



**Adeptify**

Health, Safety and Facilities Management



**Yeading Infant School**

**Emergency Plan, Disaster Recovery and Business Continuity Plan**

**Prepared By**

Dan Middleton

Health, Safety and Facilities Advisor

**Approved By**

Rupinder Ahluwalia

Headteacher

Document Ref

YEI-EP-01.

Issue Number:

One

Last Reviewed

14/05/2024

Adeptify Ltd

Uncontrolled Copy When Printed

## Document History

Issue History	Date	Amendments	Author	Reviewer
One	13/02/2023	First Issue	DM	RA
Two	07/05/2024	Second Issue	ML	DM

Document Ref

YEI-EP-01.

Issue Number:

One

Last Reviewed

14/05/2024

Adeptify Ltd

Uncontrolled Copy When Printed

CONTENTS			PAGE NUMBER
1.		Introduction	3
2.		Objectives of Emergency Plan	3
3.		Site Emergency Team	4
4.		External Emergency Contacts	7
5.		Raising the Alarm	8
	5.1	Evacuation Officers or Fire Wardens	9
	5.2	Disabled Persons	9
6.		Emergency Evacuation Arrangements	9
	6.1	Fire	10
	6.2	Bomb Threat	10
	6.3	Lockdown	12
	6.4	Gas Leak or Risk of Explosion	12
	6.5	Flooding or Water Leak	14
	6.6	Collapse or Damage to School Buildings	14
	6.7	Road Traffic Accident	15
	6.8	Power Failure	15
	6.9	Major Chemical or Fuel Spillage	16
	6.10	Disturbance of Asbestos	16
	6.11	Dangers from immediate local vicinity	18
	6.12	Other Emergencies	16
7.		Emergency Escalation Process	19
8.		Communication and Training.	20
9.		Evacuation officers / Fire wardens	21
10.		First Aid trained persons	22
11.		First Aid trained provision locations	23
12.		Nearest accident and emergency department	23
13.		Emergency isolation points	24
14.		Business Continuity and disaster recovery	25

## 1. Introduction

This Emergency Plan is to be used to assist in the co-ordination of major incidents that results in the following:

Document Ref	YEI-EP-01.	Issue Number:	One	Last Reviewed	14/05/2024
Adeptify Ltd		Uncontrolled Copy When Printed			
Page 3 of 27					

- Full evacuation of the premises
- The premises being made secure from external access and egress
- The entire or partial premises becoming unusable for various operational reasons
- Protecting the occupants from other serious or major events in the local vicinity

The primary purpose of the plan is to enable a swift and proportionate response to a any major incident by the relevant individuals. The school shall ensure appropriate arrangements are in place at all times including out of hours (nights, weekends, bank and school holidays.)

This plan must be regularly updated as personnel change and as arrangements are refined.

## 2. Objectives of Emergency Plan

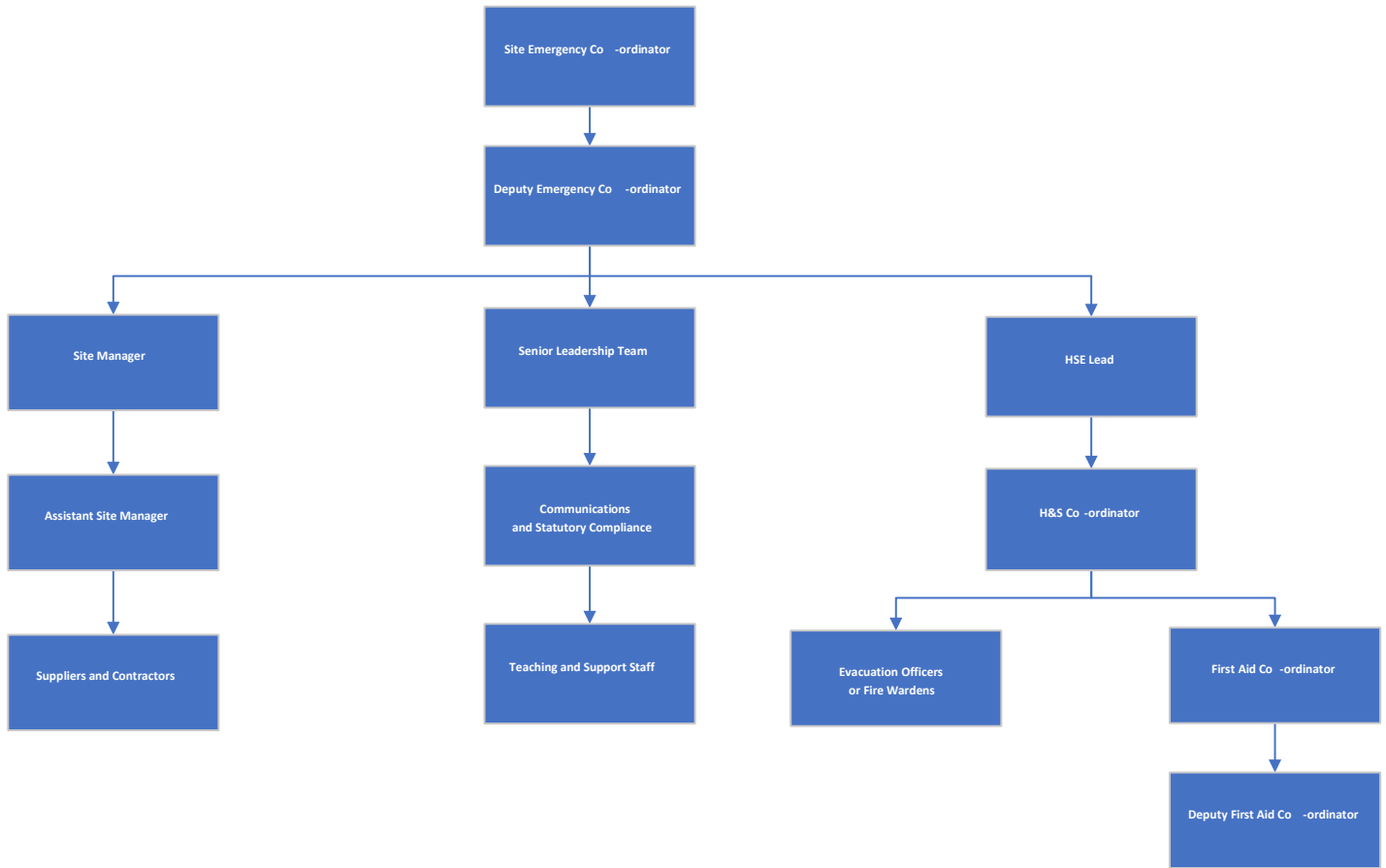
The primary objective of this emergency plan is to protect the health and safety and wellbeing of the occupants of the premises, so far as is reasonably practicable.

