gas supplies in the Science Department** are shut off before leaving the building.

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

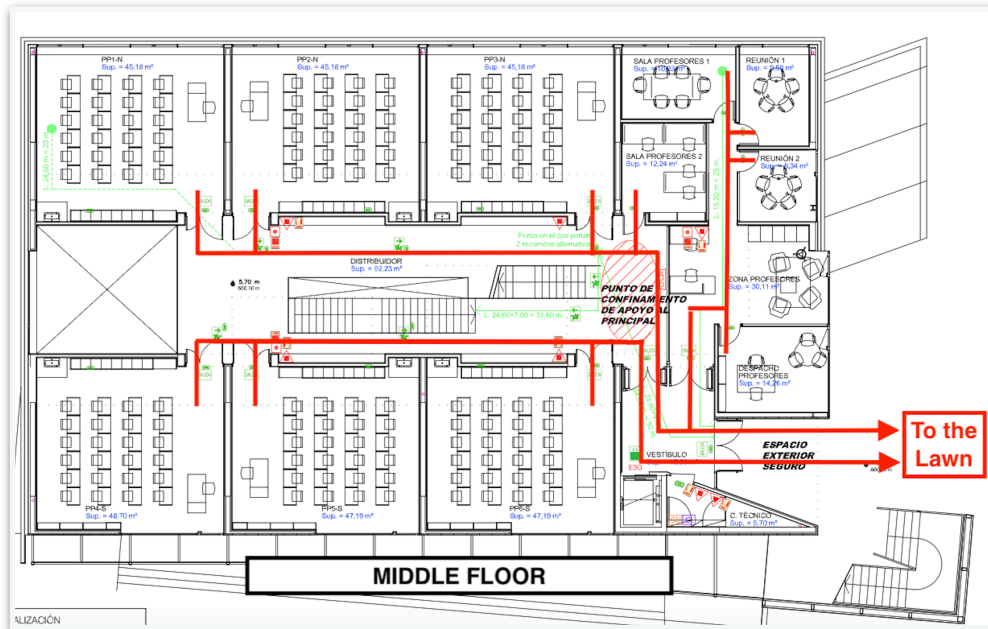


Fig. 5- Middle floor evacuation routes

- **Top floor:** exit via the **external staircase**, turn **right** and proceed to the lawn.

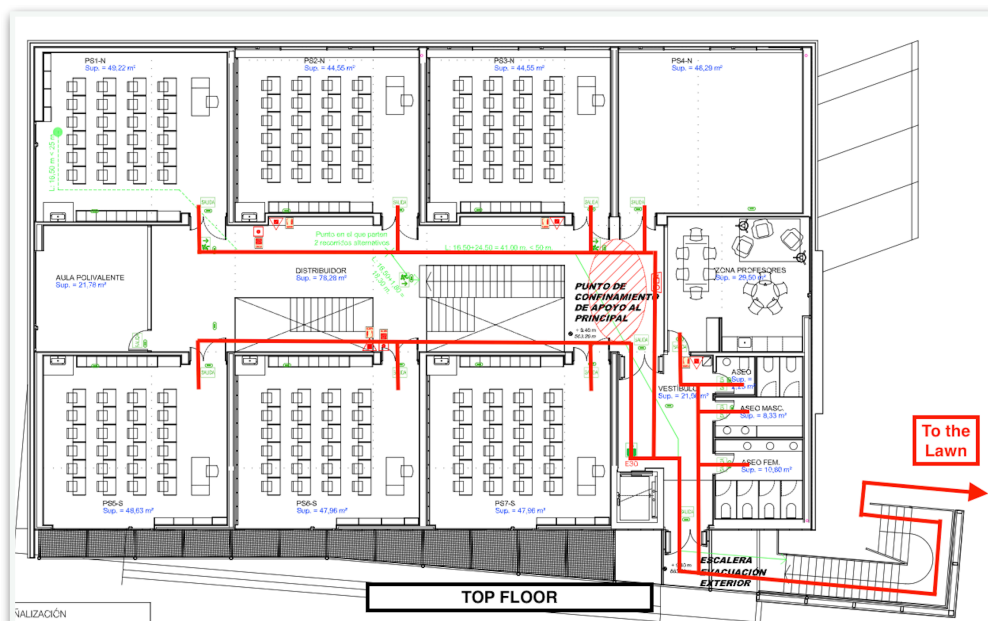


Fig. 6 - Top floor evacuation routes

SENIOR SCHOOL - FOUNDER'S BUILDING

Mr Duncan Byrne, as the Senior School Emergency Lead, will supervise the evacuation of the Senior School.

All pupils must walk **in silence and in single file** away from the building to their designated **Muster Point** and line up in an **orderly and calm manner**, under the guidance of staff.

Safety Procedures

- The Senior School **Laboratory Technician (Ms Julia Shave)** will ensure that **all gas supplies in the Science Department are shut off** prior to evacuating.
- **Subject teachers** must remain with their classes during the evacuation and hand pupils over directly to their **Form Tutor** at the Muster Point.
- Staff and pupils must follow the **Evacuation Plan specific to each room or department**, as detailed below.

Classroom Evacuation Routes

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

Senior School Muster Points - The Plaza

All Senior School pupils will assemble in **The Plaza**. This area offers clear visibility for staff and Wi-Fi connectivity for digital roll calls.

If a fire originates in the Founder's Building, pupils should move **laterally** to the **lower section of the plaza**, maintaining line formation and register order.

Roll Call and Support

- **Form Tutors** will take the roll call for their respective Form Groups using their printed registers.
- **Heads of Year** will support Form Tutors as needed and assist in resolving any discrepancies.
- **Year 12 and Year 13** registers will be kept in the same folder, as Sixth Form assembles together.
- Each folder will also contain the corresponding **green and red cards**, stored together with the registers in a new standardised format.

- **Mr Duncan Byrne** will remind all Senior School teachers to switch to the outdoor Wi-Fi network when evacuating, to ensure digital access if needed.
- **Ms Idoya Leon** will be responsible for staff registration at the Senior School Muster Point.

Muster point distribution

- **Years 9 & 10:** In front of the **trees and planters** on The Plaza
- **Year 11:** On the **flat area** at the bottom of the steps in front of Founders

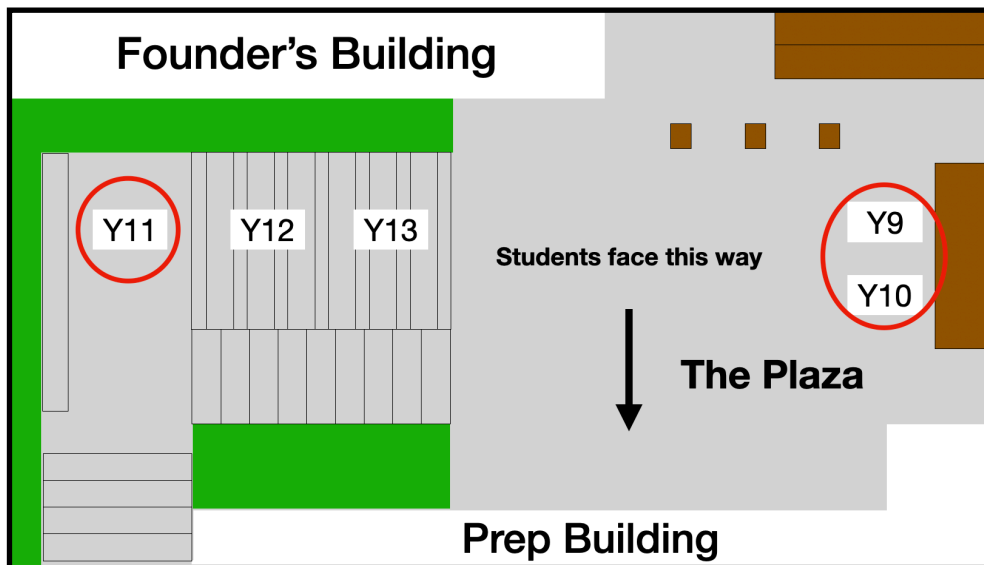


Fig. 7 - Year 9, 10 & 11 muster points

- **Sixth Form:** Between the benches on the steps in front of Founders

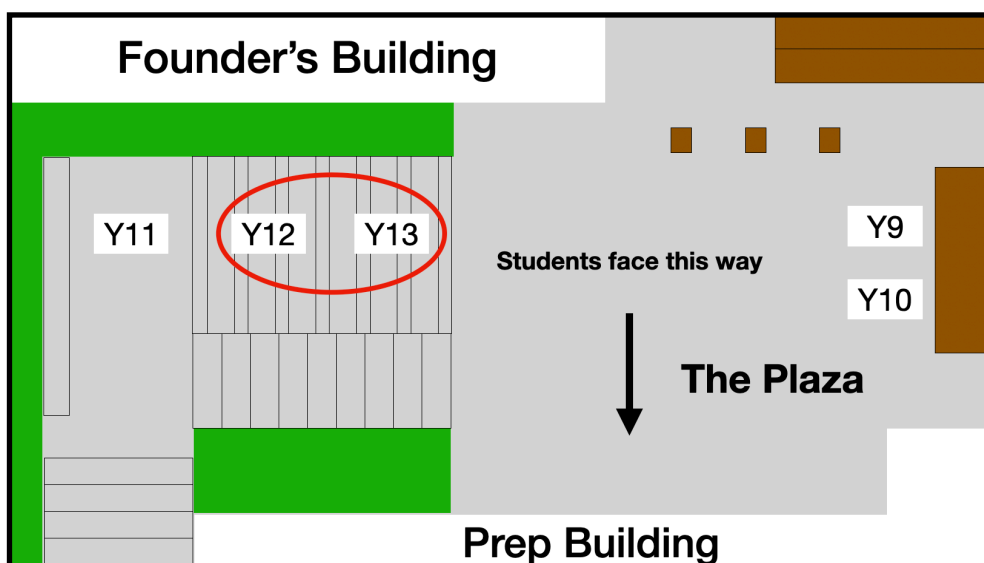


Fig. 8 - VI Form muster Point

SPECIAL SCENARIOS

Fire Alarm During Breaks, Lunchtime or Outside School Hours

If the fire alarm sounds during break time, lunch, or before/after school, all staff must proceed directly to their designated Muster Point (Lawn, FS Playground, or The Plaza).

