



## Health and Safety Policy

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## **Health and Safety Policy**

This policy outlines the framework within which Multinational School – Bahrain operates ensure a safe working environment for staff, students and visitors.

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## **1.0 Statement of Intent**

The aim of this policy is to maintain safe and healthy working conditions at Multinational School Bahrain for all staff, students and visitors to the school. In preparing this policy, the Health and Safety Guidelines of the Ministry of Education - Bahrain have been taken into account providing best practice. This policy shall be reviewed annually under the direction of the Principal and thereafter approved by the Board.

## **2.0 Responsibilities**

### **2.1. The Multinational School - Bahrain**

MNS is responsible for ensuring that all staff, students, contractors and visitors are safe from harm while on site or on school related business as far as is reasonably possible. Naturally, there are some uncontrollable risks associated with offsite activities however MNS-Bahrain will attempt to minimise the attendant risks as much as possible within its span of control.

### **2.2. The Board**

Through the Health and Safety Committee (which shall be elected annually by the Senior Leadership Team) and Principal, the Board is ultimately responsible for monitoring and reviewing the health and safety policies of the school on an annual basis. The Health and Safety Committee considers reports of internal and external inspections, assists in developing safe work systems and discusses new regulations received from the Bahrain government and the implementation and compliance with such regulations.

### **2.3. The Principal**

Overall responsibility for the detailed health and safety policies and implementation within the school lies with the Principal and in their absence with the designated Vice Principal in charge. It is the Principal's responsibility to ensure compliance with the MNS policy for health and safety.

### **2.4. Safety Representative**

Health and Safety Officer carries out termly safety inspections. Records of the inspections are discussed at the meetings of the health and safety committee. In addition, the MNS Maintenance Team do weekly checks. The Health and Safety Officer shall be reappointed at the beginning of each academic year.

### **2.5. Employees**

All employees have the responsibility to familiarise themselves with this policy document and to assist in developing a healthy and safe working environment and to take reasonable care of themselves and others. Whenever an employee notices a health and safety problem, they should complete a Risk Assessment Form and deliver it to the Health and Safety Officer for follow up.

### **3.0 Procedures**

#### **3.1. Fire Safety**

All emergency fire exits are to be marked and kept free of obstructions at all times. There are fire extinguishers located across the campus. Fire safety equipment is checked regularly by the appointed contractor who visits the school every 6 months to inspect the equipment and confirm that these are in working order and not expired. Records of such inspections are kept and made available to the relevant authorities. Practice evacuation drills and surprise drills held at least on a termly basis. In the event of a fire, all staff and children congregate in the parking area at the rear of the school where there are signs demarcating the assembly points. Certain staff members shall be selected by the Senior Leadership Team and informed of their membership of the Emergency Evacuation Team and shall be responsible for checking their allocated sections of the school premises to ensure proper evacuation of all persons. It is the responsibility of the Health and Safety Officer to call the fire brigade.

#### **3.2. Accidents**

All accidents where physical harm is suffered by any person shall be recorded and monitored by the school nurse. MNS has a fully equipped health center to cope with most accidents. If required, outside medical support will be summoned by the school nurse or a member of staff. A list of all Response Staff are kept in the Health & Safety folder. All response staff hold an emergency first aid certificate. Regular practical emergency first aid courses completed by Response Staff and all other staff members complete an online first aid course. Notifiable accidents, as determined by the School Nurse, and other incidents are recorded in the Serious Incident documentation folder.

A letter is sent home to parents with students after any visits to the school nurse following a serious incident that requires intervention. This also details any possible follow up treatment required and further advice to parents.

The School Nurse shall notify the Principal of any visits by students and members of staff which requires follow up treatment or will affect the staff member's ability to perform their work safely or the student's ability to remain at school.

Disposable latex surgical gloves are available at all times and their use is compulsory when dealing with blood or other body fluids. The school shall not be held liable for any illness or injury which arises as result of the failure to use such gloves.

If there is an emergency situation, an ambulance must be called to transport any person in need to a hospital. Wherever possible, a parent should accompany their child. If this is not possible, the child is accompanied by a member of staff of the same gender. This is not compulsory with adults but it is desirable that a member of staff accompanies an adult to hospital as well.

### 3.3. Reporting Hazards

All staff are responsible for reporting hazards. It is then the Principal's responsibility to ensure that the hazard is adequately diminished or eliminated. The health and safety committee monitors the action taken to remedy hazards.

### 3.4 Safety inspections schedule

The Health and Safety Officer will carry out termly safety inspections as listed below. The results of the inspection are delivered to the Principal who is required to take any necessary action.

- Toilets check: every day by the Maintenance Team – Termly by the Health and Safety Officer.
- General building inspection: Weekly by the Maintenance Team - Termly by Health and Safety Officer.
- Fire safety system: Termly by the Health and Safety Officer.
- Electrical hazards and appliances: Weekly by the Maintenance Team - Termly by Health and Safety Officer.
- CCTV system inspection: Termly by Health and Safety Officer.
- Comprehensive Hazards inspection: Termly by Health and Safety Officer.

### 3.5 Morning, break time, home time and bus duties.

The school will prepare a schedule indicating the supervision duties of staff members during the non-teaching times, for example the morning lineup, break times, home time and bus duties. The schedule will demarcate the area that each staff member will be responsible for monitoring during his/her duty.

Home room teachers will be responsible for monitoring the students during the morning lineup and home time except for Middle school and Senior school where the last teacher of the day will supervise the students during home time till they leave and will send the bus students to the bus gate.

Staff members will be responsible for following the schedule timing and demarcated areas. During their duty, staff members are expected to do the following:

- Be alert and vigilant for any health and safety or behaviour issues.
- Not to use their mobile phones unless they are dealing with an emergency.
- Take the appropriate action regarding any incident and report it to the relevant staff member like the school nurse, counsellor or the Head of School.
- Pay attention to the blind points and keep all students under their watch at all times.
- Ensure that all the students have left the school premises before the staff member leaves the premises and leave no student alone or unsupervised.

## **4.0 Electrical Safety**

All electrical equipment throughout the school premises is numbered and logged. All staff are expected to visually check equipment for safety before use and report any damage or malfunctioning immediately to the Maintenance Team and/or the IT Helpdesk and apply a notice to the equipment saying "Faulty - Do Not Use".

