

### A.4.1 EMERGENCY PROCEDURES

#### Fire

The objective is to **SAVE LIVES**.

There is one main alarm system for the main College building and classrooms. The College Fire Alarm system is activated by smoke or heat detectors, or by press button alarms (call points).

#### *Detecting a fire*

If the alarms have not been activated automatically, anyone detecting a fire **MUST** press the nearest alarm button (Call point) **UNLESS** the cause is obvious and not a risk – e.g. burning toast. This can be done using your hand, elbow or shoe. The alarm is a continuous bell. On hearing this, you should immediately leave the building by the quickest route, closing doors as you leave.

#### *When the alarms ring*

- Evacuation procedures must be implemented immediately. Everyone should immediately leave the building by the quickest route, closing doors as they leave.
- Staff are responsible for ensuring that the building is cleared, each teacher or member of the boarding team is responsible for evacuating all the students under his/her control at the time. The Senior Person will be responsible for ensuring that the building has been cleared and collection of the day time Register from the Main Office. In their absence, they will delegate to a senior member of staff. (Either the Principal, Director of Studies or Head of Boarding.)
- At night, students and staff should put on dressing gown and slippers unless the risk is too immediate.
- Everyone must go directly to the Assembly Point.

**Checking: It is vital that everyone is checked against the Register. During the day student should line up in class order. At break times or at night students should line up in room order.**

- At night, it is the responsibility of the Head of Boarding to check that everyone is present. (In their absence this should be delegated to the senior member of boarding staff.)
- During the day, the class teachers have prime responsibility for checking that each of their students is present, and the Senior Person on site must check that all classes are present.
- Classes must be checked for completeness. Particularly at break or meal times it may be necessary to check the house and playing areas.
- The Head chef is responsible for checking all kitchen staff. The head chef, or senior kitchen staff representative, should also ensure the GAS isolation switch has been activated before leaving the kitchen area.
- If anyone is missing, this must be reported to the Senior Person immediately and appropriate action taken.
- The Senior Person must also ensure all staff are checked against a staff register.
- No-one may re-enter the buildings until given permission by the Senior Person.
- Serious incidents must be reported to the Directors as soon as practical, especially at night.

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## **Call the Fire Brigade**

The fire alarms in the Main House are connected to a monitoring system, when the alarms sound they will contact the nominated contact(s) by phone to determine if it is a false alarm. If it is not a false alarm, or they cannot get a response from the nominated contacts they will call the fire brigade.

The fire alarms in the Boarding Houses and Teaching Block are not connected to a monitoring station and therefore it will be necessary to immediately call the emergency services on 999. The only exceptions to this are (1) if it is a fire drill for which the alarm will have been isolated or (2) if the cause is identified and carries no risk – e.g. burning toast

In the latter case the Directors and Senior Person must be informed as soon as possible, for added security, to ensure a direct call has been made to the Fire Brigade as soon as practical.

## **Fire Drills and accidental alarms**

All staff and students MUST react as if the alarm is sounded, even when it is known, or discovered to be a drill or false alarm.

ALL staff and students MUST evacuate from the buildings when the alarms are ringing. The ONLY exception to this is in the case of Fire Drills when the Principal MAY approve key staff remaining at their posts - approval must be obtained in advance.

Practice drills will be carried out at least twice per term, with an initial familiarisation at the start of each term. One drill will be during the day time and one during the night.

Students and staff must have a good knowledge of the escape routes and the importance of closing all doors at the time of a fire and on hearing the fire alarm;

Drills should assume conditions in which one or more of the escape routes is obstructed by smoke. During these drills the fire alarm should be operated by a member of staff, who is told of the supposed outbreak. Thereafter the fire routine should be rehearsed as fully as circumstances allow.

## **Details of Assembly Points:**

All Buildings: On the lawn by the main reception.

## **Fire Extinguishers**

Fire extinguishing equipment is provided in the College but should only be used: (i) by those trained in its use (ii) if the fire is small (iii) if by so doing you do not place yourself in any danger (iv) after raising the alarm and ensuring that the fire brigade have been called.