Only the Fire Wardens, working in coordination with the First Intervention Team (FIT), are authorised to ensure the safe evacuation and to manage the emergency response.

Fire During a Lesson

If the fire alarm sounds during a lesson, the teacher delivering that lesson is responsible for escorting the pupils to the appropriate **Muster Point for the pupils' year group**. Once pupils are safely handed over, the teacher should then proceed to their **own assigned Muster Point** to be accounted for.

Pupils in the Dining Hall

Over the case where the fire alarm sounds *while pupils are in the Dining Hall*, regardless of the fire's location, pupils should go to their **usual Muster Point**.

- Upon hearing the fire alarm, **all pupils must stand immediately and remain in silence**, awaiting further instruction.
- The **teacher on duty** will coordinate the evacuation, supported by any other staff present in the Dining Hall at the time.
- Pupils will be led **calmly and in line** out of the building, using the nearest safe exit.
- Pupils will remain there under the supervision of the staff on duty until their **Form Tutor arrives and takes over** responsibility.

The Julia Powell Sports Hall

- Pupils participating in P.E. lessons or other scheduled activities (e.g. exams) must exit the building via the main gym door, turn left, and proceed calmly to their designated Muster Point.
- The P.E. teacher will accompany the group to the Muster Point and remain with them until the Form Tutor arrives and formally assumes responsibility.
- If movement to the Muster Point is not safe (e.g. due to fire or blocked routes), the group should remain in a secure external location along the building's wall, under the supervision of the P.E. teacher, until further instruction is given.
- At all times, pupils must remain silent, follow instructions, and walk in line.

Playgrounds & ramp

- All staff (teaching, support, administrative, etc.) must proceed immediately to their designated Muster Point, without stopping at classrooms or offices.
- Upon hearing the alarm, pupils must:
 - Remain completely silent without delay.

- Be escorted by the staff on duty to their corresponding Muster Point.
- Staff on duty in playgrounds or outdoor areas will assume immediate coordination of the pupils in their area until Form Tutors or Fire Wardens arrive.
- Fire Wardens will activate the evacuation protocol from their location and coordinate with the First Intervention Team (FIT) to:
 - Verify that evacuation routes are safe.
 - Confirm that all areas have been fully evacuated.
 - Coordinate changes if any route is blocked.
- No one should attempt to retrieve belongings or return to the building under any circumstances.
- Once at the Muster Point, Form Tutors will take the register (if available).
- In their absence, another present teacher must assume responsibility for the register.
- Any pupil or member of staff who is unaccounted for must be reported to the Emergency Coordinator or their Deputy immediately.

Fire in the Kitchen

- If a fire in the kitchen area blocks access to the emergency ramp, **alternative Muster Points** will be used depending on which area is deemed safest.
- **Fire Wardens** will communicate any changes and ensure that all individuals are safely evacuated.
- **Kitchen staff** must evacuate the building immediately via the **nearest safe exit**, avoiding any smoke or fire-affected areas.
- Once outside, they must proceed **directly to the lawn**, which serves as their designated Muster Point, and report to the **Emergency Coordinator or Deputy**.
- If the fire occurs **during peak service hours** (e.g. lunch preparation or meal distribution), staff must prioritise their own safety and that of nearby pupils and adults.
- Any ongoing food handling or use of gas appliances must be **immediately stopped**, and the area evacuated without delay.
- Under no circumstances should kitchen staff attempt to extinguish the fire unless they are specifically trained and the fire is small and contained.

Fire in the Pre-prep building

If the fire affects the **Pre-Prep building or its Muster Point** (e.g. Pre-prep Staff Room or Library): all classes will evacuate via their **external classroom doors**.

Evacuation routes:

- **Reception 3, Nursery 1, Pre-Nursery 1 & 2, Nursery 2 & 3:** evacuate via the top path of the amphitheatre and proceed directly to the lawn.
- **Year 1, Spanish Room, Support Room:** evacuate via the lower path of the amphitheatre and line up along the hedge bordering King's College on the lawn.
- **Year 2, Reception 2 & Reception 1:** use their external classroom doors and walk down the main ramp to the lawn, joining the rest of the Pre-Prep pupils.

Library

All pupils and staff in the Library will exit via the **main door** and proceed to their assigned Muster Point.

Visitors

All visitors and external personnel (e.g. suppliers, couriers, contractors) present on the school premises must follow the instructions of the **nearest member of staff**, evacuate the building using the nearest emergency exit, and proceed to the designated **Visitor Muster Point** (on the lawn unless otherwise indicated). Contractors working independently or in restricted areas must report directly to the nearest Fire Warden or Emergency Lead upon reaching the Visitor Muster Point to confirm their evacuation.

The School Secretary (or designated administrative member of staff) will bring the daily Visitor Register to the Visitor Muster Point to verify that all visitors have been safely evacuated.

Secondary Evacuation via Los Sauces School

If the Emergency Coordinator (or Deputy), in consultation with the emergency services where appropriate, determines that evacuation beyond the school premises is necessary, a secondary evacuation may be carried out through **Los Sauces School**. This secondary evacuation route shall only be used where the primary evacuation routes or muster points are considered unsafe or inaccessible.

Pupils and staff will proceed across the football pitch to the **interconnecting gate** between both schools. Upon entering Los Sauces School, the evacuation route turns **immediately left** and continues directly to the exit onto **Camino Ancho**, which will serve as the off-site assembly point unless otherwise instructed by the emergency services. The route may be modified at the direction of the emergency services should conditions require.

The interconnecting gate is sufficiently wide to allow access for emergency vehicles, including ambulances, fire appliances and police vehicles, facilitating coordinated emergency operations where required.



This procedure may also be implemented **in reverse** should Los Sauces School require the evacuation of its pupils through the Runnymede College campus.

The activation and coordination of this reciprocal evacuation procedure will be jointly authorised and coordinated by the **Emergency Coordinator (or Deputy) of Runnymede College** and the **Headmaster of Los Sauces School**, in liaison with the emergency services where appropriate.

ANNEX A: EMERGENCY BOX – FIRE AND CRITICAL INCIDENT RESPONSE

Purpose

To ensure that each section of the school can respond efficiently and independently in the event of a fire or major incident, by having immediate access to critical materials stored in a secure, pre-defined location within each building.

Scope

This procedure applies to the **Emergency Leads** of the following school sections:

- **Pre-Prep School** – Ms Emily Albery
- **Prep School** – Mr Anthony Rendall
- **Senior School** – Mr Duncan Byrne

It also applies to the **Emergency Coordinator (Mr Frank Powell)** and **Deputy Emergency Coordinator (Ms Georgina Powell)**, who must have immediate access to a dedicated Emergency Box in the Main Office.

Location of Emergency Boxes

Each Emergency Box will be stored in a **clearly labelled, secure**, but quickly accessible location within each respective school building.

Suggested placement: Head of section's office

Boxes should be marked with: **"EMERGENCY BOX – DO NOT REMOVE – For use in Fire or Critical Incident Only"**

Storage Allocation Details

- The **Main Office Emergency Box**, assigned to the **Emergency Coordinator (Mr Powell)** and **Deputy Coordinator (Ms Georgina Powell)**, will also contain the walkie talkies and emergency equipment for:
 - **Head of the First Intervention Team (FIT)** – Head of Maintenance
 - **School Secretary** – Ms Murphy
- The **Pre-Prep Emergency Box** (Ms Emily Albery) will additionally contain the walkie talkie and vest for the **School Nurse**, acting as **First Aid Lead**.
- The **Prep School Emergency Box** (Mr Anthony Rendall) will be stored inside the Prep headmaster's office.

- The **Senior School Emergency Box** (Mr Duncan Byrne) will be stored inside Mr Byrne's office.

In addition, it is strongly recommended that a walkie talkie and basic emergency equipment (e.g. high-visibility vest, site plan, staff list) be kept at the main gatehouse for use by the gate security officer (Cristina or her replacement). This enables coordinated communication and response management from the school entrance, especially for liaison with emergency services and site access control.

Box Contents

1. **Walkie talkie** – charged and tested weekly (use channel 16)
2. **High-visibility vest** – clearly marked with section (e.g., "Prep School Lead").
3. **Whistle** – for manual crowd control or alerting others if communication fails.
4. **Printed pupil registers** for all Form Classes in the section.
5. **Black permanent marker and pen.**
6. **Clipboard or folder** to support register checks in the field.
7. **Copy of Fire Muster Point Map** for section.
8. **Checklist sheet** for monthly verification and sign-off.

Walkie talkies from Emergency Boxes are assigned **for emergency use only** by:

- Emergency Coordinator and Deputy
- Emergency Leads for Pre-Prep, Prep, and Senior
- Head of First Intervention Team (FIT)
- School Nurse or First Aid Lead
- School Secretary (Main office)
- Gate Security Officer (Gatehouse)

Responsibilities

- Each **Emergency Lead** is responsible for maintaining and updating their assigned Emergency Box. This ensures:
 - **Ownership and accountability:** The person who will use the box is responsible for its contents.
 - **Familiarity with materials:** They know exactly what's in the box and where it is.
 - **Responsiveness:** They are more likely to notice missing, outdated or faulty items in advance.
- The **School Nurse**, in her role as **Health and Safety Officer**, will oversee the general condition of the system, provide support with medical or shared equipment, and coordinate with the Deputy Headmistress to ensure all Emergency Boxes are regularly inspected and compliant.
- The **Assistant Headmistress** (Georgina Powell) will oversee monthly checks and log compliance.
- The **School Administrator** will assist in printing updated registers at the start of each term.