The school endeavours to comply with its legal duties and adhere to specific guidance issued by the DfE or other Statutory Authorities where appropriate.

Appropriate emergency arrangements will be devised for all foreseeable emergency situations and communicated to all relevant persons. The emergency arrangements detailed in this emergency plan will be tested at regular intervals to ensure that everyone understands and is familiar with the procedures to be taken in any emergency situation.

## 3. Site Emergency Team

Document Ref	YEI-EP-01.	Issue Number:	One	Last Reviewed	14/05/2024
Adeptify Ltd		Uncontrolled Copy When Printed			
Page 4 of 27					



Role	Responsibilities
<b>Site Emergency Co-ordinator</b>	<ul style="list-style-type: none"> <li>Responsible for ensuring suitable resources are available in the event of an emergency occurring including outside of normal school hours.</li> <li>Ensuring that competent persons are in place at all times to deal with an emergency and they are provided with necessary level of authority.</li> <li>Planning ahead so essential training and equipment are made available to the relevant persons.</li> <li>Implementing the emergency plan at the appropriate time and ensuring all relevant persons are aware of what actions are required.</li> <li>Being the central point of contact in the event of any emergency situation.</li> <li>Being able to adapt to dynamic situations in a robust manner.</li> </ul>
<b>Deputy Emergency Co-ordinator</b>	<ul style="list-style-type: none"> <li>Deputising for the Site Emergency Co-ordinator in their absence.</li> <li>Responsible for ensuring suitable resources are available in the event of an emergency occurring including outside of normal school hours.</li> <li>Ensuring that competent persons are in place at all times to deal with an emergency and they are provided with necessary level of authority.</li> <li>Planning ahead so essential training and equipment are made available to the relevant persons.</li> <li>Implementing the emergency plan at the appropriate time and ensuring all relevant persons are aware of what actions are required.</li> <li>Being the central point of contact in the event of any emergency situation.</li> <li>Being able to adapt to dynamic situations in a robust manner.</li> </ul>
<b>Senior Management Team</b>	<ul style="list-style-type: none"> <li>Responsible for all communications with the media, internal communication and other interested parties including parents, carers and local residents.</li> <li>Notifications and reports to the relevant statutory bodies.</li> <li>Arranging for staff to carry out support functions to the Site Emergency Team where and when needed.</li> </ul>
<b>Caretaker</b>	<ul style="list-style-type: none"> <li>Responsible for ensuring school premises and grounds maintained in safe, tidy and in good condition.</li> <li>Arranging for any defects in regard to the school premises and grounds to be repaired in good time.</li> <li>Ensuring relevant emergency provisions are appropriately situated and are in effective working order.</li> <li>Ensuring that relevant contractors are instructed, as relevant, to reduce risk.</li> <li>Liaising with the Emergency Services and co-ordinate others including utility providers and contractors.</li> </ul>

<b>Welfare or Medical Officer</b>	<ul style="list-style-type: none"> <li>• Organising the delivery of first aid provisions across the premises. Ensuring sufficient first aid trained persons and facilities are available for the size and layout of the school.</li> <li>• Checking first aid provisions at suitable intervals and replenishing as necessary.</li> <li>• Arranging for appropriate first aid and medical provisions to be taken to the relevant emergency assembly area.</li> </ul>
<b>Health, Safety and Facilities Advisors</b>	<ul style="list-style-type: none"> <li>• Ensuring that the emergency plan is current and practical.</li> <li>• Ensuring that persons with specific emergency roles are trained and understand their responsibilities.</li> <li>• Monitoring the implementation of the emergency plan and improving existing procedures where shortcomings are apparent.</li> <li>• Liaising with the statutory authorities and when depending on the outcome of the emergency situation.</li> <li>• Reviewing arrangements at suitable intervals to ensure the plan remains suitable, adequate and effective.</li> </ul>

#### 4. External Emergency Contacts

Contractor Name	Service Provided	Emergency Contact Details
ISF Fire and Security	Fire and Intruder Alarm	01895 200200
ISF Fire and Security	Door Access Controls	01895 200200
ISF Fire and Security	CCTV Provider	01895 200200
Devonoaks	Electrical Contractor	01895 811144
Total Plumbing and Heating	Gas and Mechanical Engineer	07734254187
Total Plumbing and Heating	Plumbing and Heating	07734254187
Reborn Safety	Asbestos Surveyor	07711 096637
Inspire ICT Ltd	IT Provider	02081111212
Local Authority	Insurance Company	01895 250448
National Grid (Electrical)	National Grid (Electrical)	0800 40 40 90
Cadent (Gas)	Cadent (Gas)	0800 111 99
Infinity Water	Mains Water	01250 718 700
Openreach (Telephone)	Openreach (Telephone)	0800 023 2023
Emergency Services	Emergency Services	999
Public Health England	Public Health England	112

## 5. Raising the Alarm

### Fire Alarm System

- The fire alarm sounds is a continuous alarm.
- The alarm will be raised by the nearest member of staff to a fire call point.
- The fire alarm panel is located opposite the school reception and will indicate which zone has been activated.
- Once the alarm is activated all persons will leave the building by the nearest available fire exit and make their way to the assembly area as per the local emergency notices displayed throughout the building.
- The alarm can be switched off at the fire alarm panel located in the school reception.

### Bomb Alert

- The bomb alert sounds the fire alarm (the alarm sounders flash red).
- The alarm will be raised by the Site Emergency Team.
- Once the alarm is activated all persons will leave the building by the nearest available fire exit and make their way to the assembly area as per the local emergency notices displayed throughout the building.
- The advice of the Emergency Services will be followed at all times and all staff, pupils and other relevant persons including visitors and contractors may be evacuated to Barnhill Community College.

### School Lockdown

- The lockdown alarm sounds six short rings. (the alarm sounders flash blue).
- The alarm will be raised by the Site Emergency Team.
- Once the alarm is activated all persons will make their way to the nearest place of safety.
- Remain in place of safety until the all-clear is given by the Site Emergency Team or Emergency Services.