## **Fire Precautions**

The corridors and staircases in the building form the escape routes and must be kept clear of obstructions. They should not contain anything that could itself be the source of fire, or which is flammable. This is especially important in the case of staircases. Doors fitted at staircase landings and across corridors are fitted with self closing devices so that they are able to restrict the spread of smoke and fire. It is therefore important that they are not wedged open.

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## Intruders

### *During the College day*

Only staff and students should be in college other than:

- delivery personnel - Office or Kitchen only
- contractors - identifiable or with a visitor's badge - accompanied if near students
- guests wearing a visitor's badge and/or accompanied by other staff
- parents and agents

If a member of staff sees anyone who does not fall into one of these categories, they should ask what they are doing there. Unless the answer is entirely satisfactory, their presence should be reported to the Directors, Principal or the office immediately. If in any doubt at all, inform the Directors.

If the answer seems to be satisfactory, but the stranger is improbable, they should be escorted to College Office and handed over - they must not be left to find their own way.

Except at the start and end of courses, parents and agents will not normally be around college. If in any doubt - stop them and ask - if they are parents and agents they will appreciate our security.

### **THE GREATEST PROTECTION IS THE VIGILANCE OF ALL STAFF**

#### **At night**

The boarding houses have an intruder alarm system. The Alarm systems are generally only switched on when everyone has gone to bed.

The most likely scenario is an intruder, or suspected intruder, in the grounds. If an intruder is verified dial 999 and then call the Senior Person followed by one or both of the Directors.

If an intruder is suspected only, telephone or contact the Senior Person followed by one or both of the Directors. He/she will investigate; even if an intruder is not found but may still be suspected, the Senior Person or Director will decide whether to contact the Police.

Boarding staff have instructions on procedures if the alarm is triggered. The objective is always to protect the students first and staff second. If the intruder escapes, restore normality as soon as possible. If he remains in the building, set off the Fire Alarm bells and evacuate as many students as is possible and do what is practical to protect the remaining students.

### **Access to School Premises**

#### **Visitors, guardians, agent and parents:**

Visitors to the College are usually expected by appointment and are advised to report to Reception where they will be met by a member of staff who will sign them in provide them with a visitor's badge and if appropriate supervise them within the building and grounds.

Unexpected visitors should be sent to the main reception entrance, and the office advised so that they can be supervised.

External doors are always kept closed and only the main reception doors and the basement door through the boiler room are used for access.

The rear kitchen door is accessible for deliveries.

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Students may use the main reception door or enter and exit the building via the side office door.

The office door, boiler room door and several other external doors have locks and or key pad locks. Key pad locks are fitted to the main entry points and some locations within Boarding. The digilock codes are changed regularly. Students are permitted to know the details/have rights to gain entry to their own dormitory area. Where it is believed that students are in possessions of key codes they should not have knowledge of the codes to the door in question will be changed.

Students returning from visits with parents or guardians should use the office door, and sign in in with a member of staff on duty. Parents, guardians or agents are not allowed to walk around the building or go into bedrooms without a member of staff escorting them.

### **Delivery personnel:**

No delivery personnel are permitted into the building unless escorted by a member of staff.

### **External contractors:**

External contractors are supervised by a member of staff if not working in a separated area. Wherever possible they are scheduled to work in areas when the children are not present or during the College closure period when no students are on site.

### **External lettings:**

There are only occasional external lettings of the premises or grounds, which are assessed individually. No large external meetings are hosted unless the College is closed.

### **Unchecked staff:**

All staff employed by the College have an enhanced DBS check.

## **Bomb Threats**

Bomb threats are likely to arise from:

- Telephone warning
- Discovery of a suspicious package

In the event of a warning being received or a suspicious package discovered, the office, Senior Person or Directors must be informed immediately.

In the case of a telephone warning, the words must be listened to very carefully and the nature of the voice must be remembered. The police must be informed immediately, by the Senior Person or one of the Directors.

A decision must be made as to whether to evacuate and, if so, how much of the college. This decision will be based upon the nature of the warning and, if appropriate, the advice of the Police.