Monthly Maintenance Check

Each Emergency Lead must, during the **first week of each month**:

- Open the Emergency Box and verify that all contents are **present and in good condition**.
- Test each **walkie talkie** and ensure it is fully charged
- Replace **missing or outdated materials**
- Complete and sign the **Monthly Checklist**, which must be submitted to the Deputy Headmistress.

In the Event of a Fire or Drill

1. The Emergency Lead collects the Emergency Box **immediately** and exits to their **designated Muster Point**.
2. They put on the **high-visibility vest** and establish communication with the Emergency Coordinator (Mr Powell) and Deputy (Georgina Powell) via **walkie talkie**.
3. **A roll call is conducted** using printed registers, and any missing persons must be reported immediately
4. If radio communication fails, the **whistle** is to be used to attract assistance
5. Once the **“all-clear”** has been issued, all registers and relevant notes are to be returned to the Main Office

Contingency Plan

If the Emergency Lead is **absent or off-site**, a **designated deputy** must be assigned in advance to assume all related duties, including collecting the Emergency Box, establishing communication, conducting roll call, and liaising with the Emergency Coordinator.

ANNEX B: FIRE ALARM PANEL INSTRUCTIONS (MAIN OFFICE)

Fire Alarm Activation

1. A buzzer will sound in the main office as an alert that a fire alarm has been triggered somewhere on campus.
2. Press the “Silencio Zumbador” button to silence the buzzer.
3. Check the panel display to identify the location of the alarm.
4. Proceed immediately to the identified location to determine whether it is a genuine fire (1) or a false alarm/system error (2)

Scenario 1 – Real Fire

1. After 2 minutes from buzzer activation, the alarm will sound in the affected building.
2. After 4 minutes, if no action has been taken, the alarm will automatically sound across the entire campus.
3. To stop the alarm, press the “Reposición” button; the sounders will stop within seconds.
4. Do not press the “Rearme” button until all call points and detectors have been checked.
5. Call ABTEX (91 652 16 18) for authorisation and reset procedure.

Scenario 2 – False Alarm

1. You have 2 minutes to verify that it is a false alarm and prevent the alarm from sounding in the affected building.
2. If not cancelled in time, the system will continue the sequence and trigger the full campus alarm after 4 minutes.
3. To stop the sequence, press the “Reposición” button within 2 minutes.
4. Do not press the “Rearme” button. Contact ABTEX to check and reset the call point or detector responsible for the false activation.

Fire Drill Activation

To initiate a drill manually, use the following buttons on the panel:

- S1** – Activates alarm in Founders
- S2** – Activates alarm in Prep School
- S3** – Activates alarm in Julia Building
- S4** – Activates alarm in Pre-Prep School
- S10** – Activates alarm across all buildings simultaneously

The alarm will begin to sound in the selected building(s) after 2 minutes. If not cancelled, it will trigger the alarm in the rest of the buildings after 4 minutes.

To Deactivate the Alarms:

1. Press “Silencio Zumbador”
2. Press “Reposición”
3. Call ABTEX before pressing “Rearme” so they may identify what caused the alarm.



Lockdown Protocol

Core operational principle

Lockdown is a precautionary measure used to protect pupils, staff and visitors from a risk or threat inside or outside the school site. All members of the school community must follow instructions quickly and calmly to ensure everyone's safety.

Item	Detail
Document owner	Health & Safety Team / School Nurse
Applies to	Pupils, staff, visitors, contractors and others on site.
Relevant daily area	Runnymede campus - All buildings and outdoor areas
Communication channel	<i>#health_updates</i> & <i>#office_announcements</i> channels on Slack
Date reviewed	September 2026
Next scheduled review	September 2027, or earlier following any lockdown activation or significant change

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1. INTRODUCTION

Runnymede College is committed to ensuring the safety and security of all students, staff, and visitors. This policy outlines the procedures to be followed in the event of a lockdown due to an internal or external threat.

2. PURPOSE

A lockdown may be necessary in situations such as:

- Intruder(s) on site
- A violent or threatening individual nearby
- Nearby police activity
- A hazardous environmental event (e.g., chemical spill, fire, extreme weather)
- A national or regional security threat

3. SCOPE

This policy applies to all Runnymede College premises, including:

- Pre-Prep School (Pre-Nursery to Year 2)
- Prep School (Year 3 to Year 8)
- Senior School - Founder's Building (Year 9 to Year 13)
- Library
- Julia Sports Hall

4. TYPES OF LOCKDOWN

- **Full Lockdown:** All buildings sealed, no movement permitted.
- **Modified Lockdown (Soft Lockdown):** Movement indoors permitted; external access restricted.
- **Partial Lockdown:** Specific areas secured due to a localised incident.

5. LOCKDOWN PROCEDURES

5.1 Initiating a Lockdown

Trigger: Any staff member identifying a threat must immediately notify the main office or the Emergency Lead.

Initiation:

- Emergency Coordinator authorises lockdown via school-wide pre-agreed code phrase announced through the **PA system**¹: **"Code Red – Initiate Lockdown Now. This is not a drill."**
- Simultaneous alert sent via internal communication system:
#headmasters_announcements and *office_announcements* Slack channels.

¹ PA system: A **Public Address system** is a network of **loudspeakers connected to a microphone**, typically installed throughout the school premises (classrooms, corridors, staff areas, etc.). It allows designated staff to **make announcements that can be heard across all parts of the school simultaneously**.

5.2 Staff Roles & Responsibilities

- **Leadership Team:** Coordinate response, liaise with emergency services, authorise lockdown termination
- **Form Tutors & Teachers:** Secure classroom, maintain silence, take register, report status.
- **Nurse & Psychologist:** Secure medical areas, support vulnerable pupils
- **SEND Coordinators:** Ensure support for students with additional needs
- **Fire Wardens & Maintenance:** Secure entry points, shut down systems if necessary
- **IT Staff:** Maintain communication and monitor CCTV
- **Support Staff:** Shelter in place as per location-specific plan
- **Gate Guard:** Lock all external gates immediately

5.3 Classroom Lockdown Procedure

Instructions for Pupils:

1. Stop any activities and follow the teacher's instructions.
2. Move away from windows and doors, sit on the floor if necessary.
3. Remain silent
4. Await official all-clear: "**Code Green – Lockdown Lifted. All Clear.**"

Instructions for Staff:

1. Lock all doors and close windows immediately.
2. Turn off lights; keep everyone out of sight
3. Take roll call and maintain a calm environment
4. Do not open the door until an official "all-clear" is given.
5. If safe, communicate via the *#emergency* Slack channel.

5.4 Communication via Slack Channel

Messages from Management to Staff:

- **Initiation:**
 - "Code Red – Initiate Lockdown Now. This is not a drill."
 - "URGENT: FULL LOCKDOWN IN EFFECT. Secure your location immediately. Lock doors, turn off lights, stay silent. Await further instructions. Do NOT open doors for anyone. Only respond to verified messages from school leadership."
- **Ending:** "Code Green – Lockdown Lifted. All Clear."

5.5 Communication during lockdown

- Limit mobile phone use
- Use internal systems for communication
- Inform parents **after** the threat has been neutralised

5.6 Instructions for Specific Areas

School Gate (Guard, Maintenance Staff):

1. Secure all entry points; prevent access to or from the school.
2. Do not engage with intruders; report activity to management and authorities.
3. If safe, relocate to a secure area inside the premises.

Kitchen Staff:

1. Cease all activities; move to a secure area.
2. Lock kitchen doors and remain silent

Administrative and IT Staff:

1. Lock office doors; remain silent.
2. Ensure communication systems are operational
3. IT staff should ensure security of digital records and support internal communications.

5.7 Emergency Roles & Responsibilities

Emergency Coordinator (SLT Member):

1. Calls 112 immediately.
2. Provides updates to authorities and follows their instructions.
3. Coordinates with the Headteacher and **Senior Leadership Team (SLT)**.

Headteacher:

1. Oversees lockdown procedures.
2. Coordinates with the Emergency Coordinator and external authorities.
3. Sends critical updates to parents and staff.

Facilities & Security Team:

1. Ensures all external doors and entry points are locked.
2. Monitors CCTV and informs **Emergency Coordinator**.
3. Assists emergency services upon arrival.

Teachers & Classroom Staff:

1. Follow lockdown protocol (lock doors, turn off lights, keep students quiet).
2. Conduct roll call and report missing students via the *#emergency* Slack channel.
3. Keep students calm and follow instructions.

Admin & IT Staff:

1. Lock office doors and remain in secure locations.
2. Maintain internal communications
3. Ensure alert systems function correctly

Kitchen Staff:

1. Stop all activities and move to a secure area.
2. Lock kitchen doors and remain silent.

School Gate Staff (Guards, Maintenance):

- Lock all school entry points and do not allow access.
- Report any suspicious movement to security and SLT.
- Seek shelter is safe to do so

5.8 Ending a Lockdown

Only the Headmaster as Emergency Coordinator can lift lockdown using the phrase:
"Code Green – Lockdown Lifted. All Clear."