A thorough electrical safety risk assessment is carried out on an annual basis by the Health and Safety Officer in conjunction with the Principal and Vice Principal. All appliances are tested by the Maintenance and/or IT Teams and a report is compiled listing all tested equipment and the level of further serviceability thereof.

Staff should note, particular care needs to be taken with extension leads, to avoid trailing wires which could trip up people. No electrical equipment should be brought onto the school premises from home without the prior agreement of the Principal.

## **5.0 Control of Substances Hazardous per Health Regulations**

Any substances marked as "dangerous" or "hazardous" should not be left in classrooms with the exception of the science laboratory. When dealing with such substances the precise terms of the science laboratory safety policy must be adhered to.

Staff should check that instructions are followed when using any such substances. The cleaning cupboard must be locked during the day and the key kept with Maintenance Team.

The science laboratory and science preparation room must be locked at all times when teaching staff are not present. The chemical storage cabinets must also be locked to ensure there is no unauthorised access to chemicals. The key to the laboratory should be placed in the key box in the office of the Head of Senior school when the laboratory is not in use.

Material Safety Data Sheets (MSDS) are to be kept in the Science preparation room and with the Evacuation Pack at the security office.

## **6.0 Equipment**

It is the responsibility of all staff to ensure that equipment is in good working order and is stored safely. Any faulty equipment should be withdrawn from use immediately and reported to the Principal. A note should be applied to such equipment saying: "Faulty - Do Not Use". The following points about equipment should be noted:

- Staple Guns – These are not to be used by students and must always be stored in a drawer when not in use.

- Ladders – Several ladders are kept at the school premises. These are checked during the annual health and safety inspection. All Staff are required to use ladders and not chairs when displaying work on elevated boards etc.
- PE Equipment is inspected annually by the Health and Safety Officer in conjunctions with the Principal and Vice-Principal to ensure safe operation.
- The safety and good working order of all PE equipment shall be regularly monitored by the PE teachers and the Head of Specialists.

## **7.0 Health and Hygiene**

### 7.1. Notifiable and Infectious Diseases

Details of notifiable diseases and periods of exclusion are kept with the school nurse and is available upon request.

### 7.2. Medicines

A medical care plan devised by a medical professional must be submitted by parents/carers upon enrolment of any student and updated annually or whenever changes are effected to such a plan. It is the responsibility of the parents to advise the school of any such changes.

No medication is permitted on the school premises unless the precise name and prescribed dosage is clearly stated on the submitted medical plan.

The medical plan and medication shall be kept with the school nurse.

The only exception to this policy are Epipens and inhalers may be kept on the person of a student who requires this.

Children who go home with a medical complaint or as a result of an accident are recorded in the Student Health Monitor (SHM).

### 7.3. Smoking

The school has a no smoking policy within the school building and grounds which is strictly enforced.

### 7.4. Hygiene

It is the responsibility of the Principal and Maintenance Team to monitor the cleanliness of the premises. This is part of the weekly visual inspection.

All staff are responsible for encouraging good hygiene habits in the children. Particular emphasis is placed on hand washing, especially after using the restrooms.

## **8.0 Animals in School**

Only the following small animals can be kept in school – frogs, fish, gerbil, mouse, hamster, rabbit and guinea pigs.

## **9.0 International & External Trips**

These are considered an essential part of a holistic education. Any international or external trip must be carefully researched and a preliminary visit must be made by the teachers co-ordinating such a trip.

**Each trip must be documented using the Excursion Planning Template.** It is the duty of the teacher to ensure all involved are fully briefed about the trip and the expectation of good conduct by both teachers and students.

Parental consent for the visit is always sought beforehand and must accompany the Excursion Planning Template.

Risk assessment for outdoor visits are completed and checked by the Health and Safety Officer prior to the student visits.

## **10. Visitor Security**

All staff and students are encouraged to be aware of strangers on the premises. If a visitor is unknown they should immediately be requested to produce identification and to state the purpose of their visit. Should the visitor not be able or willing to identify themselves or their purpose satisfactorily then such a visitor should be escorted to one of the security offices. If the visitor refuses to be escorted to a security office, then the member of staff should summon a member of the Security Team and remain with the unauthorised visitor at all times.

A visitor management system controls access to the site and who can enter. Authorised visitors are provided with a MNS Bahrain Visitor identity card upon arrival by the security team.

No students are permitted to leave the school premises unless they have been collected by a parent/carer in possession of a MNS Bahrain identity card.

## **11. Contractors**

All contractors are expected to report their arrival and departure to the security office before commencing any work.

All contractors are to be given visitor cards upon entering the school premises.

Staff must immediately inform the Principal or member of the Senior Leadership Team of any unsafe working practices by such contractors.

## **12. School Bus**

The school is responsible for choosing an external contractor to provide transportation services for students who require this. The school will appoint only such external contractors who are able to comply with all of the applicable legislative requirements including but not limited to:

- All bus seats must have a functional seatbelt that is appropriate for the age/size of the students.
- All buses must have an operational internal camera and GPS facilities for the duration of every trip.
- All buses must have a trained, experienced adult to supervise the students in addition to the driver.

Furthermore, the school will allocate one or more staff members to supervise the students while they wait for and board the bus.

## **13. Staff and the Health and Safety Policy**

All staff, teaching and non-teaching, have access to the policy on the school's shared drive.

New staff are given a copy and are required to confirm they have read it.

### **Security in Action Management Practice**

- Records are kept of acts of vandalism, theft.
- Any damage is quickly repaired
- Incidents are reported to the police and Ministry of Education
- A budget for essential security items is made available
- All staff are asked to be alert to suspicious activities.

### **Contingency Planning**

- Computer back-up records are kept off site or in the cloud server.

### **General Building Security**

- The boundary of the school is clearly defined.

