

# **Emergency and First Aid Policy**

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**St Giles Brighton 2022**

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## 1. Introduction

This policy document outlines St Giles Brighton's policy on fire (protection, prevention, and reaction), first aid and its response in times of emergency (e.g. terrorism, natural disasters).

If you have any concerns regarding any health and safety issues on the premises you have a legal obligation to report these concerns to Niall Chafey (Principal and Health & Safety Officer), to Richard King (Teaching Staff Health & Safety Representative), or to Tina Parkin (Administrative Staff Health & Safety Representative) immediately.

## 2. Fire

### 2.1. Fire Protection

#### 2.1.1. Fire Risk Assessment

Niall Chafey is responsible for ensuring that the fire risk assessment is undertaken and implemented. A fire risk assessment will be conducted on a regular basis, usually by an outside contractor. The last review was conducted in January 2019 and the next scheduled review is in January 2021 or following improvements to the school's main entrance, Reception area and Main Office, whichever is sooner.

On a scale ranging across Negligible, Slight, Moderate and Severe the level of risk to life from fire at St Giles Brighton was assessed as **Slight (but possible)** and the level of risk to property from fire was assessed as **Moderate (but possible)**.

#### 2.1.2. Checking of Escape Routes

The Principal and the Maintenance & Security Officer check all escape routes in the building for blockages on a daily basis.

#### 2.1.3. Fire Extinguishers

All staff should familiarize themselves with the locations of fire extinguishers. All of the fire extinguishers in the building are maintained by a company called Sovereign Alarms and are serviced on an annual basis. Please note that different fire extinguishers have different functions:

- **BLUE OR BEIGE:** POWDER for all types of fire
- **RED:** WATER for all types of fire **except** electrical fires
- **BLACK:** CO2 for electrical fires

To operate a fire extinguisher, first ensure that you have selected the correct type of extinguisher. You will then need to pull out the pin and point the hose at the centre of the fire. Hold the hose near the end so that it doesn't move around too much and sway the extinguisher from side to side always pointing at the centre of the fire. On a CO2 extinguisher you are advised not to hold the funnel at all because of the low temperature of the gas.

#### 2.1.4. Fire Alarm System

The fire alarm is tested on a weekly basis by Sovereign Alarms Ltd.

#### 2.1.5. Emergency Evacuation Drills

Drills are conducted twice a year. The target evacuation time is between 4 and 5 minutes for the building to be clear. Details and observations of the drills are recorded in the fire log book kept in the Principal's Office.

#### 2.1.6. Fire Detectors

The school is equipped with a fire detection system which involves a number of fire sensors strategically positioned around the centre. The sensors are connected to a central control box which is used by staff to quickly ascertain the exact location of any fire.

The batteries in the detectors should be changed at least once per year.

#### **2.1.7. Fire Signage**

Signs can be found in each of the classrooms advising students what to do in the event of a fire. The signs are made on red paper so that they stand out. We have also introduced fire evacuation notices for each classroom and office. These show graphically the nearest evacuation routes.

#### **2.1.8. Fire Training**

Niall Chafey and Antonio Tagliacozzi underwent training as Fire Marshalls in April 2011. Many other members of staff have undergone Fire Marshall training subsequently. All staff receive basic fire safety training as part of their induction with refreshers every two years.

#### **2.1.9. PAT Testing**

Portable Appliance Testing (PAT) is conducted on an annual basis by BPAT Ltd and usually takes place in April or May.

### **2.2. Fire Prevention**

Fires are caused when heat, oxygen and fuel react. Remove at least one of these ingredients and the fire goes out.