Post-lockdown:

- Conduct register check
- Debrief staff and pupils
- Inform parents
- Complete incident report

6. SPECIAL CONSIDERATIONS

- **Pre-Prep:** Use calming techniques; provide soft toys
- **SEN students:** Access to quiet rooms and 1:1 support
- **Visitors:** Guided to safety by nearest staff member

7. DRILLS

Purpose: Ensure preparedness, evaluate readiness, identify gaps, reduce panic

Frequency: One per term; one unannounced annually

Preparation:

- Notify staff 48h in advance
- Inform parents of drill week
- Brief vulnerable pupils and staff

During Drill:

- Activation via PA system: **"Code Red – Initiate Lockdown Now. This is a Drill."**
- Follow full lockdown procedure
- All staff report "Room secure"

Ending Drill:

- PA Announcement: **"Code Green – Lockdown Lifted. Thank you. This was a drill."**
- Teachers debrief pupils and submit feedback
- Emergency Lead collects reports

Post-Drill:

- Staff and pupil debrief
- Review performance
- Update protocol if needed

8. TRAINING

- Annual staff training
- New staff induction
- Age-appropriate briefings for students

9. DOCUMENTATION & REVIEW

In accordance with UK health and safety regulations and best practices:

- **Annual Review:** The Lockdown Protocol will be reviewed at least once every academic year to ensure its effectiveness and compliance with current laws and guidance.
- **Post-Incident Review:** Following any lockdown event or drill, the protocol will be assessed and updated as necessary to incorporate lessons learned and address any identified shortcomings.
- **Responsive Updates:** The protocol will also be reviewed and revised in response to significant changes, such as:
 - Amendments to relevant legislation or statutory guidance.
 - Structural changes within the school premises.
 - Introduction of new technologies or procedures affecting school security.
 - Feedback from staff, students, or external agencies.

Date Reviewed: 1st of September 2025

Date of Next Review: 1st of September 2026

ANNEX A: LOCKDOWN DRILL – PUPIL COMMUNICATION GUIDE

Pre-Prep (Ages 2–7)

Script: *"Sometimes, we practise how to stay extra safe in school... like quiet hide-and-seek."*

Tips: Keep it light and reassuring, use calming resources.

Prep (Ages 7–13)

Script: *"This is a lockdown drill, like a fire drill. We practise staying safe."*

Tips: Emphasise routine and practice, reassure.

Senior (Ages 13–18)

Script: *"Today we are conducting a lockdown drill. Follow the instructions and remain calm."*

Tips: Encourage responsibility, debrief maturely.

All Pupils

- Reassure afterwards
- Allow questions
- Refer to support teams if distressed



ANNEX B: LOCKDOWN DRILL PROCEDURE FOR STAFF AND PUPILS

1. Scheduling & Preparation

- Drill once per term, including one unannounced
- Pre-drill tasks assigned (Emergency Coordinator, Admin, IT, Fire Wardens, etc.)

2. Communication

- Staff notified 48h in advance
- Parents informed of drill week
- Pupils briefed with age-appropriate language

3. Drill Initiation

- PA announcement: "Code Red – Initiate Lockdown Now. This is a drill."
- Gate guard secures perimeter

4. During the Drill

- Teachers lock rooms, maintain silence, report status
- Non-classroom staff shelter in designated safe zones
- Emergency team monitors and logs

5. Ending the Drill

- PA announcement: "Code Green – Lockdown Lifted. Thank you. This was a drill."

6. Post-Drill

- Teachers debrief with students
- Feedback submitted via form
- Emergency Coordinator reviews responses
- Protocol revised and updated if necessary

7. Evaluation Criteria

- Response time
- Staff and student compliance
- Communication flow
- Calmness and control
- Areas for improvement



Extended Power Outage Protocol

Core operational principle

This protocol provides operational guidance for managing prolonged electrical failures that affect teaching, communications, security systems and essentials services across the school. The aim is to ensure the safety and wellbeing of pupils, staff and visitors, maintain critical operations and support a safe return to normality.

Item	Detail
Document owner	Health & Safety Team / School Nurse
Applies to	Pupils, staff, visitors, contractors and others on site.
Relevant daily area	Runnymede campus - All buildings and outdoor areas
Communication channel	<i>#health_updates</i> & <i>#office_announcements</i> channels on Slack
Date reviewed	September 2026
Next scheduled review	September 2027, or earlier following any power outage incident or significant change.

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1. OBJECTIVE

To ensure the safety, continuity of care, and orderly management of pupils and staff during an extended power outage affecting city-wide or national infrastructure. Applicable to all school buildings and facilities: Pre-Prep, Prep, Senior School, Julia Sports Hall, and Library.

2. ACTIVATION OF EMERGENCY PLAN

Upon confirmation of a major power outage, the **Head of Emergencies** (Mr Powell) and **Deputy Head of Emergencies** (Ms Powell) will initiate the Emergency Coordination Protocol.

Immediate notification to:

- Senior Leadership Team (SLT)
- Site Manager/maintenance head
- Communications officer (IT)
- Heads of Pre-Prep, Prep, and Senior School
- Health & Safety Officer
- Designated Assembly Area Coordinators:
 - **FS Playground:** Ms Emily Albery (Pre-Nursery to Year 2)
 - **Lawn:** Mr Anthony Rendall (Y3 to Y8) - Pupils line up along the hedge
 - **The Plaza:** Mr Duncan Byrne
 - VI Form: Between the benches on the steps in front of the Founder's building
 - Year 9 & Year 10: In front of the trees/planters on The Plaza
 - Year 11: Flat area at the bottom of the steps in front of the Founder's building
- First Aid and First Intervention Teams:

First Intervention Team

- | | |
|--|---|
| <ul style="list-style-type: none"> • Segundo Rubio (Head) • Michael Langton (Deputy) • Blanca Sererols (Ms Serra) • Yoanna Georgieva • Alfredo Samperio • Cristina Gómez • Claudio Correa • Pablo Gillard • Richard Galán • Nick Holtham | <ul style="list-style-type: none"> • Felipe Garcia |
|--|---|

First Aid Team

- | |
|---|
| <ul style="list-style-type: none"> • María Mínguez (Head) • Miguel Angel Rodriguez (Deputy) • Juan García • Michael Davies • Candelaria Martinez • Dania Matos • Raquel Rodriguez • Julia Shave • Miriam López • Alicia Trujillo Murphy |
|---|

All designated emergency staff must wear their **assigned high-visibility vests** and carry their allocated **emergency whistles** at all times during an incident.

The school must also provide **walkie-talkies** or equivalent radio communication devices, as mobile networks may be unreliable during prolonged power outages. These are essential to ensure effective coordination between emergency teams across all buildings.

3. ROLES AND RESPONSIBILITIES

Head of Emergencies (Mr Powell) & Deputy (Ms Powell)

- Activate and oversee the Emergency Coordination Protocol.
- Coordinate between emergency teams and academic departments.
- Ensure communication channels remain operational or alternatives are in place.
- Authorise emergency measures and dismissal.
- Chair hourly Emergency Coordination Meetings.
- Maintain liaison with local authorities and emergency services.
- Approve shelter-in-place activation if needed.

Heads of Pre-Prep, Prep, and Senior School

- Supervise building-specific response and staff deployment.
- Maintain regular check-ins with Form Tutors and Heads of Year.
- Monitor pupil wellbeing and learning continuity in their sections.

Form Tutors / Teaching Staff

- Maintain calm and order in classrooms.
- Ensure pupils remain in place unless instructed otherwise.
- Use paper registers to account for all pupils.
- Suspend use of electrical equipment.
- Supervise lunch and breaks under modified routines.

Heads of Year

- Support Form Tutors in pupil supervision and roll calls.
- Monitor vulnerable students and escalate concerns to SLT.
- Coordinate with SEND and pastoral teams if required.

School Nurse & First Aid Team

- Ensure manual recording of all medical needs and treatments.
- Monitor pupils with chronic conditions or medical dependencies.
- Coordinate with emergency services if any pupil requires evacuation.
- Prepare first aid kits and treatment stations.
- Respond to incidents requiring medical attention.
- Keep manual records of any first aid administered.

School Psychologist & SEND Coordinators

- Provide support to pupils with SEND or high anxiety.
- Identify pupils who may be distressed or disoriented.
- Coordinate with tutors for mental health and emotional care follow-up.

Fire Wardens / Evacuation Wardens

- Inspect corridors, stairwells, and exits for hazards.
- Ensure lifts are not in use and that no one is trapped.
- Be prepared to assist in an evacuation if necessary.

Maintenance Staff

- Assess and secure all electrical panels and circuits.
- Check generator functionality and emergency lighting.
- Ensure building integrity and safe access routes.

Kitchen Staff

- Assess food safety and prepare alternative cold meals if necessary.
- Communicate with SLT on the viability of normal meal service.
- Distribute bottled water and non-perishable food as directed.

IT Staff

- Shut down or protect critical digital systems and servers.
- Ensure local access to the school database (Isams)
- Provide manual alternatives for communication (e.g., radio systems).
- Monitor battery backups and emergency tech equipment.

Communications Officer

- Prepare and disseminate parent communications (see templates - Annex II).
- Liaise with SLT and local authorities regarding updates.
- Update emergency website notices or printed bulletins.

Administrative Staff

- Implement manual registration and communication protocols.
- Keep printed registers, emergency contacts, and dismissal logs.
- Coordinate written communications with parents/guardians.

Guard at the Gate / Security Staff

- Monitor perimeter and entry points manually.
- Prevent unauthorised access to campus.
- Support orderly dismissal and arrival of authorised adults.

4. HOURLY STRATEGIC MEETINGS

Emergency Coordination Meetings will be held **hourly** on the hour in a designated safe area (preferably with natural light).

Attendees:

- Headmaster and Deputy Headmistress
- Heads of each building

- Head of First Aid Team
- Head of First Intervention Team
- Communications Officer (if available)
- Head of Administrative Staff

Each meeting will assess:

1. Safety and wellbeing of pupils and staff
2. Status of communication channels
3. Building security
4. Food and water availability
5. Duration projections and external updates
6. Transport and parent liaison strategies
7. Assessment of dismissal and school transport viability in the context of the outage:
 - Road safety conditions confirmed by authorities.
 - Operational capacity of school bus fleet (lights, fuel, communications).
 - Communication established with parents/guardians.
 - Visibility and public lighting status for routes and drop-off points.
 - Decision on whether to initiate shelter-in-place procedures.