### **Security Outside of School Hours**

- The school has external lighting
- Security staff are on duty 24 hours a day

### **Equipment/Money**

- Staff have lockable drawers (if required), which can be used for personal property.
- Cash holdings are kept to a minimum. Electronic banking is recommended for parents.
- Cash is counted with the door locked. Money is not left unattended
- The Finance team varies the timing of bank visits

## 14. Emergency Management Plan

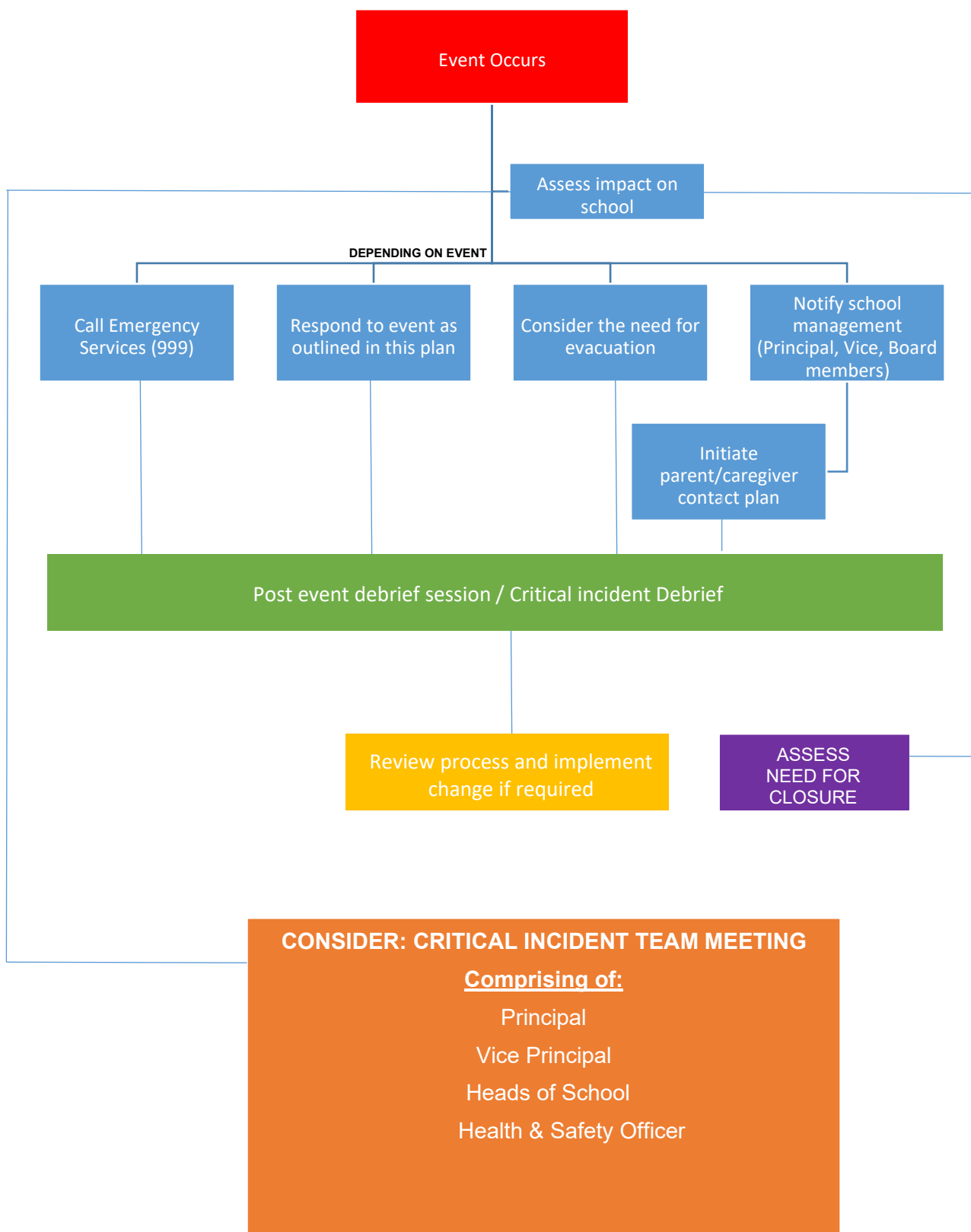
### Introduction

The below plan outlines how Multinational School – Bahrain will respond in the event of an emergency.

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# Basic emergency response process

While every event is unique, there are some basic steps to follow when responding to any emergency, which are outlined below:



# Evacuation

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Evacuation from the school may be required to ensure the safety of staff and students in an emergency event. In all cases, evacuations need to be planned and practiced.

## **General Evacuation**

If you are made aware of an emergency with potential for evacuation, aim to:

- Alert another staff member
- Activate the nearest fire alarm
- Notify School Management & Facility Management of the cause of the incident

School Facilities Management will make contact with the appropriate emergency service.

## **Role: Teaching Staff**

On hearing the alarm, gather all your students together and advise them that an evacuation is going to take place. Class groups must stick together. Follow the evacuation plan that is posted in the classroom/venue you are in. Close all doors and windows do not lock.

## **Role: Staff on Duty**

On hearing the alarm, gather students from the area you are covering, make your way to towards evacuation point. Ensure students line up in their normal class group.

## **Role: School Management & Administration**

Take relevant resources as required with you to the evacuation point.

Once at the evacuation point, meet with Health & Safety Officer. Refer to documentation that is held with the Health & Safety Officer.

## **Role: School Facilities Management**

Do not re-enter buildings unless it is safe to do. Meet at the evacuation point and liaise with Civil Defence & emergency services prior to re-entering the buildings.

## **Role: Health & Safety Officer**

On hearing the alarm, make your way to the evacuation point. Assume the role of incident manager. Collect the Evacuation Kit from the administration team. Open the kit and remove all required documentation and await class group arrival. Once classes arrive, check them off.

When Evacuation Monitors arrive, receive reports from them. Liaise with School Management and Facilities Team.

## **Role: Evacuation Monitors**

On hearing the alarm, assume your position for your designated floor, put on your assigned vests. Do a complete sweep of your floor to ensure everyone has evacuated. Check offices, classrooms, store rooms (if unlocked), bathrooms and corridors for any staff, students or visitors. Once you are certain that there is no one on your floor, make your way to the evacuation point.

# Emergency Evacuation Plan – Site Wide

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This map shows the evacuation routes each part of the school must take when the evacuation alarm is activated.

In Block A classes on the ground floor will exit via the middle doors and exit via the car park gate, across the car park and to the demarcated line up area.