### Gas or flammable substances leak

- No alarm will be activated as this could ignite gas or flammable substance in the atmosphere.
- Verbal instructions will be used to evacuate the school which will be led by the Site Emergency Team and augmented by the Evacuation Officers.
- Any sources of potential ignition such as lighting or radios will not be used.
- All persons will leave the building by the nearest available fire exit and make their way to the assembly area as per the local emergency notices displayed throughout the building.
- The Site Manager will notify the gas provider.
- The advice of the gas provider will be followed at all times and all staff, pupils and other relevant persons including visitors and contractors may be evacuated to the secondary assembly point.

### 5.1 Evacuation Officers or Fire Wardens

In the event of an emergency and the relevant alarm being raised, Evacuation Officers or Fire Wardens will put on their orange hi-vis jacket (if this does not affect their duties) and will search and check specific areas of the school buildings before either evacuating themselves or finding a place of safety. They will consider their own personal safety at all times and only undertake activities that do not put them at increased risk.

Evacuation Officers or Fire Wardens will inform any remaining occupants to leave the building by the nearest emergency exit or make their way to the nearest place of safety immediately. In the case of pupils, Evacuation Officers will lead the individual to the assembly area or nearest place of safety i.e. classroom.

Document Ref	YEI-EP-01.	Issue Number:	One	Last Reviewed	14/05/2024
Adeptify Ltd		Uncontrolled Copy When Printed			
Page 9 of 27					

Evacuation Officers or Fire Wardens are responsible for closing and securing doors and windows within their allocated area. Fire fighting or safety equipment such as fire extinguishers will only be used by Fire Wardens that have received training, where they do not place themselves at risk.

Evacuation Officers or Fire Wardens will communicate with each other and the Site Emergency Team via the use of walkie talkies if safe to do so.

## 5.2 Disabled Persons

Any person with any physical or mental disability or impairment will be escorted to the assembly area or nearest place of safety by their nominated buddy.

Personal Emergency Evacuation Plans (PEEPs) will be developed to deal with high risk occupants.

In all emergency situations, any person requiring assistance to evacuate the building or reach a place of safety will be the last to leave or be moved after the bulk of the school population have been safely evacuated to the assembly area or the designated place of safety.

## 6. General Emergency Evacuation Arrangements

When the emergency alarm is sounded, everyone should evacuate the building or proceed to the nearest place of safety as quickly as possible via the shortest and safest escape route. It should never be assumed that it is a drill and all alarms should be assumed to be the real thing.

All staff and visiting adults are responsible for ensuring that they are familiar with the evacuation route for where they are in the building. They are also responsible for any pupils under their control. The building and outside areas have signage directing classes to their nearest exit. Each area of the school has an Evacuation Officer who is responsible for ensuring all persons are accounted for and the school buildings are left in a safe condition.

No person should wait to collect belongings. They should leave the area they are in immediately and use the nearest and/or safest escape route to reach the assembly area or nearest place of safety as quickly as possible. All persons should be aware of their alternative escape route and exit routes from the school premises.

### 6.1 Fire

All staff and pupils will leave the building by the nearest fire exit. All staff will make sure that all pupils vacate the building safely, silently and they walk and don't run. Each class teacher is responsible for all relevant persons under their control and persons in the immediate area.

All persons will report to the assembly point in the main playground.

All other relevant persons including visitors and contractors will leave with the persons they are working with at the time. Visitors and contractors are provided with information and instruction on the local emergency arrangements when signing in at the School Reception.

Evacuation Officers or Fire Wardens will search and check their designated areas and report to the Site Emergency Co-ordinator. No person will be allowed re-entry into the building unless given permission by the emergency services or site emergency co-ordinator.

Document Ref	YEI-EP-01.	Issue Number:	One	Last Reviewed	14/05/2024
Adeptify Ltd		Uncontrolled Copy When Printed			
Page 10 of 27					

The Site Emergency Co-ordinator will be responsible for calling the Emergency Services and will be met by Deputy Emergency Co-Ordinator at the front gate.

A roll call will then be undertaken by the class teacher against the class register. Any unaccounted or missing persons will be reported to the Site Emergency Co-ordinator which will be relayed to the Emergency Services when they arrive. School Reception staff will cross reference the visitors and contractors signing books or folders with those persons present.