5. COMMUNICATIONS AND RECORDS

Paper-based systems must be implemented immediately:

- Printed student contact lists per class and year group (including emergency contact numbers)
- Printed class registers (latest available)
- Paper attendance registers to be filled manually by tutors
- Printed staff contact list

All essential records to be stored in a designated emergency binder kept in each building's admin office and with the central administrative team.

6. PROVISIONS AND LOGISTICS

- Ensure:
 - Access to potable water (bottled supply for minimum 24 hours)
 - Non-perishable food items available for pupils and staff
 - Emergency lighting (torches, battery-operated lamps in each classroom and corridor)
 - Fully stocked first aid kits
 - Blankets and warm clothing, particularly for younger pupils in colder months
- Generators:
 - Check operational readiness of on-site generator (if available)
 - Use only for essential functions (communication, refrigeration of medical supplies, limited lighting)

7. SUPERVISION AND SAFETY

Staff to remain calm and reassure students.

- Heads of Year and Form Tutors responsible for pupil accounting.
- Fire/Evacuation Wardens to secure building safety checks (e.g., no pupils trapped in lifts, stairwells).
- Maintenance staff to inspect emergency lighting, door locking systems, and generator function.
- Lifts to be avoided — use stairs only.

8. ASSEMBLY AREAS

Pupils to remain in their current teaching buildings unless otherwise instructed.

If evacuation is required, proceed to designated Assembly Points, supervised by assigned Assembly Area Coordinators.

9. DISMISSAL PROCEDURES

Early dismissal only upon:

- Parental confirmation (in writing, ideally pre-authorised by emergency contact form)
- Communication from the Emergency Coordination Team

In extreme cases (overnight outage), initiate temporary shelter-in-place plan in school sports hall or library.

10. POST-INCIDENT REVIEW

Once power is restored, hold a debrief with all involved personnel.

Document lessons learned and update protocol accordingly.

Policy and System Review

This 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 2025

Date of Next Review: 1st of September 2027

ANNEX I – SCHOOL TRANSPORT & DISMISSAL CRITERIA

In the event that a power outage extends **beyond regular school hours**, the decision to dismiss pupils using school transport shall be based on the following safety and logistical criteria:

- **Conditions for Authorised Dismissal via School Bus:**

- Confirmation from local authorities that roads are safe and passable.
- Functioning communication between buses and the school maintained (radio or mobile).
- Parental/guardian contact verified and documented for each pupil.
- Adequate lighting and visibility on the route and at drop-off points.
- Estimated journey time within safe limits, considering potential traffic disruptions.

- **Conditions Under Which School Transport Will Be Suspended:**

- No confirmation of road safety or significant disruption on major routes.
- Inability to reach families for confirmation.
- Onset of darkness without functioning public lighting.
- Bus fleet not guaranteed to function safely without electrical systems
- Increased anxiety or risk perception among pupils, particularly in younger age groups.

In such cases, a shelter-in-place protocol will be activated. Pupils will remain on campus under full staff supervision, with access to food, water, warmth, and care, until a safe and orderly dismissal can be ensured.



High Outdoor Temperature and UV Exposure Protocol

Core operational principle

The football pitch may remain in use until the end of term, but it must be managed as a heat-sensitive synthetic playing surface. Use is permitted only when the daily heat bulletin, UV index, time of day, shade availability and surface-temperature checks indicate that it is safe.

Item	Detail
Document owner	Health & Safety Team / School Nurse
Applies to	Pupils, staff, visitors, PE lessons, break times, school trips & outdoor events
Relevant daily area	Comunidad de Madrid - Metropolitana & Henares area
Communication channel	<i>#health_updates</i> on Slack
Date reviewed	May 2026
Next scheduled review	September 2026, or earlier after any significant heat-related incident

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1. SCOPE AND ACTIVATION

Runnymede College is committed to ensuring the safety, wellbeing and security of all pupils, staff and visitors during periods of elevated outdoor temperature and increased UV exposure.

This protocol applies across the campus, including Pre-Prep, Prep, Senior School, the lawn, the Top Playground, the artificial-turf football pitch, the Julia Sports Hall, the Library, Founder's Building, shaded external areas and all off-site school activities.

This protocol is activated and adjusted according to:

- the official Comunidad de Madrid Heatwave Information Bulletin, using the risk level for Metropolitana y Henares;
- the forecast maximum temperature for the current day and the following two days;
- the daily UV index;
- the time of day and actual shade available on campus;
- the planned activity, intensity level and age of pupils involved;
- surface-temperature checks for the artificial-turf football pitch where it is to be used; and
- any additional pupil-specific medical or safeguarding considerations.

2. PURPOSE

The purpose of this protocol is to minimise the risk of heat-related illness, dehydration, sunburn, heat exhaustion, heatstroke, surface burns and reduced pupil wellbeing during hot weather, while allowing the school day to continue safely and proportionately where possible.

The protocol is designed to support practical, day-by-day decision-making rather than impose a blanket restriction on all outdoor activity. It recognises that risk depends not only on the air temperature, but also on UV level, surface temperature, age, intensity of activity, shade, hydration and the ability of staff to supervise effectively.

3. REGULATORY AND GUIDANCE FRAMEWORK

This protocol is informed by Spanish public-health guidance, Comunidad de Madrid daily heatwave bulletins, AEMET UV information and relevant UK health and safety principles for schools and workplaces. It should be read alongside the school's safeguarding, first aid, PE, trips and emergency-response procedures.

Source / framework	Operational relevance
Comunidad de Madrid Heatwave Information Bulletin	Daily risk level for the school's relevant area: Metropolitana y Henares.
AEMET UV Index	Triggers additional sun-protection measures when UV is very high or extreme.
Spanish public-health guidance	Heat prevention, hydration, sun avoidance and protection of vulnerable groups.
UK Health and Safety at Work principles	Duty to assess foreseeable risk and implement proportionate controls for pupils, staff and visitors.



Source / framework	Operational relevance
School safeguarding and first-aid procedures	Ensures vulnerable pupils are identified, monitored and supported.

4. DAILY DECISION-MAKING AND SLACK BULLETIN

Each morning during the heat campaign, the School Nurse/Health & Safety Team will review the official Comunidad de Madrid bulletin and the forecast UV index. A short operational summary will be posted in *#health_updates* for staff.

The daily Slack update will include:

- forecast maximum temperature for Metropolitana y Henares;
- Comunidad de Madrid risk level for the day;
- UV index and required level of sun protection;
- recommended adjustments to playtimes, PE, fixtures and outdoor activities;
- whether the artificial-turf football pitch may be used, restricted or closed; and
- any special reminders for Pre-Prep, vulnerable pupils, exam periods or trips.

Staff must check the daily *#health_updates* bulletin before taking pupils outside and must apply any section-specific instructions issued by SLT, Heads of Section, PE or the Health & Safety Team.

5. RISK LEVELS AND WHOLE-SCHOOL RESPONSE

Trigger	School response
Normality / Green	Normal routines may continue. Hydration and sun-protection reminders remain in place. Shade should be used where available.
Precaution / Yellow	Outdoor routines may continue only with adaptations: reduced intensity, more shade, more water breaks, avoidance of prolonged sun exposure and controlled use of synthetic surfaces.
High Risk / Red	Outdoor activity is restricted. PE, playtimes and outdoor events must be moved indoors, cancelled or relocated to shaded low-risk areas only. No high-intensity outdoor sport.
UV Index 8 or above	Extra sun protection is required regardless of air temperature. Hats, shade, sunscreen reminders and reduced direct sun exposure should be used.
UV Index 10 or above	Outdoor exposure should be significantly limited, especially for Pre-Prep and vulnerable pupils. Use indoor or shaded alternatives wherever possible.

Important

The official risk colour is not the only factor. A Green or Yellow day can still require restrictions if the UV index is very high, the artificial-turf surface is hot, there is little shade, or pupils are undertaking high-intensity activity.



6. ROLES AND RESPONSIBILITIES

Role	Responsibilities
Headmaster and Deputy Headmistress	Authorise significant whole-school restrictions, closures of outdoor areas or changes to the school day where necessary.
Health & Safety Team	Monitor the daily heat bulletin, UV index and campus conditions; issue operational guidance; review incidents and controls.
School Nurse	Advise on heat-related risk, vulnerable pupils, first-aid response and #health_updates communications. Review the effectiveness of the irrigation arrangements alongside surface-temperature readings and the daily heat bulletin. Recommend restriction or closure of the pitch where watering has not reduced the surface temperature sufficiently.
Heads of Section	Implement age-appropriate arrangements in Pre-Prep, Prep and Senior School; ensure staff understand daily restrictions.
Form Tutors and Class Teachers	Ensure hydration, monitor pupil wellbeing and follow daily outdoor restrictions.
PE and Sports Staff	Adapt or cancel PE and fixtures; check surface temperature where artificial turf is used; build in water breaks and shade. Ensure that pupils do not enter or use the artificial-turf pitch while the sprinklers are operating. Prevent pupils from stepping on, touching or interfering with sprinkler heads. Confirm that the watering cycle has finished before allowing activity to resume and assess whether the surface remains safe for use.
SEND Coordinators	Identify pupils needing individual adjustments and ensure reasonable support is in place.
Maintenance Staff	Manage early-morning watering of the artificial-turf pitch; ensure shade structures, water points, ventilation and cooling systems are functioning. Ensure that the programmed artificial-turf irrigation schedule is operating correctly during periods of high outdoor temperature. Report any sprinkler malfunction, incomplete watering cycle or maintenance issue immediately to the Health & Safety Team and Head of PE. Ensure that sprinkler heads remain visible, secure and free from obstruction.

Role	Responsibilities
Duty Staff	Direct pupils to authorised areas, prevent use of closed zones and report concerns promptly.
Admin and Gate Security	Support communication with parents and manage access if routines are adjusted.
All Staff	Apply this protocol, act promptly if pupils appear unwell and report incidents in the relevant school system.