In Block A classes on the first and second floor will use the stairs closest to their classroom and descend in an orderly fashion. They will then exit the door at the bottom and through the car park exit at the west exit (car park door side) and the buses exit from the eastern door.

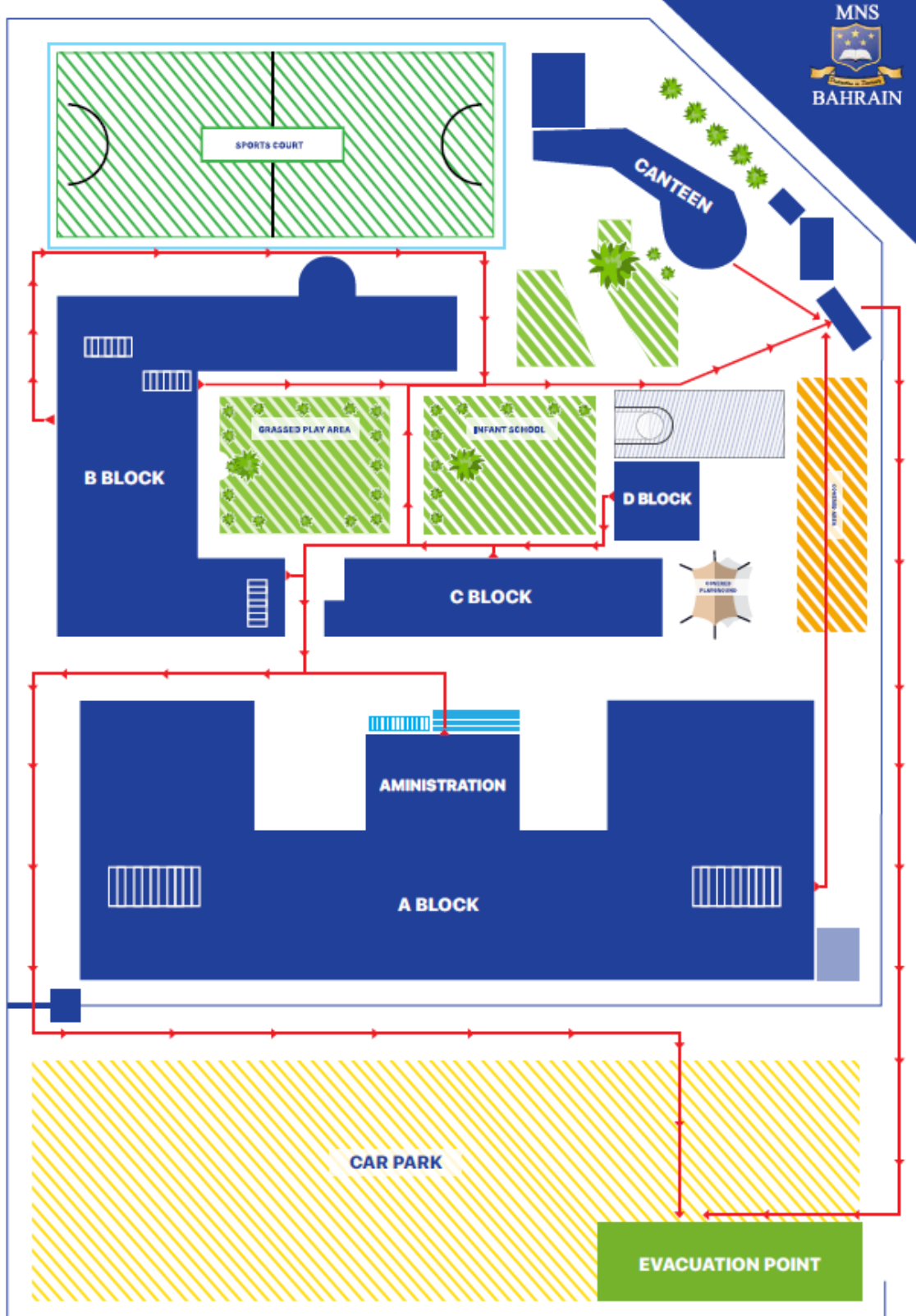
Infant School classes will exit via the car park gate.

Classes in the library and ICT will exit via the car park gate.

All classes in B Block (including Music) will exit via the buses gate.

Classes are required to gather at the demarcated line up area in the car park.

**(See the site map on the following page).**



## Emergency contact plan – parents and caregivers

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In any emergency event, you will need to contact parents and caregivers to advise them of the situation, and advise how they can collect their child(ren).

**WHOLE SCHOOL EMERGENCY** - In a whole school emergency, our administration team will make all efforts to send messages via the parent portal to parents directly. In the case of this system being down due to technical issues outside of our control, our staff will attempt make telephonic contact with each parent as required. We will also use our social media channels to update parents.

**ISOLATED EMERGENCY** - In an isolated emergency, our administration team will make telephonic contact with parents directly. If we are unable to reach the preferred first contact person, we will attempt to make contact with the alternative contacts as per the child's school administration documents. Social media channels will also be used to keep parents up to date with information where appropriate.

## External contact lists

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### Emergency services contact information

Police, Fire, Ambulance	999	
School nurse	Name Roslin Antony Address Onsite Mobile 35146939	Name Duaa Sayed Taher Address Onsite Mobile 36808689
Local Hospital	Name Salmaniya Medical Centre Address Salmaniya Road, Al Salmaniya Phone 17284083	



### Essential utility contact information

Builder / handyman	Mr. Jerry / Property Management Team 38490194
Plumber	Mr. Jerry / Property Management Team 38490194



### Essential security contact information

Security	Onsite – Mr. Hasan +973 3333 5424
Alarm monitoring	Health & Safety Office – Mr. Hasan
Fire alarm/equipment maintenance	Fame Safety - Bahrain 17243110

## Other miscellaneous contact information

Other	Contact details
Bus company / Transportation	Al Hutaim Gate Transport 17404603

# Fire

This checklist outlines what to do in the event of fire. You can also use it when practising a fire drill.