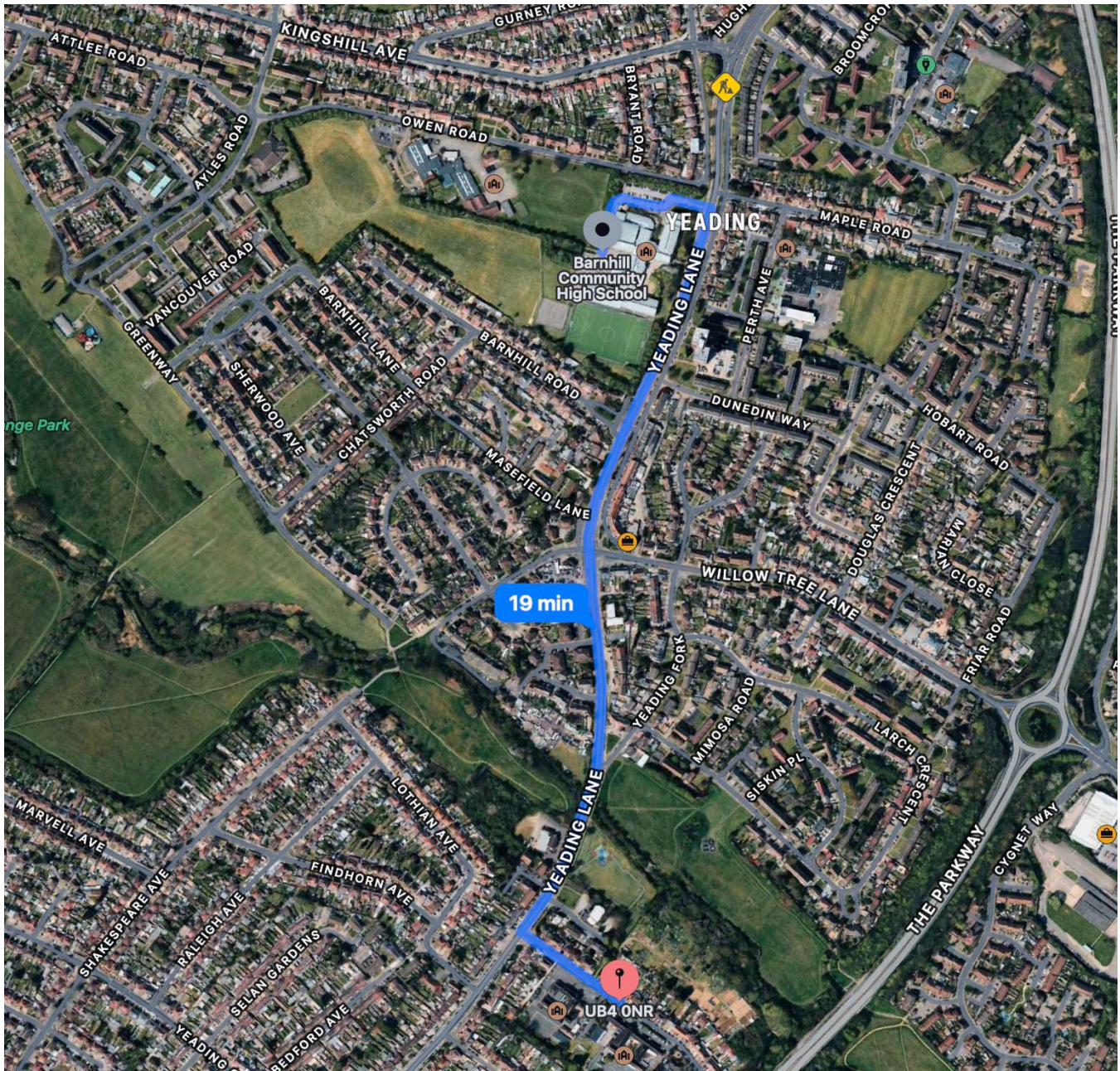
Re-entry will only be permitted after the Emergency Services have checked the school buildings and given their permission to do so. Re-entry will take place one class at a time.

The Site Manager will immediately inform the Headteacher if there is a false alarm. This will be recorded in the fire logbook.

## 6.2 Bomb Threat

Dependent on the threat, a bomb alert will likely be treated in the same manner as a fire evacuation – all persons to evacuate the building and await further instruction at the assembly point.

If the Police or other emergency service require the school to evacuate offsite, the assembly point will be at **Barnhill Community School** as indicated by the diagram below. The emergency services will be required to assist in safely getting the students offsite.



Document Ref	YEI-EP-01.	Issue Number:	One	Last Reviewed	14/05/2024
Adeptify Ltd		Uncontrolled Copy When Printed			
Page 12 of 27					

### 6.3 School Lockdown

All staff, pupils and other relevant persons including visitors and contractors will undertake the following immediate actions when the lockdown alarm is activated:

- Ensure all persons return to their nearest classroom or place of safety.
- Classroom teachers are responsible for persons under their control.
- Evacuation Officers and Fire Wardens been given specific roles and responsibilities for their allocated area of the school premises including directing stragglers to the nearest classroom or place of safety and checking for missing persons.
- No persons are allowed out of their classroom or place of safety during a lockdown procedure in any circumstances and should take the following actions to increase protection from attack:
  - ✓ Lock / secure entrance points (e.g., doors, windows) to prevent the intruder entering the room.
  - ✓ Draw blinds and turn off lights.
  - ✓ Stay out of sight of vision panels in doors by congregating in the corner of rooms or by sitting behind furniture.
  - ✓ Switch mobile phones or other electronic devices to silent or quiet mode; ✓Remain silent and calm.
- All persons shall remain in their classroom or place of safety until an all-clear has been given by the Site Emergency Co-ordinator unless instructed to be moved by the Emergency Services.
- Staff, pupils, and other relevant persons including visitors and contractors who are outside of the school buildings are brought inside as quickly as possible, unless this endangers them.
- The Site Emergency Co-ordinator/SLT will inform you when the lockdown is over by confirming the code word: **Code word.** is Safe, followed by the calendar year.

Staff, pupils, and other relevant persons including visitors and contractors working either alone or in isolated parts of the school premises and/out of normal school hours should only do so with the permission of The Site Manager and adhere to the school lone working policy.

### 6.4 Gas Leak or Risk of Explosion

If a gas leak is smelt or suspected, then the Site manager/caretaker must be verbally informed by the person reporting the issue.

The site manager / caretaker will then implement the following controls to help reduce the risks of the potential gas leak including:

- Isolating and removing all persons from close vicinity of the affected area.
- Opening windows and doors in the affected area to increase general ventilation and diffuse the build-up of a flammable atmosphere.
- Stopping SFARP any sources of ignition such as electrical, lighting or radio equipment being used.
- Turning off the gas supply at the emergency control valve.
- Notifying the gas provider via the emergency contact number.

The advice of the gas provider will be followed at all times and all staff, pupils and other relevant persons including visitors and contractors may be evacuated to Barnhill Community School

### 6.5 Flooding or Water Leak

If flooding occurs as a result of local water sources, local water infrastructure or a major leak within the building evacuation arrangements will be established by the site emergency co-ordinator and SLT.

Document Ref	YEI-EP-01.	Issue Number:	One	Last Reviewed	14/05/2024
Adeptify Ltd		Uncontrolled Copy When Printed			
Page 13 of 27					

Where necessary all staff, pupils and other relevant persons including visitors and contractors may be evacuated to Barnhill Community School.

The schools emergency coordinator shall keep abreast of all local and national flood warning services information. In the event of a major flooding incident the Emergency Coordinator shall liase with the LBH Flood and Water Management team.

The site manager will maintain all local drains to ensure they are clear and usable and report any potential flooding risks as a result of blocked drains on the school premises to the LBH Flood and Water Management team in good time.

The school will procure suitable supplies of sand and sand bags when a specific flood risk is identified by the local environment agency officials.

All high value items shall be relocated where possible to higher level of the building to prevent damage. All computer systems are regularly backed up by the schools IT contractor.

The deputy site coordinator shall liase with parents and carers regarding school closure and with the LBH regarding replacement of children or temporary facilities.

After major flooding of the school building an environmental survey shall take place to ensure any environmental hazards that may be hazardous to occupants or third parties are identified to be addressed.