7. CAMPUS OUTDOOR AREA MANAGEMENT

Outdoor areas should be selected according to shade, surface type, age of pupils, supervision capacity, noise impact on exams and ease of access to water and indoor recovery spaces.

Area	Operational use during warm weather
Lawn	Preferred outdoor area in warm weather, especially for Pre-Prep and younger Prep pupils. Use for calm, low-intensity play. Avoid overcrowding.
Top Playground	Use with caution due to limited shade and changed surface. Avoid prolonged play during Yellow or Red conditions. Do not use as the default relocation area during hot weather.
Artificial-turf football pitch	Controlled-use area only. Early-morning use is preferred. Requires surface-temperature checks when heat risk is present. See Section 8.
Founder's Building	Useful north-facing shaded area for Prep and Senior pupils. Calm supervised social time only. Maintain quiet around exam spaces and keep access routes clear.
Julia Sports Hall and Library	May be used for Heat Breaks only if not required for exams or authorised activities. During exam periods, these areas and adjacent corridors must remain quiet.
Toldos and parasol areas	Use for shaded breaks, water breaks and recovery. They do not make high-intensity outdoor sport safe in hot conditions.
Classrooms and indoor spaces	Use as Heat Break spaces when outdoor risk is high. Keep ventilation and cooling systems active.

8. ARTIFICIAL-TURF FOOTBALL PITCH: CONTROLLED-USE PROTOCOL

The artificial-turf football pitch may continue to be used until the end of term, provided it is managed as a heat-sensitive surface. It should not be treated in the same way as natural grass or shaded hardstanding. The risk comes from the combined effect of direct sun, air temperature, UV exposure, activity intensity and the surface temperature of the turf itself.

8.1 OPERATING PRINCIPLE

Decision

The pitch is not automatically closed during warm weather. It is available for controlled use when the daily bulletin, time of day, age group, activity and surface-temperature check show that it is safe. It must be restricted or closed when conditions are unsuitable.

8.2 WATERING / IRRIGATION

Watering the artificial-turf pitch is used as a heat-mitigation measure during periods of elevated temperature. It may reduce the surface temperature temporarily, but it must not be relied upon as the sole safety control. In strong sunlight, the surface may heat up again quickly after watering. The pitch must therefore remain subject to surface-temperature checks and may be restricted or closed if it remains excessively hot.

The following programmed watering schedule will normally apply during hot-weather periods:

Time	Action
07:00-08:00	Main watering before pupil arrival. The aim is to cool the fibres and surface layer, not simply make the pitch appear wet.
08:30	First surface-temperature check if the pitch is likely to be used during the morning.
10:10 - 10:23	Sequential watering cycle. Sprinklers operate individually for approximately two to three minutes. The pitch must not be used while the cycle is in progress.
11:20 - 11:33	Sequential watering cycle. The pitch must remain clear until the full cycle has finished.
12:33 - 12:46	Sequential watering cycle. Midday use remains subject to the daily heat level, activity intensity and a surface-temperature check.
13:40 - 13:59	Sequential watering cycle. Afternoon use must not resume automatically after watering and requires a further safety assessment.
15:00 - 15:19	Sequential watering cycle. Use remains controlled and subject to surface-temperature checks
15:55 - 16:14	Final scheduled watering cycle for the school day. Any subsequent extracurricular use must be reassessed before pupils enter the pitch.

Time	Action
Before each planned PE or break use	Check the surface temperature again if conditions are sunny, warm or rising. The highest reading taken across the pitch should determine the operational decision.

While any sprinkler is operating:

- The pitch must be temporarily closed to PE, football, breaktime play and general pupil access.
- Pupils must not run through or play with the sprinklers.
- Pupils must not step on, sit on, touch or interfere with sprinkler heads.
- Staff must wait until the full watering cycle has finished before allowing pupils to re-enter.
- Deliberate water play may only take place as part of a planned and directly supervised activity.

Watering does not automatically make the pitch safe for use. During high-risk periods, particularly between **12:00h and 16:00h**, the pitch may still need to be restricted or closed, regardless of the watering schedule.

If the surface remains excessively hot after watering, or if the temperature rises again rapidly, alternative shaded or indoor areas must be used.

8.3 SURFACE-TEMPERATURE CHECKS

The school should use an infrared surface thermometer for operational decisions. Measurements should be taken at a minimum of five points: centre of the pitch, both goal areas and the two sunniest areas. The highest reading should determine the level of restriction.

Surface temperature	Permitted use
Below 40°C	Use permitted with normal heat precautions: water bottles, footwear, staff supervision, shade and breaks.
40-45°C	Controlled use only. Short sessions, no sitting or lying on the surface, no barefoot play, no sliding tackles, more frequent water breaks. Not recommended for Pre-Prep.
45-48°C	Highly restricted use. No high-intensity football, running drills or Prep/Senior prolonged activity. Prefer shaded alternatives.
48°C or above	Pitch closed for play, PE and sport. Do not use until the surface cools and is rechecked.

If no thermometer is available

On Yellow or Red days, or when the temperature is forecast to exceed 30°C with very high UV, the pitch should not be used after 11:30 unless a responsible member of staff has physically checked that the surface is safe. If the surface is uncomfortable to touch, use must stop.

8.4 NON-NEGOTIABLE RULES FOR ARTIFICIAL TURF

- No barefoot play at any time.
- Pupils must not sit, lie down, roll or remain static on the surface during warm weather.
- No sliding tackles, crawling games or activities involving prolonged skin contact when the surface is warm.
- No high-intensity football, running circuits or prolonged competitive play during the hottest part of the day.
- Water bottles must be available and water breaks must be built into any session.
- A member of staff may close the pitch immediately if pupils report heat through footwear, dizziness, headache, nausea, excessive tiredness or discomfort from the surface.
- The pitch must not be used as a general waiting, sitting or overflow area during hot weather.

8.5 AGE-SPECIFIC USE OF ARTIFICIAL TURF

Age group	Recommended use
Pre-Prep (2-7)	Avoid routine use during warm weather. Use only exceptionally, early in the morning, for short supervised sessions and only when the surface is below 40°C. Prefer the lawn and shaded areas.
Prep (7-13)	Permitted in the morning if the surface is within range. Avoid from late morning onwards on Yellow days. No use when the surface is 45°C or above.
Senior (13-18)	Controlled use in the morning or late afternoon if checked and safe. No unsupervised prolonged use in central hours. No high-intensity activity when surface temperature is above 40-45°C.

9. AGE-SPECIFIC ARRANGEMENTS

9.1 Pre-Prep pupils - ages 2 to 7

Pre-Prep pupils are particularly vulnerable to heat because they may not recognise thirst, may not report symptoms early and have greater contact with play surfaces. The lawn, shaded areas and indoor Heat Breaks should be prioritised.

- On Green days: outdoor play may continue with water, hats and shade where possible.

- On Yellow days: outdoor play should take place mainly in the morning and should be calm, shaded and closely supervised.
- On Red days: pupils should remain indoors or in shaded, supervised areas only. Outdoor time should be very short and authorised by the Head of Pre-Prep / SLT.
- The artificial-turf football pitch should not be used routinely by Pre-Prep during warm weather.

9.2 Prep pupils - ages 7 to 13

- On Green days: normal play and PE may continue, with hydration and shade reminders.
- On Yellow days: use the lawn and shaded areas where possible; restrict the artificial turf after late morning; avoid running games and football matches during the hottest part of the day.
- On Red days: no high-intensity outdoor play or PE. Use indoor spaces or shaded calm-supervision areas.
- The back of Founder's Building may be used for calm supervised breaks, provided exams are not disturbed.

9.3 Senior pupils - ages 13 to 18

- Senior pupils should be reminded that heat precautions are compulsory, not optional.
- On Yellow days: direct pupils towards shaded areas and avoid prolonged time on the artificial turf during lunch or central hours.
- On Red days: outdoor sport and high-intensity activity must be cancelled, moved indoors or replaced with theory / low-intensity alternatives.
- During exam periods, particular care must be taken with hydration, room temperature, concentration and quiet circulation around exam areas.

10. TIME-OF-DAY GUIDANCE

Time	Operational approach
Before 10:30	Preferred time for necessary outdoor activity. Use shade and hydration. Artificial turf may be used only if watered/checked when conditions require it.
10:30-12:00	Reduce intensity. Prioritise shaded areas and calm play. Check artificial turf before use.
12:00-16:00	Highest-risk period. Avoid high-intensity outdoor activity. On Yellow days, use shade and low-intensity alternatives. On Red days, move indoors or to shaded supervised areas only. Artificial turf is normally closed during this period.

Time	Operational approach
After 16:00	Outdoor activities may resume only if conditions have improved and surface temperatures are safe. Continue hydration and sun protection.

11. PE, SPORT, FIXTURES AND EXTRACURRICULAR ACTIVITIES

PE and sports staff must adapt lessons, fixtures and after-school sport according to the daily bulletin, UV index, time of day and the condition of the playing surface.

Lessons must not begin or continue while sprinklers are operating.

On hot days, sessions on the artificial turf should normally be limited to a maximum of **30–40 minutes**, with the remainder of the lesson moved to a shaded area, indoors or adapted to low-intensity or theory-based activity.

Water breaks should take place at least every **10–15 minutes** during warm or hot conditions. If a scheduled watering cycle interrupts a lesson, pupils must leave the pitch before the sprinklers start and remain in a safe designated area until the cycle has finished.

Condition	Required action
Green	Normal PE may continue with water, shade and sun-safety reminders.
Yellow	Avoid running, circuits, prolonged football matches and high-intensity cardio during central hours. Move indoors, reschedule or use shaded low-intensity activities.
Red	Outdoor PE and fixtures should be cancelled, moved indoors or replaced with classroom-based theory unless SLT authorises a very limited shaded alternative.
Artificial turf above 40°C	No prolonged high-intensity use. Increase breaks and reduce activity length.
Artificial turf 48°C or above	Pitch closed for sport and play.