	<b>Response actions (as appropriate)</b>
<b>Discovery of a fire</b>	<input type="checkbox"/> Activate the fire alarm.
	<input type="checkbox"/> Call 999
	<input type="checkbox"/> If safe to do so extinguish the fire.
<b>On hearing the alarm</b>	<input type="checkbox"/> Teachers take their pupils to the designated assembly point. <input type="checkbox"/> Administration Team collects the Fire File.
	<input type="checkbox"/> Walk calmly and quickly and avoid panic.
	<input type="checkbox"/> Ensure students / visitors with disabilities are assisted by a responsible person.
	<input type="checkbox"/> Ensure any visitors are included in the evacuation.
	<input type="checkbox"/> Evacuation Monitors to check rest areas, bathrooms and common rooms en route to the designated exit point.
	<input type="checkbox"/> Ensure all students remain at the evacuation point until clearance to leave is given.
<b>Health &amp; Safety Officer</b>	The role of the Health & Safety Officer is to become the Incident Manager and coordinate Evacuation Monitors in the response.
<b>Evacuation Monitors</b>	Each floor of each building will have designated Evacuation Monitor and a Toilet Monitor allocated it.

## Flooding

Flooding can happen quickly and have serious impacts. Flooding may be caused by heavy rain, overflowing creeks and rivers and high tides or tsunamis in coastal and low-lying areas.

Floods within a building can also be caused by normal wear and tear failures of pipe joints, vandalism, or be the result of earthquakes.

	Response actions (as appropriate)
<b>Flooding reported or sighted</b>	<input type="checkbox"/> Check source of the flood and that no students or staff are in danger
	<input type="checkbox"/> Evacuate if required (and get to higher ground)
	<input type="checkbox"/> If safe to do so, move records and equipment onto higher floors or onto furniture as high as possible
	<input type="checkbox"/> If flood is due to burst pipes etc, turn off the water at the mains if possible.

## Gas leak

	Response actions (as appropriate)
<b>If gas leak is suspected</b>	<input type="checkbox"/> Turn off the main valve
	<input type="checkbox"/> If possible and safe to do so open windows to allow the gas to dissipate.
	<input type="checkbox"/> Rescue any person in immediate danger but only if safe to do so.
	<input type="checkbox"/> <b>Do not:</b> <ul style="list-style-type: none"> <li>• operate any electrical switches, including lights or alarms.</li> <li>• use cell phone in area where leak is occurring – even if outside of building</li> <li>• allow anyone to smoke in the vicinity</li> </ul>
	<input type="checkbox"/> Warn others in the immediate area
	<input type="checkbox"/> Call emergency services (999) if required
	Consider evacuating the area or the school. Do not re-enter building or outside area until cleared by authorised personnel

## Chemical spills

All chemical spills must be treated as toxic and dangerous. They can be in liquid form, solids, powder or gas.

	Response actions (as appropriate)
<b>Become aware of chemical spill</b>	<p>Move all people in the vicinity to a safe area.</p> <p><u>Consider:</u></p> <ul style="list-style-type: none"> <li>• evacuation of entire school if required and safe to do so</li> <li>• Alternatively, it may be safer to stay indoors and seal doors, windows, other openings and switch off any air intake units.</li> </ul> <p><u>Chemical spills on body:</u></p> <ul style="list-style-type: none"> <li>• Flood exposed area with running water from faucet or safety shower for at least 5 minutes.</li> <li>• Remove contaminated clothing at once.</li> <li>• Make sure chemical has not accumulated in shoes.</li> <li>• Obtain medical attention, if necessary.</li> <li>• Report incident to the Head of School</li> </ul>
	<input type="checkbox"/> If required, contact emergency services on 999
	<input type="checkbox"/> Give appropriate first aid to anyone in contact with the spill
	<input type="checkbox"/> Notify the Principal and Health & Safety Officer
	<input type="checkbox"/> Consideration may have to be given to how students will be able to leave the school after finishing time if the spill has not been made safe by then.

## Major Biological spills

	Response actions (as appropriate)
<b>Become aware of biological spill</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Attend to injured or contaminated persons and remove them from exposure.</li> <li><input type="checkbox"/> Alert people in immediate area of spill.</li> <li><input type="checkbox"/> Close doors to affected area.</li> <li><input type="checkbox"/> Put on protective equipment.</li> <li><input type="checkbox"/> Cover spill with paper towels or other absorbent materials.</li> </ul>

	<ul style="list-style-type: none"> <li><input type="checkbox"/> Carefully pour a freshly prepared 1 in 10 dilution of household bleach around the edges of the spill and then into the spill. Avoid splashing.</li> <li><input type="checkbox"/> Allow a 20-minute contact period for the bleach solution to be effective.</li> <li><input type="checkbox"/> Use paper towels to wipe up the spill, working from the edges into the centre.</li> <li><input type="checkbox"/> Clean spill area with fresh towels soaked in disinfectant.</li> <li><input type="checkbox"/> Place towels in a plastic bag and decontaminate in an autoclave.</li> <li><input type="checkbox"/> Have person knowledgeable of the incident and laboratory assist emergency personnel.</li> </ul> <p><u>Biological spill on body</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Remove contaminated clothing.</li> <li><input type="checkbox"/> Vigorously wash exposed area with soap and water for one minute.</li> <li><input type="checkbox"/> Obtain medical attention, if necessary.</li> <li><input type="checkbox"/> Report incident to supervisor.</li> </ul> <p><u>Hazardous material spread in the eye</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Immediately rinse eyeball and inner surface of eyelid with water continuously for 15 minutes.</li> <li><input type="checkbox"/> Forcibly hold eye open to ensure effective wash behind eyelids.</li> <li><input type="checkbox"/> Obtain medical attention.</li> <li><input type="checkbox"/> Report incident to the Head of School</li> </ul>
	<input type="checkbox"/> If required, contact emergency services on 999
	<input type="checkbox"/> Give appropriate first aid to anyone in contact with the spill
	<input type="checkbox"/> Notify the Principal and Health & Safety Officer
	<input type="checkbox"/> Consideration may have to be given to how students will be able to leave the school after finishing time if the spill has not been made safe by then.