The Business manager in conjunction with the Health, Safety, and facilities advisors will contact the school insurers to apprise them of the situation and then arrange for quotes to be obtained from approved suppliers and contractors for the remediation works.

#### **6.6 Collapse or Damage to School Buildings**

The Site emergency co-ordinator will immediately evacuate, cordon off and make safe, SFARP, the affected area of the building. The Site emergency Co-ordinator will notify the SLT and site manager/caretaker regarding the scope, nature and extent of the building degradation or damage.

Where deemed necessary, a building condition surveyor or structural engineer will be contacted to visit the school and investigate the roots causes of the event.

The Business manager in conjunction with the Health, Safety, and facilities advisors will contact the school insurers to apprise them of the situation and then arrange for quotes to be obtained from approved suppliers and contractors for the remediation works.

#### **6.7 Road Traffic Accidents**

The driver and passenger assistant are to ensure that the scene is made as safe as possible using hazard warning lights.

Any injured passengers should not be moved unless they are in further danger. The Emergency Services will be contacted using a mobile phone from a place of safety as soon as possible and provided with details of any pupils with special needs or anything hazardous being carried. First aid treatment will be administered by a trained person when required until the Emergency Services arrive.

The driver or passenger assistant should also ensure relevant details are exchanged with other drivers involved in the road traffic accident. Additionally, appropriate details should be taken from any independent witnesses including their name and contact details.

If there have been any injuries or the names of the people involved could not be exchanged, the driver or passenger assistant must report the accident to the police as soon as possible or in any case within 24 hours.

If there have been no injuries and the accident has only involved damage to the vehicle the driver and passenger assistant must ensure that the vehicle is still road worthy before continuing the journey or call for breakdown assistance.

All road traffic accidents and incidents must be reported in accordance with the school's procedure and any relevant paperwork completed in the prescribed timescales.

### 6.8 Power Failure

Normal School opening hours are **08:00 TO 16:00**

All IT systems will be backed up off site by Inspire ICT Ltd the schools IT provider.

Emergency lighting is available on escape routes such as corridors and stairwells and above final fire exits throughout the school buildings to assist with safe evacuation from the building in the event of a power failure.

The Site Emergency Co-ordinator will decide if school needs to close due to inherent unsafe and dangerous conditions.

### 6.9 Major Chemical or Fuel Spillage

COSHH assessments will outline specific safe handling, storage and disposal arrangements for hazardous substances, materials or preparations.

Flammable or explosive substances, materials or preparations shall only be kept in minimal quantities and stored in suitably rated containers only in approved areas of the school. Flammable or explosive substances, materials or preparations should be stored away from sources of heat or ignition in well ventilated areas.

Spill kits are located around the school premises where necessary and will be used to contain and clean up any spillages. Spillages will be swept into suitable receptacles and disposed of in double lined waste bags sealed at the top in accordance with statutory obligations.

### 6.10 Disturbance of Asbestos

The affected area will be closed to all persons. A competent Asbestos Contractor will then be called in to deal with the situation which shall be arranged by the Health, safety and facilities advisors.

Any person potentially exposed to asbestos will be asked to strip and place all clothes in a hazard bag. They will be provided with disposable clothing and footwear and escorted to the nearest shower. The contaminated person is not allowed to walk through the school. All floor surfaces on which the person walks will be protected with something that is impermeable to dust and can easily be disposed of afterwards. (e.g. plastic sheeting, which will be sprayed with water to reduce dust being disturbed and returning into the air.)

Document Ref	YEI-EP-01.	Issue Number:	One	Last Reviewed	14/05/2024
Adeptify Ltd		Uncontrolled Copy When Printed			
Page 15 of 27					

Afterwards, the clothing and footwear and the materials that protected floor surfaces will be placed in a hazard bag, sealed and kept in a shipping container until its safe disposal can be arranged with an appropriately licensed hazardous waste contractor.

### 6.11 Dangers from immediate local vicinity

Where a warning is received by the school regarding a significant risk locally of air pollution (smoke plume, vapour cloud, release of hazardous chemical agents from nearby industrial estate etc.). All staff, pupils and other relevant persons including visitors and contractors will return to their classroom or common areas inside the school buildings when the lockdown alarm is activated.

All windows, doors and ventilation systems must be closed and shut down. The Site Manager will assist where necessary. All persons shall remain inside their allocated area until the all clear is given by the Site Emergency Co-ordinator or Emergency Services.

Further guidance should be sought from the Emergency Services and abided by at all times.

