

EMERGENCY PROCEDURES ARRANGEMENT

Policy area: Health & Safety
Date last revised: 02/06/17
Revised by: Andy Cossey

Date of next revision: 02/06/18

Overview

Statement

Angle Education recognises and acknowledges that emergencies, even if infrequent, may occur in school. In such cases the school will adopt an Emergency Plan to deal with such emergencies through agreed actions and procedures. It is impossible to predict any exact form or effect of an emergency; therefore it is best to prepare broadly applicable arrangements that will enhance a speedy response, rather than being inhibited by adherence to detailed procedures for specific instances.

Purpose/Rationale

This Arrangement seeks to confirm the implementation of the Plan in the case of any Emergency and to ensure the emergency is dealt with promptly and efficiently

Scope

The Arrangement will cover any incident deemed to be one that puts the normal daily life of the school and its community at risk of significant disruption or in any form of danger.

Applicability

Staff - All staff are expected to abide by the terms of the Policy.

Students - It is the responsibility of the Teachers to ensure this Policy is explained, where applicable, to students in tutorials. All School staff holds a responsibility for ensuring that students comply.

Visitors - Visitors to the School are expected to abide by the terms of this Policy and suitable notices will be placed in reception areas.

Please note that the Emergency Procedures Policy forms part of the overall Health and Safety Policy of the School. In the case of students, the Senior Leadership Team will ensure that all students are aware of the consequences of breaches of the Policy.

Statutory guidance

Management of Health and Safety at Work Regulations 1999 Health and Safety at work act 1974.

Access

This policy is available on request from the school offices. We also inform all clients and group leaders about this policy when their students join Angle Education.

The policy is provided to all staff (including temporary staff, volunteers and group leaders) at induction alongside our Code of Conduct.

Failure to comply

The Management of Health and Safety at Work regulations 1999 places a duty on employers to provide adequate arrangements in the event of an emergency. Failure to do so could lead to prosecution.

The Emergency Plan

Introduction

The range of hazards considered to constitute an emergency will depend upon their context within school life. Their scope may differ and the response would demand an appropriate level of counteracting measures. Such emergencies might include:

- A fire;
- Bomb/terrorist/intruder threat;
- Extreme Meteorological conditions;
- Accidents involving death or major injury;
- Structural failure of the buildings;
- Health Hazards;
- Industrial Incidents (proximity to major chemical spillages or fires). In all these cases a co-ordinated plan will be implemented to deal with such emergencies

should they arise. The delivery of the Plan will be the responsibility of the Crisis Management team.

Implementing the Plan

The Crisis Management Team

In the event of any emergency, there will be a Crisis Management Team in place to deal with the incident. This team will consist of The Academic Director and the Welfare Officer plus the Centre Manager and DoS of any site effected. Dependent upon the nature and location of the emergency the staff room in each teaching site or the first floor office at the Head Office in Cromwell Road will be used as a crisis management centre:

A nearby alternative residence building used by the school will be used in the event of one of the school buildings not being able to be occupied due to the emergency.

The centre should have communication lines – a) essentially by telephone and b) desirably via computer networks.

There should also be the facility to log the incident or events for future reference. Again this could either be hard copy or electronically. A member of the emergency team should be designated for this role. At the same time there should be the designation of a member of the team to deal with the media.

Essential steps

1. Appropriate Emergency Services should be contacted immediately and then ensure everyone is evacuated from the buildings to designated collection points near the schools' campuses (see Emergency Evacuation procedures)
Information should be collated to relay to the appropriate services. This should include: -

- The nature of the incident;
- The exact location of the incident;
- The number of casualties and the nature of the injuries;
- Location and number from where the call is being made;

- Hazards that may be encountered by the emergency services.
2. A statement should be prepared by members of the team ready for information release to parents, agents, the media and general enquiries. (This should be done in consultation with either or both of the press officers of the Local Authority and the Metropolitan Police/Oxfordshire Police)
 3. A short term plan should be devised to deal with the immediate impact of the incident. This should be clearly communicated to all the members of the emergency team.
 4. An immediate decision should be taken as to whether there is the need to establish a more extensive emergency centre to include more telephones and computers. If there is a serious incident, then it is more than likely that the Police will establish a Casualty Bureau and their own incident room. If there are no fatalities in the emergency, then the team should begin the process of informing parents of the situation. In the case of there being fatalities the Police should be assigned to deal with the informing of parents or relatives.
 5. The team should plan an immediate response to show cooperation with the media. The following objectives should be key: -
 - a) To show the team is controlling the incident and doing all it can to minimise the consequences;
 - b) To set minds at rest as far as possible and counter dangerous rumours;
 - c) To establish itself as caring, responsible and competent;
 - d) To maintain controlled, authoritative and consistent links with the media.
 6. Establish that the Head of School (with appropriate support from the team) will be solely responsible for dealing with the media.

Emergencies not on the school site

Emergency incidents with minibuses and coach journeys and school trips (residential and non-residential) could occur. Arrangements should be in place to deal with such an incident.

In addition to the essential steps for the on-site emergencies, the following should be done: -

- The senior member of staff on the trip (the supervising teacher) or group leader if the trip is not conducted by our staff and the senior member of staff remaining in school (usually the Director of Studies) should have a list of names of all students and staff making up the party.
- The home supervising teacher (or rota of staff) should be prepared to be available for the duration of the trip.

Appendix A

Suggested procedure for dealing with a major emergency 1

Contact the emergency services by dialling 999.

2 Contact appropriate members of staff.

3 Contact emergency team at the Local Authority.

4 Open the designated emergency room.

5 Ensure communications possible with the emergency room.

6 Advise others as appropriate (Board, agents, emergency contacts).

7 Move to emergency plan 'essential steps'.