## Minor Biological spills

	<b>Response actions (as appropriate)</b>
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<b>Become aware of biological spill</b>	<input type="checkbox"/> Wear disposable gloves.
	<input type="checkbox"/> Soak paper towels in disinfectant and place over spill area.
	<input type="checkbox"/> Place towels in plastic bag for disposal.
	<input type="checkbox"/> Clean spill area with fresh towels soaked in disinfectant.
	<input type="checkbox"/> If required, contact emergency services on 999
<input type="checkbox"/> Give appropriate first aid to anyone in contact with the spill	
<input type="checkbox"/> Notify the Principal and Health & Safety Officer	
<input type="checkbox"/> Consideration may have to be given to how students will be able to leave the school after finishing time if the spill has not been made safe by then.	

- Biological spills outside biological safety cabinets will generate aerosols that can be dispersed in the air throughout the laboratory. These spills are very serious if they involve microorganisms that require Group 3 containment, as most of these agents have the potential for transmitting disease by infectious aerosols.
- To reduce the risk of inhalation exposure in such an incident, occupants should hold their breath and leave the laboratory immediately. The laboratory should not be re-entered to decontaminate and clean up the spill for at least 30 minutes. During this time the aerosol will be removed from the laboratory by the exhaust air ventilation system.
- Appropriate protective equipment is particularly important in decontaminating spills involving microorganisms. This equipment includes lab coat with long sleeves, back-fastening gown, disposable gloves, disposable shoe covers, and safety goggles and mask or full face shield. Use of this equipment will prevent contact with contaminated surfaces and protect eyes and mucous membranes from exposure to splattered materials.

## Radioactive spills

	<b>Response actions (as appropriate)</b>
<b>Become aware of the radioactive spill</b>	<p><b><u>Major</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Attend to injured or contaminated persons and remove him or her from exposure.</li> <li><input type="checkbox"/> Have potentially contaminated personnel stay in one area until they have been monitored and shown to be free of contamination.</li> <li><input type="checkbox"/> Notify the Health &amp; Safety Officer</li> <li><input type="checkbox"/> Close doors and prevent entrance into affected area.</li> <li><input type="checkbox"/> Have person knowledgeable of incident and laboratory assist emergency personnel.</li> </ul>

	<p><b><u>Minor</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Alert people in immediate area of spill.</li> <li><input type="checkbox"/> Notify school radiation safety officer.</li> <li><input type="checkbox"/> Wear protective equipment, including safety goggles, disposable gloves, shoe covers, and long-sleeve lab coat.</li> <li><input type="checkbox"/> Place absorbent paper towels over liquid spill. Place towels dampened with water over spills of solid materials.</li> <li><input type="checkbox"/> Using forceps, place towels in plastic bag. Dispose in radioactive waste box.</li> <li><input type="checkbox"/> Monitor area, hands, and shoes for contamination with an appropriate survey meter or method. Repeat cleanup until contamination is no longer detected.</li> </ul> <p><b><u>Radioactive spill on body</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Remove contaminated clothing.</li> <li><input type="checkbox"/> Rinse exposed area thoroughly with water.</li> <li><input type="checkbox"/> Obtain medical attention, if necessary.</li> <li><input type="checkbox"/> Report incident to the Health &amp; Safety Officer.</li> </ul>
	<input type="checkbox"/> If required, contact emergency services on 999
	<input type="checkbox"/> Give appropriate first aid to anyone in contact with the spill
	<input type="checkbox"/> Notify the Principal and Health & Safety Officer
	<input type="checkbox"/> Consideration may have to be given to how students will be able to leave the school after finishing time if the spill has not been made safe by then.

Further information on radioactive spills:

- Spreading of radiation beyond the spill area can easily occur by the movement of personnel involved in the spill or cleanup effort.
- Prevent spread by confining movement of personnel until they have been monitored and found free of contamination.
- A minor radiation spill is one that the laboratory staff is capable of handling safely without the assistance of safety and emergency personnel. All other radiation spills are considered to be major.

## **Dealing with a suspicious letter or package**

When dealing with suspicious packages the utmost caution must be exercised and no attempts must be made to touch, move or examine the package.

	Response actions (as appropriate)
<b>If a suspicious package is received</b>	<input type="checkbox"/> Note the location of the package and a description of it (markings etc).
	<input type="checkbox"/> Do not touch, shake or attempt to move the package.
	<input type="checkbox"/> Check with the addressee to see if they are expecting the package
	<input type="checkbox"/> Isolate the item.
	<input type="checkbox"/> Call the police (999) and advise them of the circumstances, the description of the package and its location. Note: If a suspected bomb - Do not use a cell phone or other radio device anywhere near the package.
	<input type="checkbox"/> As appropriate, position staff at a safe distance to direct people away from the area where package/letter is.
	<input type="checkbox"/> Consider evacuating the area or the school (Take police advice)
<b>If you open a letter/package and discover powder:</b>	<input type="checkbox"/> Put on gloves and place opened letter/package in a plastic bag
	<input type="checkbox"/> If hands or any part of the body may have come into contact with the envelope or package then wash with soap and water
	<input type="checkbox"/> If contents spilled <ul style="list-style-type: none"> <li>• Do not clean up or wipe spilt contents</li> <li>• Avoid breathing the powder or spores</li> <li>• Clear and isolate the area</li> <li>• Switch off air conditioning with unaffected area</li> <li>• Wash hands with soap and water.</li> </ul>
	<input type="checkbox"/> If contents are spilt on clothing <ul style="list-style-type: none"> <li>• Select a room for changing</li> <li>• Remove clothing and place in plastic bag</li> <li>• Shower with soap and water</li> <li>• Change into other clothes.</li> </ul>

## Bomb threats

If you receive a telephonic bomb threat, take the following steps:

- Keep calm.
- Do not hang up. A dialogue with the caller is important as information that may be gleaned from the caller can help assess the current situation and help police with further inquiries.