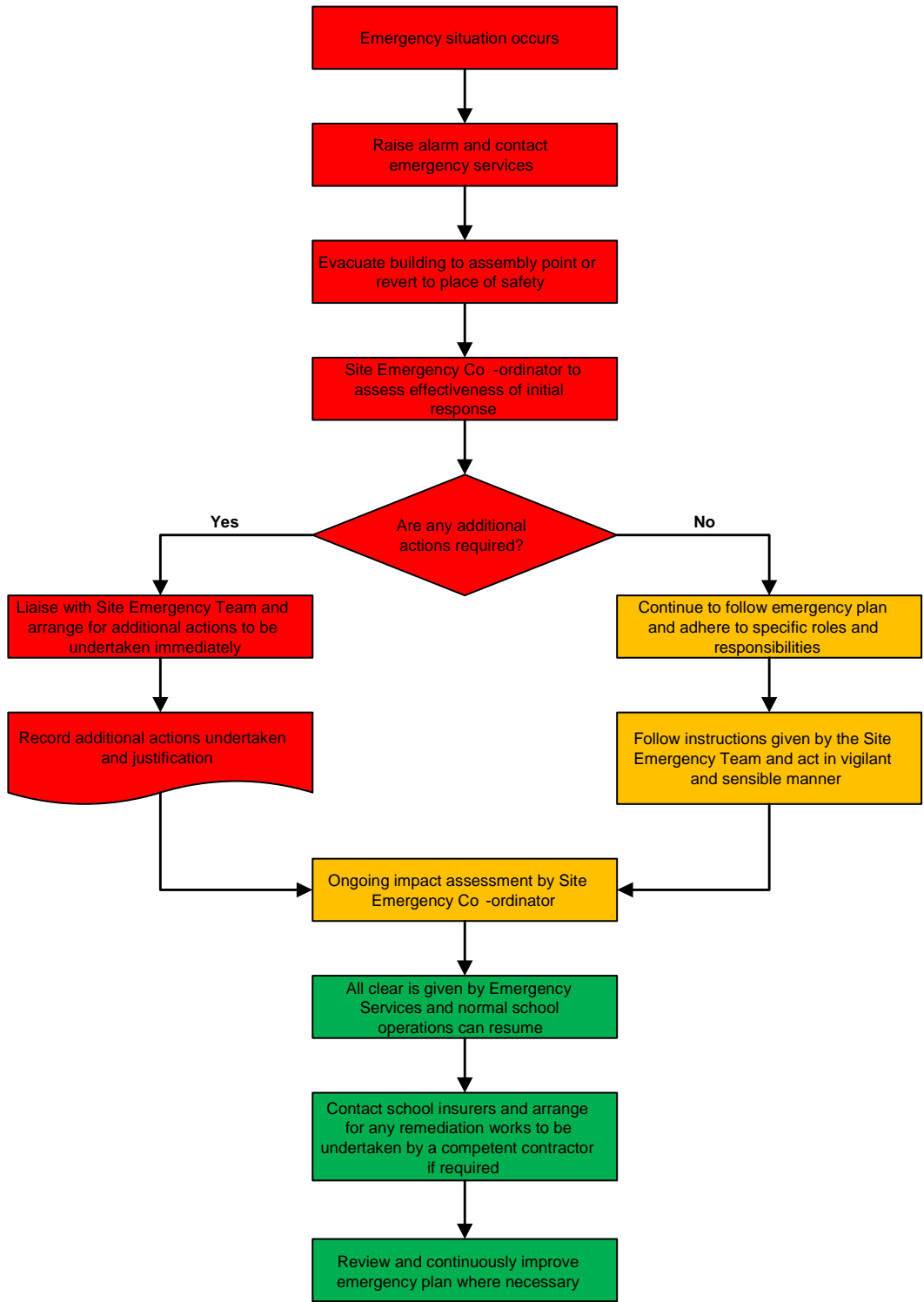
### 6.12 Other Emergencies

In dealing with casualties the people concerned will not put themselves at risk and will check that the environment where the casualty is located is safe before they proceed further.

If the area is not safe the relevant Emergency Services will be called by dialling 999 or 112 and they will be left to deal with the situation.

Any articles or substances associated with the incident will remain where they are to allow an investigation into any causes to be undertaken.

## 7. Emergency Escalation Process



## 8. Communication and Training

Emergency evacuation notices are displayed throughout the school buildings.

A copy of this emergency plan will be available on the staff HSE noticeboard in the Staff Room.

The emergency plan will be tested at regular intervals and reviewed by all relevant persons to determine if any changes are required to local procedures.

In the event of an emergency situation, no external communication is permitted to prevent panic or disarray unless authorised by the Site Emergency Co-ordinator.

Communication will be made with parents or carers soon as is deemed practicable by the Site Emergency Co-ordinator. Parents or carers will be given enough information about what is happening so that they:

- Are reassured that the school understands their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety.
- Do not contact the school. Calling the school could tie up telephone lines that are needed for contacting Emergency Services or external providers.
- Do not come to the school. They could interfere with Emergency Services or external providers access to the school and may even put themselves and others in danger
- Wait for the school to contact them about when it is safe for you to come get their children, and where this will be from.

Emergency Services or external providers will support the decision of the Site Emergency Co-ordinator regarding the timing of communication to parents.

The risk assessment for school trips and visits shall always think about the emergency and contingency procedures in place if something goes wrong.

The Site Emergency Coordinator will also be responsible for setting up an effective communication network during the emergency with access to a telephone line and internet. The Site Emergency Coordinator will also appoint someone to act as spokesperson to deal with the media and other interested parties.

Document Ref	YEI-EP-01.	Issue Number:	One	Last Reviewed	14/05/2024
Adeptify Ltd		Uncontrolled Copy When Printed			
Page 18 of 27					

**9. Evacuation officers / Fire wardens**

Name	Role
R Ahluwalia	Emergency Co-ordinator
S. Malik	Deputy Emergency Co-ordinator
K. Themistocli	First Aid Co-ordinator
I. Suman	Deputy First Aid Co-ordinator
S Rekhi	Evacuation Assistant
J Johal	Evacuation Assistant
I Zieba	Evacuation Assistant
P Brooks	Evacuation Assistant
M. Wilkinson	Evacuation Assistant
G. Hatt	Evacuation Assistant
Class Teachers and TAs	Evacuation Assistant
School Canteen cook	Evacuation Assistant

**10. First Aid trained persons**

Name	Type of qualification		
STAFF MEMBER	1 <sup>ST</sup> AID QUALIFICATION	DATE	RENEWAL DATE
Katie Themistocli	1 <sup>st</sup> Aid at Work L3 Award (RQF)	16 <sup>th</sup> 17 <sup>th</sup> 18 <sup>th</sup> May 2023	May 2025
	Paediatric 1 <sup>st</sup> Aid at Work L3 Award	12&19 March 2022	March 2025
	Asthma & Anaphylaxis in School *	Sept 2023	Sept 2024
	Managing Asthma in School	Sept 2023	Sept 2024
	Initial Working Together to Safeguard Children (Level 3)	11/09//2023	Sept 2025
	Automated External Defibrillators (AED) Training	Apr 2022	Apr 2022
Rupinder Ahluwalia	Initial Working Together to Safeguard Children (Level 3)	6 <sup>th</sup> July 2022	July 2025
Kuldip Cheema	Initial Working Together to Safeguard Children (Level 3)	6 <sup>th</sup> July 2022	July 2025