In the case of a suspicious package, the Senior Person or one of the Directors may investigate.

A decision must be taken as to whether to evacuate and/or call the Police. A decision NOT to do either MUST be taken by one of the Directors or Senior Person.

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## Suspect Packages

It is not normally necessary to take special care with incoming packages but staff should be vigilant at all times in identifying anything which looks suspicious.

When there are known risks of the mail service being used for dangerous packages special care must be taken.

Check the mail for:

- the point of origin, postmark etc
- odd style of handwriting not usually received
- Flap of envelope - is it completely gummed down (there is usually a small un-gummed section)

If in doubt, leave it unopened and advise the office.

If the envelope has been opened and there are signs of suspect substances:

- Leave it where it is
- Inform the office
- Shut the windows in the room in which it is
- Evacuate the room, closing the door
- Subject to instructions from the Senior Person, evacuate the building, closing windows and doors

If anyone is suspected of having been contaminated:

- Call the emergency services
- Wash hands thoroughly with soap
- Keep the person separate from others and available for the emergency services
- List all others who MIGHT have been contaminated

## Gas or Oil leaks

### *Gas*

Gas leaks, or even suspected gas leaks, must be reported immediately to the office who will inform the Senior Person on site and will investigate.

Extinguish all naked flames, open windows, prevent access to the area. Do NOT switch electrical equipment (including lights) ON OR OFF

At night, report the leak to the relevant Gas Board immediately and then inform the Senior Person or one of the Directors.

Unless the leak is merely a faint suspicion, the building must be evacuated and one of the directors or Senior Person informed.

### *Oil Leaks*

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Leakage of oil must be reported to the office at once.

An oil leak inside is likely to be detected by smell rather than sight.

A leakage, or suspected leakage, should be reported to the office who will inform the Senior Person or one of the Directors.

A leakage will not normally be grounds for evacuation, unless a pipe has ruptured and there are thick fumes.

## Noxious atmosphere

Any unpleasant smell or atmosphere, the source of which cannot be readily identified and deemed safe, must be reported to the office, who will arrange for someone to investigate.

Depending on the conclusion the Senior Person will consult with the Directors to decide appropriate action.

## Motor Accidents

### *Minibus*

The minibus driver MUST take a mobile telephone on any journey.

In the event of injury, the telephone must be used to summon an ambulance.

Any accident which causes injuries and/or delay must be reported by telephone to the Senior Person promptly. Full details should be given, including who, if anyone, was injured and the extent of injuries.

The driver is responsible for getting details (name, address, registration number, insurance details) from anyone else involved in the accident.

Details of potential witnesses should also be obtained if at all possible.

### *Other motor accidents*

Accidents involving staff driving on College business must be reported to the main office as soon as possible, with full details.

Accidents involving cars on site must be reported to the main office as soon as possible, with full details.

## Electrical safety (PAT Testing)

The following arrangements for electrical safety apply to all electrical equipment in use in the College, including personal items.

All portable appliances will be regularly inspected and, where necessary, subject to electrical test in line with current HSE guidelines. All members of the College should routinely check that their electrical appliances are not damaged and that there are no obvious signs of misuse such as damaged or discoloured plug tops and worn cables.

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Any item that becomes faulty should be taken out of service and either discarded or sent to a member of the maintenance staff.

Equipment and furniture should be sited so as to avoid the need for leads to trail across floors. Where these cannot be avoided, proprietary rubber strips should be used to reduce the risk of tripping.

Socket adapters should not be used. Only those with their own fused plug and cable (4-way trailing sockets) are permitted.

## Smoking Policy

Smoking is not permitted on site.

## Violence Against Staff

Padworth College recognises that all staff have a right to expect that their school is a safe place in which to work and that prompt and appropriate action will be taken on their behalf if they are subjected to abuse, threats or violence by parents and other adults on College premises.

The risk here is low as staff live on site and lone working is rare. However, staff must report any incident of aggression or violence directed to themselves to the Directors immediately. All reported incidents must be recorded and reasonable and appropriate taken to support the member of staff.

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