Suitable alternatives include stretching, mobility work, yoga, walking-based skills, sports rules, tactical discussion, video analysis, wellbeing and sportsmanship sessions.

12. HYDRATION, CLOTHING AND SUN PROTECTION

- All pupils should bring a named water bottle to school during the heat campaign.
- Staff should allow regular drinking and provide opportunities to refill bottles.
- Water breaks should be increased during outdoor lessons, PE, fixtures and supervised play.
- Hats should be encouraged outdoors, especially for younger pupils.

- Families should be reminded to apply sunscreen before school and provide appropriate reapplication options where suitable.
- On days with UV Index 8 or above, extra sun protection is required even if the temperature is not extreme.
- Pupils should not be penalised for requesting water, shade or medical attention.

13. VULNERABLE PUPILS AND STAFF

Extra vigilance is required for pupils and staff at increased risk of heat-related illness.

- Pre-Prep pupils and younger children;
- pupils with asthma, diabetes, cardiac, renal, neurological or other chronic conditions;
- pupils taking medication that may affect temperature regulation, hydration or alertness;
- SEND pupils who may not recognise or communicate symptoms promptly;
- pupils recovering from illness or with previous heat-related symptoms;
- pregnant staff; and
- staff with relevant medical conditions.

The School Nurse, SEND Coordinators, Form Tutors, Heads of Section and PE staff should agree individual adjustments where required.

14. MEDICAL RESPONSE AND INCIDENT REPORTING

Staff must be alert to the following signs of heat-related illness:

- headache, dizziness or faintness;
- nausea or vomiting;
- muscle cramps;
- excessive thirst or dry mouth;
- unusual tiredness, irritability or confusion;
- flushed, hot or very pale skin;
- stopping sweating in a hot environment;
- collapse, fainting or reduced responsiveness.

If a pupil becomes unwell:

1. Move the pupil immediately to a cool, shaded or air-conditioned area.
2. Contact the School Nurse or Main Office.
3. Loosen unnecessary clothing and remove the pupil from direct sun.
4. Cool the pupil with fans, cool cloths or water where available.
5. Offer small sips of water only if the pupil is fully alert and able to swallow safely.
6. Do not leave the pupil alone.

7. Call 112 if symptoms are severe, worsening, or include confusion, fainting, collapse or reduced consciousness.

Incidents should be recorded in iSAMS and/or MyConcern as appropriate, in line with the school's safeguarding and medical-reporting procedures.

15. COMMUNICATION

- Internal daily communication will be through *#health_updates*, which may confirm whether the pitch is open, under controlled use or closed.
- Section-specific instructions may also be issued through relevant Slack channels.
- Parents may be informed by email if PE, trips, fixtures or outdoor events are cancelled or adapted.
- Maintenance, PE, duty staff and Heads of Section should be informed promptly if the artificial-turf pitch is restricted or closed.
- Where exams are taking place, the Exams Officer / SLT must be consulted before relocating pupils near the Library or Julia Sports Hall.

16. EVALUATION AND REVIEW

- The protocol will be reviewed annually before the start of the heat campaign.
- It will also be reviewed after any Red / High Risk period, significant heat-related incident, or change to campus surfaces, shade or supervision arrangements.
- Feedback should be gathered from Heads of Section, PE, duty staff, Maintenance, School Nurse, SEND and SLT.
- Surface-temperature records for the artificial-turf pitch should be reviewed to refine future thresholds and timings.

ANNEX A: ARTIFICIAL-TURF DAILY CHECKLIST & IRRIGATION PROGRAMME

Check	Completed / Notes
Daily Comunidad de Madrid level for Metropolitana y Henares reviewed	
UV index reviewed	
Pitch watered between 07:00 and 08:00	
Surface temperature checked at 5 points	
Highest surface temperature recorded	
Age groups authorised to use the pitch today	
Time restrictions communicated to staff	
Pitch status communicated: Open / Controlled use / Closed	
Any incidents or near misses recorded	

Artificial-Turf Irrigation Programme

10:10–10:23	11:20–11:33	12:33–12:46
10:10–10:12 — Sprinkler 1	11:20–11:22 — Sprinkler 1	12:33–12:35 — Sprinkler 1
10:13–10:16 — Sprinkler 2	11:23–11:26 — Sprinkler 2	12:36–12:39 — Sprinkler 2
10:17–10:20 — Sprinkler 5	11:27–11:30 — Sprinkler 3	12:40–12:43 — Sprinkler 5
10:21–10:23 — Sprinkler 6	11:31–11:33 — Sprinkler 6	12:44–12:46 — Sprinkler 6
13:40–13:59	15:00–15:19	15:55–16:14
13:40–13:42 — Sprinkler 1	15:00–15:02 — Sprinkler 1	15:55–15:57 — Sprinkler 1
13:43–13:46 — Sprinkler 2	15:03–15:06 — Sprinkler 2	15:58–16:01 — Sprinkler 2
13:47–13:49 — Sprinkler 3	15:07–15:09 — Sprinkler 3	16:02–16:04 — Sprinkler 3
13:50–13:52 — Sprinkler 4	15:10–15:12 — Sprinkler 4	16:05–16:07 — Sprinkler 4
13:53–13:56 — Sprinkler 5	15:13–15:16 — Sprinkler 5	16:08–16:11 — Sprinkler 5
13:57–13:59 — Sprinkler 6	15:17–15:19 — Sprinkler 6	16:12–16:14 — Sprinkler 6

The programme may be adjusted by Maintenance in response to operational requirements, weather conditions, water restrictions or technical issues. Any change must be communicated to relevant staff.

ANNEX B: SUGGESTED DAILY SLACK BULLETIN TEMPLATE

Heat & UV Bulletin - [Day, Date]

Today's official heat bulletin for the Community of Madrid places Metropolitana y Henares under [Normality / Precaution / High Risk].

Forecast maximum temperature: [xx.x°C]

UV Index: [x] - [High / Very High / Extreme]

Operational guidance for today:

- [Normal / adapted / restricted] **outdoor activity.**
- **Artificial-turf pitch** [open / controlled use / closed] **until** [time], subject to surface-temperature checks.
- **Prioritise** [lawn / shaded areas / indoor Heat Breaks] for [Pre-Prep / Prep / Senior].
- **Ensure regular water breaks, shade and sun protection.**
- **Monitor younger pupils, SEND pupils and pupils with medical conditions closely.**

Please adapt PE, break times and outdoor supervision accordingly.

ANNEX C: SOURCE DOCUMENTS & EVIDENCE BASE

This operational update is based on the school's previous High Outdoor Temperature Protocol, the Comunidad de Madrid Heatwave Information Bulletin, AEMET UV information and published research / safety guidance on heat exposure and synthetic sports surfaces.

- Runnymede College, High Outdoor Temperature Protocol, Version 2, reviewed 1 September 2025.
- Comunidad de Madrid, Boletín de información de Olas de Calor. <https://www.comunidad.madrid/servicios/salud/boletin-informacion-olas-calor>
- AEMET, UV Index information and forecasts. <https://www.aemet.es/>
- Penn State Center for Sports Surface Research, Synthetic Turf Research. <https://plantscience.psu.edu/research/centers/ssrc/research/synthetic-turf-surface-temperature>
- McNitt, A.S., Petrunak, D.M. and Serensits, T.J. Temperature amelioration of synthetic turf surfaces through irrigation. Penn State research summary.
- U.S. Consumer Product Safety Commission, Burn Safety Awareness on Playgrounds / Thermal Burns from Playground Equipment.
- CDC / NIOSH Heat-related Illnesses and CDC heat-health guidance for vulnerable groups and athletes.
- UK Health Security Agency, Beat the Heat: hot weather advice.



School Accident & Insurance Policy

Core operational principle

To ensure that all eligible pupils and staff are covered by the school's accident insurance policy while participating in school activities. This policy explains the scope of cover, reporting procedures and the claims process.

Item	Detail
Document owner	Health & Safety Team / School Nurse
Applies to	Pupils, staff, visitors, PE lessons, break times, school trips & outdoor events
Relevant daily area	Comunidad de Madrid - Metropolitana & Henares area
Communication channel	<i>#health_updates</i> on Slack and Email
Date reviewed	May 2026
Next scheduled review	September 2026, or earlier after any significant heat-related incident

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1. PURPOSE

The purpose of this policy is to ensure that all pupils receive appropriate medical care following an accident or sudden illness occurring during authorised school activities, while clearly defining the school's insurance arrangements, staff responsibilities and claims procedures.

This policy also establishes the procedures to be followed during educational visits and residential trips to ensure a prompt, coordinated and effective response to medical emergencies.

2. SCOPE

- This policy applies to:
- All pupils enrolled at Runnymede College.
- All members of staff.
- Educational visits and residential trips.
- Co-Curricular Activities (CCAs).
- Sports fixtures and competitions.
- School-organised events.
- Direct travel to and from authorised school activities where covered by the school's insurance.

3. CORE PRINCIPLE

The school is committed to ensuring that every pupil who suffers an accident or sudden illness during an authorised school activity receives prompt, appropriate and coordinated medical care. Through comprehensive insurance arrangements, clearly defined responsibilities and effective emergency procedures, the school aims to safeguard pupils' wellbeing while supporting families throughout the treatment and claims process.

4. SCHOOL INSURANCE ARRANGEMENTS

4.1 Pupil Personal Accident Insurance

All pupils are automatically covered under the school's Personal Accident Insurance policy.

The insurance premium is included within the annual school fees and no additional registration is required.

The policy provides cover for authorised school activities including:

- Classroom activities
- Physical Education lessons
- Sports fixtures
- Educational visits
- Residential visits
- Co-Curricular Activities (CCAs)
- Direct travel to and from authorised school activities

The policy also includes cover for:

- Optical treatment resulting from an accident
- Dental treatment resulting from an accident

A full copy of the insurance policy is available from the School Nurse or the Business Office upon request.