Inderjit Suman	Renewal 1 <sup>st</sup> Aid at Work L3 Award	Feb 2020	Jan. 2023
	Asthma & Anaphylaxis in School *	Sept 2021	Sept. 2024
Smita Parmar	Paediatric 1 <sup>st</sup> Aid (Forrest Schools)	8 /11/ 2022	Nov 2025
Jennie Williams	Paediatric 1 <sup>st</sup> Aid (Forrest Schools)	8 /11/ 2022	Nov 2025
Sadaf Javid	Paediatric 1 <sup>st</sup> Aid	20 <sup>th</sup> February 2024	February 2027
Sunshine room			
Swarn Metar	Paediatric 1 <sup>st</sup> Aid	20 <sup>th</sup> February 2024	February 2027
Nursery			
Geeta Misrty	Paediatric 1 <sup>st</sup> Aid	20 <sup>th</sup> February 2024	February 2027
Year 2			
Andie Nash	Paediatric 1 <sup>st</sup> Aid	20 <sup>th</sup> February 2024	February 2027
Year 2			
Raj Kenth	Paediatric 1 <sup>st</sup> Aid	20 <sup>th</sup> February 2024	February 2027
Reception			
Kuldip Cheema	Paediatric 1 <sup>st</sup> Aid	20 <sup>th</sup> February 2024	February 2027
SMT			
Eleanor Tudorache	Paediatric 1 <sup>st</sup> Aid	20 <sup>th</sup> February 2024	February 2027
Breakfast club & SMSA			
Jasvinder Auror	Paediatric 1 <sup>st</sup> Aid	20 <sup>th</sup> February 2024	February 2027
Year 1			
Davinder Johal	Paediatric 1 <sup>st</sup> Aid	20 <sup>th</sup> February 2024	February 2027
Year 1			
Amanjit Bodwell	Paediatric 1 <sup>st</sup> Aid	20 <sup>th</sup> February 2024	February 2027
Year 2			
Nina Keer	Paediatric 1 <sup>st</sup> Aid	20 <sup>th</sup> February 2024	February 2027
Year 2			
Gurpreet Koldhar	Paediatric 1 <sup>st</sup> Aid	20 <sup>th</sup> February 2024	February 2027
Reception			

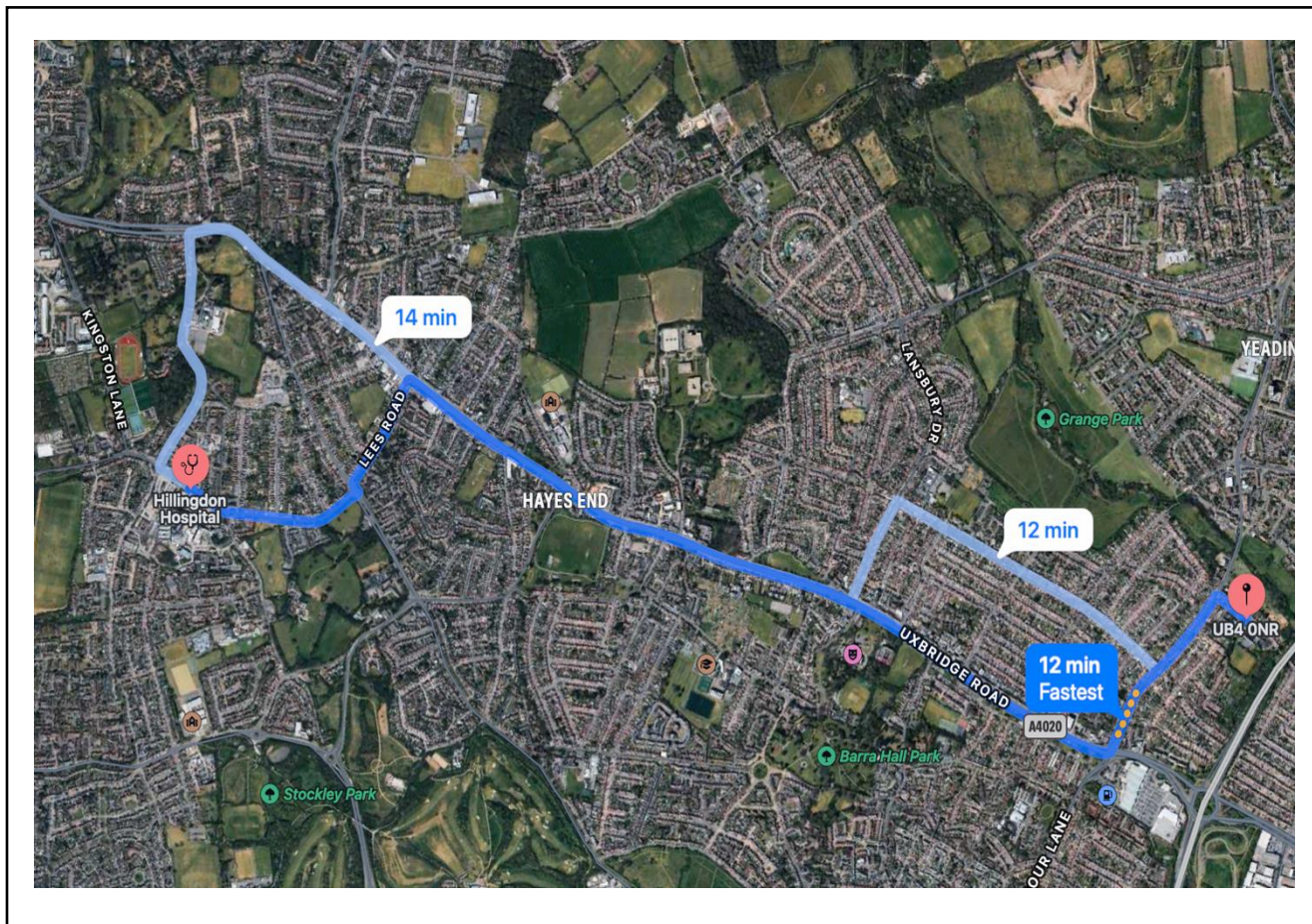
Teaching Assistants	Asthma & Anaphylaxis in School *	Sept 2023	Sept. 2024
Teachers/HLTAs	Asthma & Anaphylaxis in School *	Sept 2023	Sept. 2024
SMSA	Asthma & Anaphylaxis in School *	Sept 2023	Sept. 2024

### 11. First Aid Provision Locations

Type of Provision	Location within school	Responsible person for checking provision
Main First Aid Equipment	Welfare Room	K. Themistocli
Small First Aid Kits	Each Classroom /SMSA	K. Themistocli
School Trip Kit	Welfare Room	K. Themistocli

### 12. Nearest accident and emergency facilities

Name of Facility	Address of Facility	Contact details
Hillingdon Hospital	Pield Heath Lane, UB8 3NN	01895 238282



**13. Emergency isolation points**

Electric	<b>Main School Plant Room</b>
Water	<b>Main School Plant Room</b>
Gas	<b>Main School Plant Room</b>