- Let the caller talk, ask the following questions as the opportunity arises and avoid being confrontational

Questions		Answers	
When is the bomb going to explode?			
Where is the bomb?			
What does the bomb look like?			
What kind of bomb is it?			
What is the explosive type and quantity?			
Why did you place the bomb?			
What is your name?			
Where are you?			
What is your address?			
Exact wording of the threat:			
The Caller			
Sex:		<input type="checkbox"/> Male <input type="checkbox"/> Female	
Estimated age:			
Any speech impediment (specify):			
Accent (specify):			
Voice- loud – soft etc:			
Speech – fast – slow etc:			
Manner, calm emotional etc:			
Did you recognise the voice?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If so who do you think it was?			
Was the caller familiar with the area?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Threat Language			
<input type="checkbox"/> Well spoken	<input type="checkbox"/> Irrational	<input type="checkbox"/> Message read by caller	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Incoherent	<input type="checkbox"/> Taped	<input type="checkbox"/> Abusive	
Any background noises?			
<input type="checkbox"/> Street noise	<input type="checkbox"/> Aircraft	<input type="checkbox"/> Music <input type="checkbox"/> Vehicle	Other: _____
<input type="checkbox"/> House noise	<input type="checkbox"/> Voices	<input type="checkbox"/> Machinery <input type="checkbox"/>	
Call taken			
Date: __/__/__	Time:	Length of call:	Number called:

(Staff who would normally answer the phone should be briefed on the questionnaire to ensure some familiarity with it.)

# Trespasser on the school grounds

Only follow this process if it is clear that the trespasser does **not** come under the category of Violent Intruder (for this process, see following page).

Trespassing is where a person enters a school and either:

- does not have permission to be there, or
- their behaviour is such that the school would not give permission for them to be there.

Incident type	Response actions (as appropriate)
<b>Become aware that there is a trespasser on the property.</b>	<input type="checkbox"/> Notify the principal or other staff member of the description, location and activity of the trespasser.
	<input type="checkbox"/> Assess the nature of the trespasser: benign or aggressive (if aggressive – follow the Lock Down procedure).
	<input type="checkbox"/> Ensure the classrooms are kept secure.
	<input type="checkbox"/> Greet the trespasser, advise them who you are, and ask them why they are there. Whenever possible, ensure that you have a colleague with you.
	<input type="checkbox"/> If the reason for the visit appears legitimate, take the person to the security office where the reasons for the visit can be dealt with.
	<input type="checkbox"/> If the reason for the visit is not legitimate, explain that they have to leave the premises immediately.
	<i>If the person leaves when requested they are no longer considered a trespasser.</i>
<b>If the trespasser refuses to leave when requested</b>	<input type="checkbox"/> Explain that staff will have to call the police. Activate Lock Down procedure.
	<input type="checkbox"/> If the trespasser still refuses to leave ask colleague to call the police.
	<input type="checkbox"/> If it is safe, stay with the trespasser until the police arrive.
	<input type="checkbox"/> If the trespasser gives any indication of violence walk away (if possible keep the trespasser under observation from a safe distance until police arrive).
	<input type="checkbox"/> When the police arrive update them on the situation.
<b>Follow-up actions</b>	<input type="checkbox"/> Ensure the incident is documented and filed (including providing a report to police).
	<input type="checkbox"/> Consider: <ul style="list-style-type: none"> <li>• debriefing staff on the incident and assess if your Emergency Management process worked correctly or needs amendments.</li> <li>• debriefing students if the incident was a public one to prevent rumours and speculation.</li> </ul>

## Lock Down Procedure

Not all emergency situations will require the school to evacuate from the premises. Some situations, such as the threat of a violent person or a police operation in the vicinity, may require the school to go into lockdown. This means that the school locks all doors and windows and where possible, removes children, educators and other adults from view. These situations may take time to be resolved and locations should be selected to allow for easy access to kitchen, bathroom and nappy change facilities.

These areas will need to allow for children to engage in small or large group experiences during the lockdown period.

Incident type	Response actions (as appropriate)
<b>Violent or suspicious intruder is seen on the premises</b>	Call 999 <ul style="list-style-type: none"> <li>• Identify yourself and your school, including address</li> <li>• Details of situation</li> <li>• Details of any casualties</li> <li>• Description of weapons, number of shots etc</li> <li>• Description and location and identity of offender if known</li> <li>• Identify the 'target' of aggression if known</li> </ul>
	<input type="checkbox"/> If safe, move to predetermined safe position to await Police arrival
	<input type="checkbox"/> Alert staff/students 4 Bells, one after each other, to be rung by the Health & Safety Officer.
	<input type="checkbox"/> Move everyone out of hallways and into rooms.
	<input type="checkbox"/> Lock and/or barricade, or cover if possible, doors/windows. Maintenance Team to lock all entry doors.
	<input type="checkbox"/> Keep quiet and do not leave the classroom/offices unless it is safe to do so.
	<input type="checkbox"/> Should the event occur while students are outside in playing fields: instruct students to move to nearest secure room and secure that location by locking / barricading doors and covering windows.
	<input type="checkbox"/> Once police arrive, liaise with them to identify the person causing the issue.
<b>Following the incident</b>	<input type="checkbox"/> Arrange emergency crisis counselling contractors to provide support to staff & students.
	<input type="checkbox"/> Principal only authorised to liaise with the media
	<input type="checkbox"/> Consider whether to temporarily close, or continue operating.
	<input type="checkbox"/> Continue to monitor the well-being of students and staff

## Serious injury or death at school

All schools need to be prepared and know how to manage a traumatic incident involving death or serious injury. The sudden death (or serious injury) of a child, young person, staff member or family member has the potential to create significant dangers or risks to the physical and emotional wellbeing of children, young people and people within a community.

If an emergency results in the death of a child, educator or any other adult, it will be distressing for all involved. It is important that the needs of children and adults are the priority. Remove children from the area and restrict the amount of information given as far as possible. The staff present must call the relevant emergency services immediately.

If the situation involved a child from the school, the Principal or another member of the Senior Leadership Team must contact the family and state that there has been an emergency situation involving their child. Let them know that you have called for an ambulance and will meet them at the hospital. Do not pronounce a person deceased as only medical services and practitioners can pronounce a person as deceased.

	Response actions (as appropriate)
<b>Death / serious injury occurs at school</b>	<input type="checkbox"/> Ensure your own safety. Assess area for danger (e.g: live wires, poisonous substances etc.)
	<input type="checkbox"/> <b>Do not assume death has occurred – give immediate first aid and continue to give first aid until a medical professional is able to assume control of the situation</b>
	<input type="checkbox"/> Call emergency services
	<input type="checkbox"/> Notify Principal or SLT member; isolate and contain the area.
<b>Action after medical personnel have taken over</b>	<input type="checkbox"/> Principal to advise (as soon as possible): <ul style="list-style-type: none"> <li>• Senior management team and/or staff</li> <li>• Board and chair</li> </ul>
	<input type="checkbox"/> Consider accompanying police to advise parents.
	<input type="checkbox"/> Complete the Incident Form with all known details
	<input type="checkbox"/> Ensure the designated media person for the school is fully briefed

NB. If the death or serious injury occurs outside of the school campus, follow the Serious Injury or Death on an Excursion Procedure.