- **Arson** – this is the most common source of fires. Ensure that debris is not left outside the building and that the public does not have access to the school's bins.
- **Combustible** - makes sure that any combustible materials like paper are kept well away from any sources of heat
- **Extension leads** – do not overload extension leads and ensure that the lead is surge protected
- **Fire escapes** – teachers who use classrooms that lead onto fire escapes have an obligation to ensure that the route is kept free from blockage from any chairs, tables or other obstacles.
- **Fire Doors** - must always be kept closed and must not be wedged open
- **Corridors** – leading on fire routes must be kept free of clutter or obstructions and any ignitable materials should be removed
- **Fire suppression equipment** - never block access to fire extinguishers or use extinguishers for any purposes for which it was not designed (i.e. door stops)
- **Materials** – stack and pile materials in neat and orderly piles

### **2.3. Discovering a Fire**

If a member of staff or student discovers the outbreak of a fire they should:

- Raise the alarm immediately by operating the nearest fire alarm-call point and by shouting, 'FIRE'
- If a student discovers an outbreak he or she should alert the nearest member of staff or raise the alarm by operating the nearest fire alarm
- Call the fire brigade by dialling 999 or tell a member of staff
- Use a fire extinguisher if the fire is not too big and the fire does not appear to be spreading
- Close a door and windows on the fire and switch off power if possible and evacuate the building taking no personal belongings with you
- Do not use the lift

#### **2.3.1. Fire Call Points and the Alarm**

The fire alarm is one continuous alarm (a siren or bell, depending on which building you are in). Once the alarm is heard, the building should be evacuated with immediate effect. Fire call points are located near fire exits and close to fire extinguishers and can be activated by smashing the glass.

### 2.3.2. Routes of Escape

If the fire alarm sounds, all staff and students should leave the building via the **nearest exit**, closing windows and doors and turning off power if possible. Use your senses of smell and vision to ascertain whether an exit route is safe. There are up to three choices of routes that can be used to exit the building including the main staircase which has been designated as a 'protected route'.

The nearest designated exits are outlined below:

- **Café in Buildings 2 and 3:** Exit through the doors at the front of the building and go up the steps to street level and then go to the Assembly Point on the corner of Marlborough Place and Church Street.
- **Buildings 2 and 3:** Exit down the main stairwell and leave the building through the front doors on the ground floor. Then go to the Assembly Point on the corner of Marlborough Place and Church Street.
- **Building 1 (other than Rooms 101, 102 and 103):** Exit down the main stairwell and leave the building through the front door on the ground floor. Alternative fire exit routes are possible on each floor of 1 Marlborough Place by exiting through the fire doors leading to Blenheim House (119-120 Church Street) and leaving that building on the ground floor. Then go to the Assembly Point on the corner of Marlborough Place and Church Street.
- **Building 1, Rooms 101, 102 and 103:** Exit through Room 102 or through Room 103. Alternatively, exit through the corridor leading to the rooms and turn right through the fire door at the end of the corridor. Then go to the Assembly Point on the corner of Marlborough Place and Church Street.
- **Platinum Centre and Teacher Training Centre:** Exit down the main stairwell and leave the building on the ground floor. If closer, exit down the steps leading from the Platinum Lounge. Then go to the Assembly Point on the corner of Marlborough Place and Church Street.
- **The George Street Residence:** Exit down the main stairwell (1<sup>st</sup> and 2<sup>nd</sup> floor rooms) or out into the ground floor lobby (Ground floor rooms). Then go to the Assembly Point in front of Bom-Bane's restaurant on the opposite side of George Street.

### 2.3.3. Teachers

Teachers are instructed to adhere to the following procedures in the event of the alarm being raised.

- The teacher is responsible for her own class of students. She should ensure that all of the students remain in her presence during the evacuation and assembly.
- The teacher should react immediately to the sounding of the fire alarm.
- Instruct the students to leave the building immediately by the nearest fire exit **without stopping to collect personal possessions.**
- If a fire occurs in break time, take your class register and leave the building. It is important that students know that they are responsible for getting themselves out of the building if a teacher is not with them.
- **Instruct the students NOT to use the lift.**
- Wait until all students have left the classroom, then follow them, closing the door and windows behind you and turning off the power supply if possible.
- **The teacher should take the class register with her.**
- Ask students to move quickly but without running. Lead by example.
- Make sure students go to the assembly point **on the corner of Marlborough Place and Church Street.** Do not let students wait immediately outside the school building blocking the way.
- Follow all safety instructions issued by the Fire Marshalls. The Fire Marshalls will be wearing fluorescent vests.