**14. Business continuity and disaster recovery**

NATURE OF INCIDENT OR EMERGENCY	POTENTIAL RISKS AND IMPACT	ACTION TO BE TAKEN	PRECAUTIONS	RESPONSIBILITIES AND TIMEFRAME
IT failure or loss	Loss of information and data	Work files to be automatically backed up at regular intervals	Hard copies of documents and records scanned in by administration staff and uploaded to google drive.	It Provider Immediate
Closure or partial closure of school	Unavailability or restricted use of premises due to adverse weather conditions, utility failure, fire or flood	Online learning plan to be developed and implemented Temporary accommodation to be provided by buddy school or local authority.	Ample fire safety protective arrangements including detection and alarm system fitted throughout premises. Security and safety devices well maintained and tested at regular intervals.	Headteacher or SLT Immediate
Major electrical fault	IT failure or loss. Loss of lighting and heating Loss of security and safety provisions	Online learning plan to be developed and implemented Temporary accommodation to be provided by buddy school or local authority.	Regular servicing and maintenance by competent person. Regular back up of IT system and documentation Additional service providers identified as contingency cover	Headteacher or SLT Immediate
Loss of hot water and heating	Unavailability or restricted use of premises	Online learning plan to be developed and implemented Temporary accommodation to be provided by buddy school or local authority.	Regular servicing and maintenance by competent person.	Headteacher or SLT Immediate

	Unavailability or restricted use of school kitchen or catering facilities	Sandwiches/alternative meals to be provided. Communication plan with parents/carers.	Additional service providers identified as contingency cover  Portable heating and water heating measures to be in stock or suitable local suppliers identified  Provider for Sandwiches/alternative meals to be identified	
Nearby road traffic accident	Access / Egress to the site restricted or frustrated	Alternative routes to be used and communicated to parents /carers  Communication plan with parents/carers	Communication plan with parents/carers to be tested for effectiveness  Monitoring of site perimeter before start and end of day	Headteacher or SLT  Immediate
Damage or collapse of parts of the school building	Unavailability or restricted use of premises	Online learning plan to be developed and implemented  Temporary accommodation to be provided by buddy school or local authority.	Regular site condition surveys by competent person.  Investment into infrastructure as required.  Planned preventative maintenance plan in place  Adequate funds allocated to maintenance of building and grounds for emergency repairs  Safety devices well maintained and tested at regular intervals.	Headteacher or SLT  Immediate
Major leak or flooding of school premises	Unavailability or restricted use of premises	Online learning plan to be developed and implemented  Temporary accommodation to be provided by buddy school or local authority.		Headteacher or SLT  Immediate

			<p>Regular site condition surveys by competent person.</p> <p>Investment into infrastructure as required.</p> <p>Planned preventative maintenance plan in place</p> <p>Adequate funds allocated to maintenance of building and grounds for emergency repairs</p> <p>Safety devices well maintained and tested at regular intervals.</p>	
Outbreak of communicable disease or virus	<p>Staff unable to attend work due to local or national restrictions</p> <p>Deep cleaning of buildings and assets required.</p>	<p>Online learning plan to be developed and implemented</p> <p>School to adhere to government and Public Health England advice and adapt working practices accordingly.</p>	<p>All touch points such as door handles, desks, switches, telephones, surfaces etc to have increased cleaning.</p> <p>Staff advised to wash hands frequently / prior to eating and drinking.</p> <p>Staff briefed on risk from Covid-19 and appropriate mitigation measures.</p>	<p>Headteacher or SLT</p> <p>Immediate</p>

			<p>Staff displaying / feeling symptomatic instructed to stay away from work until such time as illness has ceased / test has proved negative.</p> <p>Should deep cleaning be necessary, key office personnel will move into adjacent rooms while this takes place – all unaffected staff to return once complete.</p> <p>Public transport not to be used. Staff to use their own vehicles where possible</p> <p>Staff to adhere to social distancing rules. Meetings to be postponed where necessary.</p> <p>Identify minimum resource to operate the school</p>	
Fire or gas explosion	<p>Unavailability or restricted use of premises</p> <p>Unavailability or restricted use of school kitchen or catering facilities</p> <p>Potential to impact on third parties, other interfacing parties, injury, and fatalities</p>	<p>Online learning plan to be developed and implemented</p> <p>Temporary accommodation to be provided by buddy school or local authority.</p>	<p>Regular site condition surveys by competent person.</p> <p>Investment into infrastructure as required.</p> <p>Planned preventative maintenance plan in place</p> <p>Adequate funds allocated to maintenance of building and grounds for emergency repairs</p> <p>Safety devices well maintained and tested at regular intervals.</p>	<p>Headteacher or SLT</p> <p>Immediate</p>
Adverse weather conditions	<p>Unavailability or restricted use of premises due to adverse weather conditions, utility failure, fire or flood</p>	<p>Online learning plan to be developed and implemented</p> <p>Temporary accommodation to be provided by buddy school or local authority.</p>	<p>Regular site condition surveys by competent person.</p> <p>Investment into infrastructure as required.</p> <p>Planned preventative maintenance plan in place</p>	<p>Headteacher or SLT</p> <p>Immediate</p>

			<p>Adequate funds allocated to maintenance of building and grounds for emergency repairs</p> <p>Safety devices well maintained and tested at regular intervals.</p> <p>Regular tree surveys</p> <p>Regular grounds maintenance</p> <p>Check weather forecast before major events</p> <p>Closure of the school if conditions deemed unsafe</p>	
On-site plant or equipment failure.	<p>Unavailability or restricted use of premises.</p> <p>Accident, incident, near miss – damage to property, individuals or infrastructure.</p>	<p>Online learning plan to be developed and implemented</p> <p>Temporary accommodation to be provided by buddy school or local authority.</p>	<p>Regular site condition surveys by competent person.</p> <p>Investment into infrastructure as required.</p> <p>Planned preventative maintenance plan in place</p> <p>Adequate funds allocated to maintenance of building and grounds for emergency repairs</p> <p>Safety devices well maintained and tested at regular intervals.</p> <p>Regular tree surveys</p> <p>Regular grounds maintenance</p> <p>Check weather forecast before major events</p> <p>Closure of the school if conditions deemed unsafe</p>	<p>Headteacher or SLT</p> <p>Immediate</p>