## Missing child/student

All instances of a child or student going missing from a school have to be treated urgently and steps taken to find the missing person or confirm their safe whereabouts. There can be many reasons and associated dangers for a missing child or student including:

- the proximity of dangerous hazards to the school
- the possibility of an abduction
- the possibility that the child or student has been picked up by a parent or caregiver
- the child or student has decided to leave school for the day
- the child or student has felt unwell and simply gone home.

Until the child or student has been found or confirmed in a safe location, action must be taken to locate them.

	Response actions (as appropriate)
<b>Information or notification that a child / student is missing</b>	Confirm: <ul style="list-style-type: none"> <li><input type="checkbox"/> that the person had been present at school at some time during the day, and if so;</li> <li><input type="checkbox"/> when they were last seen</li> </ul>
	<input type="checkbox"/> Notify Principal and all staff
	<input type="checkbox"/> Search the school
<b>If child or student is found</b>	<input type="checkbox"/> If child/student found injured or ill, call for medical assistance if required.
	<input type="checkbox"/> Notify principal and other searchers.
	<input type="checkbox"/> Establish what happened and complete an incident report
	<input type="checkbox"/> Arrange for the child / student's parents or caregivers to be advised
<b>If child or student is not found</b>	<input type="checkbox"/> Notify the parents / caregivers immediately and request consent to inform the police.

## Serious injury or death occurring on school excursion

All schools need to be prepared and know how to manage a traumatic incident involving a death or serious injury. The sudden death (or serious injury) of a child, young person, staff member or family member has the potential to create significant dangers or risks to the physical and emotional wellbeing of children, young people and people within a community.

The event also has the potential to cause sudden and/or significant disruption to the effective operation of a school and their community. If the aftermath is poorly or insensitively handled, it can impact on those affected and attract adverse media or public comment.

	Response actions (as appropriate)
<b>Death / serious injury occurs during a school excursion</b>	<input type="checkbox"/> Ensure your own safety. Assess area for danger (eg: live wires, poisonous substances etc)
	<input type="checkbox"/> <b>Do not assume death has occurred – give immediate first aid and continue to give first aid until a medical professional is able to assume control of the situation</b>
	<input type="checkbox"/> Call emergency services
	<input type="checkbox"/> Isolate other students to an area where they cannot witness rescue attempts. Assign another staff member to be in control of students
	<input type="checkbox"/> Notify Principal or Senior Leadership Team member; isolate and contain the area.
<b>Action after medical personnel have taken over</b>	<input type="checkbox"/> Principal to advise (as soon as possible): <ul style="list-style-type: none"> <li>• school management team and staff</li> <li>• Board and Chair</li> </ul>
	<input type="checkbox"/> Consider accompanying police to advise parents.
	<input type="checkbox"/> Complete the Serious Incident Form with all known details
	<input type="checkbox"/> Ensure the designated media person for the school is fully briefed
<b>Student &amp; Staff Welfare</b>	Bring all staff and students affected or who witnessed the incident together and hold a debrief with them.  Consider the establishment of a counselling group (contracted service) to work with staff and students through any possible grief & shock.

# Earthquake Emergency Response Procedures

Schools can be regarded as one of the ideal places for conducting earthquake awareness activities and an appropriate atmosphere and environment for the learning and transfer process.

With the initiation of International Strategy for Disaster Reduction (ISDR) in 2001, a strong shift has been placed from post-disaster activities to pre-disaster mitigation and preparedness policy especially in countries which are in the continuous exposure to risks. Also the level of preparedness activities is more focused in younger groups of the society.

	<b>Response actions (as appropriate)</b>
<b>Earthquake experienced at school</b>	When a strong shaking starts <ul style="list-style-type: none"> <li><input type="checkbox"/> Protect yourself.</li> <li><input type="checkbox"/> Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.</li> <li><input type="checkbox"/> Get under a sturdy table/desk and do the "DUCK, COVER and HOLD"</li> <li><input type="checkbox"/> Stay inside until shaking stops and it is safe to go outside.</li> </ul> As soon as the shaking stops <ul style="list-style-type: none"> <li><input type="checkbox"/> Instruct the students to evacuate the building in single file.</li> <li><input type="checkbox"/> Lead class to designated assembly area</li> <li><input type="checkbox"/> DO NOT RE-ENTER the building unless instructed by the principal.</li> <li><input type="checkbox"/> KEEP CALM</li> </ul>
	<input type="checkbox"/> Call emergency services
	<input type="checkbox"/> Isolate other students to an area where they cannot witness rescue attempts. Assign another staff member to be in control of students
	<input type="checkbox"/> Notify Principal or Senior Leadership Team member; isolate and contain the area.
<b>Action after medical personnel have taken over</b>	<input type="checkbox"/> Principal to advise (as soon as possible): <ul style="list-style-type: none"> <li>• school management team and staff</li> <li>• Board and Chair</li> </ul>
	<input type="checkbox"/> Consider accompanying police to advise parents.
	<input type="checkbox"/> Complete the Serious Incident Form with all known details
	<input type="checkbox"/> Ensure the designated media person for the school is fully briefed
<b>Student &amp; Staff Welfare</b>	Bring all staff and students affected or who witnessed the incident together and hold a debrief with them.  Consider the establishment of a counselling group (contracted service) to work with staff and students through any possible grief & shock.

**Some possible hazards that you should be aware of include:**

- Large and heavy pieces of furniture that could topple, such as book cases and cabinets;
- Hanging flower pots and ceiling fans;
- Glass window panes and walls that could break;
- Heavy picture frames and mirrors;
- Latches on cabinets that will not hold cabinet door closed;
- Glass or other breakable objects that are kept on high and open shelves;
- Obstructions such as plant boxes, chairs and benches, bulletin boards, trash cans that may block exit points and corridors;
- Elevated water tanks and electrical posts.