4.2 Day Visits

Educational visits within Spain that do not include an overnight stay are automatically covered by the school's standard accident insurance policy.

Insurance Provider: Generali

Emergency Assistance:

(+34) 900 903 433

(+34) 911 123 443

4.3 Residential Visits and Overseas Trips

Educational visits involving an overnight stay or international travel require a specific travel insurance policy arranged for that particular visit.

The following information must be collected for every traveller (pupils and staff):

- Full Name
- Date of Birth
- DNI / Passport Number

The Group Leader will receive a copy of the policy before departure and must carry it throughout the visit.

For trips within the European Union, pupils are strongly encouraged to carry a valid **European Health Insurance Card (EHIC/GHIC)**, where applicable.

Insurance Provider: Iris Global

24-hour Assistance: (+34) 91 572 43 43

5. EMERGENCY PROCEDURE FOLLOWING AN ACCIDENT

Teachers and supervising staff have a duty of care to act as a reasonably prudent parent would in the circumstances.

Immediate priorities are to:

- Preserve life and prevent further injury.
- Make the area safe.
- Provide first aid.
- Contact the emergency services (112) where required.
- Ensure the remaining pupils are adequately supervised.
- Inform the School Nurse or senior member of staff immediately.

- Contact parents or legal guardians as soon as reasonably practicable.

Where practical, and provided this does not delay emergency medical treatment, the appropriate insurance provider should also be contacted.

6. HOSPITAL TREATMENT

6.1 Contracted Medical Centres

If treatment is provided at a medical centre contracted by Generali:

- Medical expenses arising from the emergency treatment will be covered in full, subject to policy terms.
- The School Accident Report Form must accompany the pupil.
- The form must be completed by the School Nurse or, if unavailable, by the member of staff accompanying the pupil.

6.2 Non-Contracted Medical Centres

Parents or legal guardians may choose an alternative medical provider.

In these cases:

- Medical expenses must initially be paid by the family.
- The insurance policy provides reimbursement up to **€3,000**, subject to policy conditions.
- Original invoices, medical reports and proof of payment must be retained.

6.3 Life-Threatening Emergencies

Where immediate emergency treatment is required and parents cannot be contacted:

- Staff will immediately contact **112**.
- The pupil will be transferred by ambulance to the nearest appropriate public hospital.
- Parents will continue to be contacted throughout the incident.

The health and safety of the pupil will always take priority over administrative procedures.

7. SCHOOL ACCIDENT CLAIMS PROCEDURE

7.1 Completion of the School Accident Report

Where a pupil sustains an injury during the school day that, in the professional judgement of the School Nurse or the member of staff in charge, requires hospital assessment or treatment, the School Nurse will complete the official **Generali School Accident Report Form**.

The completed form will:

- be signed on behalf of the school;
- be given to the pupil's parent or legal guardian to present at the hospital or medical centre;
- be emailed to **ALKORA**, the school's accident insurance administrator.

ALKORA email: alcoraescolegiosalcora.es@generali.com

Whenever possible, the School Accident Report Form should accompany the pupil to hospital. This helps ensure that treatment is processed directly through the school's insurance policy and avoids unnecessary administrative delays.

7.2 Claim Registration

Once the accident report has been received, **ALKORA** will confirm by email that the insurance claim has been opened.

This confirmation will include the official **Generali claim reference number**, which should be retained for all future correspondence.

The claim reference should be quoted whenever:

- further medical treatment is required;
- the hospital requests authorisation;
- additional documentation is submitted;
- reimbursement is requested;
- enquiries are made to Generali regarding the claim.

7.3 Dental Emergencies

Emergency dental treatment resulting from a school accident is covered under the school's accident insurance policy.

Parents or legal guardians must retain:

- original invoices;
- payment receipts;
- dental reports;

as these documents will be required to process any reimbursement.

7.4 Treatment within the Spanish National Health System - Social Security

If a pupil is treated through the **Spanish National Health System (Servicio Madrileño de Salud)** and the injury is recorded as a **school accident**, the healthcare provider may invoice the school for the treatment provided.

The school will manage the payment through the pupil's accident insurance policy using the corresponding Generali claim reference.

If the official School Accident Report Form has not been completed, or the necessary documentation has not been submitted, any costs not accepted by the insurer may become the responsibility of the pupil's parents or legal guardians.

8. EDUCATIONAL VISITS – EMERGENCY PROCEDURE

The Group Leader has overall responsibility for managing any emergency occurring during an educational visit.

The initial response must include:

- Assessing the nature and extent of the emergency.
- Ensuring the safety of the entire group.
- Contacting the emergency services.
- Providing or arranging immediate medical assistance.
- Identifying casualties.
- Contacting the appropriate insurance provider where practical.
- Ensuring adequate supervision of the remaining pupils.
- Arranging for a member of staff to accompany any pupil requiring hospital treatment.
- Informing the Headmaster immediately.

The following information should be communicated:

- Location of the incident.
- Nature of the incident.
- Date and time.
- Names of pupils involved.
- Nature of injuries.
- Actions already taken.
- Further actions required.

9. RESPONSIBILITIES OF THE HEADMASTER

The Headmaster (or delegated senior leader) will:

- Act as the school's emergency contact.
- Support the Group Leader.
- Coordinate communication with parents.
- Liaise with emergency services where necessary.
- Coordinate any media enquiries.
- Ensure appropriate reporting procedures are followed.

The Headmaster should remain available throughout the incident.

10. INCIDENT DOCUMENTATION

Following any significant accident or medical emergency, the Group Leader or supervising member of staff must:

- Prepare a written record of events.
- Record all times and actions taken.
- Record witness details where appropriate.
- Preserve any relevant evidence.
- Complete the school's Accident Report Form.

- Complete any required insurance documentation.
- Submit all documentation to the School Nurse upon return.

No member of staff or pupil should communicate with the media.

All media enquiries must be referred to the Headmaster.

11. RESPONSIBILITIES

Role	Responsibilities
Group Leader	Manage emergencies during educational visits.
School Nurse	Assess injuries, complete insurance documentation, support families and coordinate claims.
Headmaster	Overall coordination and communication.
Teaching Staff	Provide first aid, supervise pupils and report incidents.
Administrative Staff	Maintain insurance records and support documentation.
Parents / Legal Guardians	Present documentation, retain invoices and cooperate with the claims process.

12. IMPORTANT CONTACTS

Service	Contact
Emergency Services	112
Generali Insurance	(+34) 900 903 433 / (+34) 911 123 443
Iris Global (24-hour assistance)	(+34) 91 572 43 43
ALKORA – School Claims Administrator	alcoraescolegiosalcora.es@generali.com
School Nurse	684 22 79 39 / ext. 3016
Headmaster	Ext. 2005

13. CONFIDENTIALITY

All medical information, accident reports and insurance documentation shall be processed in accordance with the school's Data Protection Policy and applicable UK GDPR and Spanish data protection legislation.

14. POLICY REVIEW

This policy will be reviewed every **two years**, or earlier if:

- insurance arrangements change;
- legislation is amended;
- following a significant incident;
- recommendations arise from an incident review.

Date Reviewed: 1 September 2025

Next Review: 1 September 2027



ANNEX A: GENERALI SCHOOL ACCIDENT REPORT FORM



ACCIDENTES ESCOLARES

Declaración de Accidente

Por el presente Parte de Sinistro se pone en conocimiento de la Compañía la ocurrencia del accidente de la persona Asegurada, sirviendo el mismo como solicitud de la prestación garantizada en virtud de la póliza de seguro.

Colegio **RUNNYMEDE COLLEGE**

Póliza **L7G42700174** Grupo **2**

Datos del Asegurado accidentado :

Nombre y apellidos: _____ Teléfono: _____
 Domicilio: _____
 Localidad: _____ Provincia: _____ Código Postal: _____
 Edad: _____

Descripción y fecha del accidente:

Fecha y hora de ocurrencia: ____ / ____ / ____ Hora : ____ : ____
 Lugar de ocurrencia: _____
 Descripción: _____

El Tutor del asegurado presta su consentimiento expreso para que el Asegurador pueda consultar a los facultativos que lo atiendan o lo hayan atendido, sobre los datos médicos o clínicos relativos al mismo.

En _____, a _____ de _____ de _____
 El Tutor _____ El Titular (firma y sello del colegio)

RUNNYMEDE COLLEGE, S.A
A78000650

(Imprescindible adjuntar Informe del Médico o Centro Hospitalario que haya prestado la asistencia y pruebas médicas realizadas si las hubiere).

De conformidad con lo establecido en la Ley 15/1999, de 13 de Diciembre de Protección de Datos de Carácter Personal, quedo informado de la existencia de un fichero informático de titularidad de La Generali S. A. de Seguros y Reaseguros, de la necesidad de suministrar los datos requeridos para poder tramitar el siniestro objeto de la presente declaración y de la posibilidad de ejercitar los derechos de acceso, rectificación, cancelación y oposición, prestando el consentimiento expreso al tratamiento automatizado de los datos, y muy especialmente de los datos de salud contenidos en la presente declaración de siniestro de accidente.

NORMAS DE ACTUACIÓN EN CASO DE ACCIDENTE

En caso de accidente que precise asistencia sanitaria de urgencia podrán dirigirse directamente al Centro Concertado entregando parte debidamente cumplimentado, firmado y sellado por el Colegio y por el Tutor del Asegurado.

De necesitar seguimiento médico después de la asistencia de urgencia, deberán solicitar autorización a la Compañía enviando este parte de accidente, informe médico de urgencia y prescripción del servicio solicitado al e-mail: **colegiosalkora.es@generali.com** o bien por fax al 902 051 039.

Para cualquier información pueden ponerse en contacto con el teléfono 902 333 433 opción 4.