- Assemble in the designated area and take a roll-call of all your students as soon as possible. Report any absentees to the Director of Studies or Assistant Director of Studies.
- Wait for instructions before returning to the building.

#### **2.3.4. Fire Marshals and Fire Officers**

The role of the Fire Marshals is to ensure that all staff and students have evacuated safely. Niall Chafey and Antonio Tagliacozzi are the Fire Marshalls for St Giles Brighton.

The Fire Marshals have received training on how to use fire extinguishers and may tackle the fire if it is a small fire. The Fire Marshals will be identified by wearing a fluorescent vest.

In the event of a fire other members of staff will have a role to play in ensuring that the buildings are evacuated safely. Richard King, Jonathan Grubb, Nikita Beahan and Tina Parkins all have roles to play in ensuring the evacuation of the school buildings and ensuring that staff and students do not re-enter the school buildings until it is safe to do so. During lesson times certain teachers teaching on the fourth floor of Buildings 1, 2 and 3 will be responsible for checking that classrooms and toilets in their building have been evacuated. These teachers will be known to all as their names will be shaded on the teaching timetable in currency that week.

#### **2.3.5. Assisted evacuation (PEEP)**

Any member of staff, student or visitor to the school with a significant physical impairment will need to have a Personal Emergency Evacuation Plan (PEEP) for their evacuation. It will be the responsibility of the registration team and the academic management to liaise with Niall Chafey about the PEEP.

Significant physical impairment may include physical disability such as a wheelchair user but it could also include a student with a recent foot injury who is on crutches or someone that is heavily pregnant.

#### **2.3.6. Visitors**

If a staff member is in the company of a visitor at the time of the alarm it is the responsibility of that staff member to ensure the safe and speedy evacuation of that individual from the building. All visitors to the school buildings are required to sign in at Reception so that the Student Services Administrator can check that they have evacuated the building safely if the fire alarm sounds.

#### **2.3.7. The Café**

Kitchen staff must ensure that all equipment is shut down in an emergency as far as is reasonably practicable in the circumstances.

#### **2.3.8. The Lift**

In the event of fire the lift in Blenheim House should not be used under any circumstances and it has been programmed to automatically cease operation.

#### **2.3.9. The All Clear**

The official all clear can only be given by a senior manager from the school, normally the Principal. In the Principal's absence this will be either Richard King or Antonio Tagliacozzi. Nobody should attempt to return to the building until the all clear has been issued.

Once the all clear is given, all students and staff should make their way back into the building.

### **3. First Aid**

### 3.1. First Aiders

The *First Aid at Work* (approved by HSE) qualified first aiders in the school are as follows:

#### Richard King

First Aiders are responsible for answering calls for assistance, providing support within their competency and for summoning further support if necessary.

The names of the designated First Aiders are listed on signage positioned around the building.

#### 3.1.1. The Role of the First Aider

- Attend **all** calls for first aid assistance
- Ensure their own safety at all times
- Provide assistance at all times in compliance with their 'First Aid at Work' training
- First Aid Officers must be aware of the limits of their competency and when to call for an ambulance/assistance
- Take charge of the casualty until a satisfactory level of recovery has been achieved or until the emergency services have arrived
- Ensure that the condition of the casualty does not deteriorate as far as reasonably practicable by implementing their first aid training
- Refer the patient onto hospital or to their own GP as appropriate if they are in the opinion that further treatment/attention is required
- Ensure an accident report is completed by the patient or on their behalf as appropriate
- Keep designated first aid boxes fully stocked and ensure that all items are within their expiry date
- Report any problems to Niall Chafey

### 3.2. First Aid Boxes

The first aid boxes are kept in the wall-mounted box in the corridor near the Main Office, in the Staff Room and in the Platinum Course Director's Office. There are also first aid boxes at the George Street Residence. Items in the boxes should be replenished immediately after use and items with expiry dates that have expired should be replaced. Staff should inform Niall Chafey of any stock requirements.

Boxes should be checked on a monthly basis by the designated first aiders and a regular full audit will be conducted by Richard King.

Please find guidance of what could be included in the box below:

- Leaflet giving general guidance on first aid also available from HSE Bookshops
- Twenty individually wrapped sterile adhesive dressings (assorted sizes) appropriate to the work environment e.g. highly visible (coloured) for use by food handlers
- Two sterile eye pads
- Four individually wrapped triangular bandages (preferably sterile)
- Six safety pins
- Six medium sized individually wrapped sterile un-medicated wound dressings (approx 12cm x 12cm)
- Two large sterile individually wrapped un-medicated wound dressings (approx 18cm x 18cm)
- Two pairs of disposable gloves
- Ten non-alcohol based cleaning wipes
- Several small yellow clinical waste bags

Tablets and medicines must not be stored in the box.

### **3.3. Reporting: the Accident Book**

All accidents and cases of work-related ill health are to be recorded in the accident book. The accident book is kept in the Principal's Office. The Principal should be informed immediately of any significant accidents or illnesses.

### **3.4. Basic Advice on First Aid at Work**

For basic advice on first aid at work click below:

<http://www.hse.gov.uk/pubns/indg347.pdf>

### **3.5. Reporting of accidents, diseases, and dangerous occurrences**

Niall Chafey is responsible for reporting such incidents to the local authorities.

### **3.6. Fatal Injuries**

If any person dies as a result of an accident arising out of or in connection with work the reporting person should inform the Principal and call '999'. The accident scene must not be disturbed and should be cordoned off.

### **3.7. Casualty Transport by Taxi**

If further medical treatment is needed, private transportation is not available and the medical circumstances are deemed to be insufficiently serious to warrant deployment of an ambulance, then a taxi should be called. A friend or colleague should accompany the casualty and return travel should also be arranged. If the casualty is under 18, a member of staff must accompany them.

### **3.8. Leisure Activities**

All school-organized leisure activities will first be subject to a risk assessment to identify potential risks and responses in an emergency.

Efforts should be made to obtain prior notification of any medical conditions that could cause difficulties, such as: (asthma, diabetes, allergy to penicillin, etc.)

## **4. Policy on Spillages of blood, vomit and excreta**

### **4.1. Cleaning up spillages of blood, vomit and excreta**

The infection control procedure is as follows:

- 1) Contact Niall Chafey or Antonio Tagliacozzi immediately
- 2) Keep people away from the contaminated area
- 3) Cover all breaks in the skin with waterproof plasters
- 4) Wear disposable blue nitrile gloves and a disposable apron
- 5) Where splashing is possible, protect eyes and mouth with a visor
- 6) Avoid hand-mouth contact and hand-eye contact
- 7) For blood spills:
  - i. Use diluted bleach (1 part bleach to 10 parts water) in a bucket of warm water
  - ii. Carefully pour the dilute mixture gently over the spill
  - iii. Cover with disposable towels
  - iv. After 2 minutes mop up using more disposable towels
- 8) For vomit and excreta spills remove gross contamination using plenty of paper towels
- 9) Clean affected area with detergent

- 10) Dispose of all waste into a clinical yellow bag and seal the bag
- 11) Dispose of any used gloves, aprons, mop heads and cloths into the clinical yellow bag
- 12) Wash hands thoroughly with antibacterial soap and water

#### **4.2. Urine spillages**

The infection control procedure is as follows:

- 1) Contact Niall Chafey or Antonio Tagliacozzi immediately
- 2) Keep people away from the contaminated area
- 3) Cover all breaks in the skin with waterproof plasters
- 4) Wear gloves and disposable aprons
- 5) Where splashing is possible, protect eyes and mouth with a visor
- 6) Avoid hand-mouth contact
- 7) **Do not use bleach** as this may result in a dangerous chemical reaction
- 8) Use paper towels to mop up the urine
- 9) Clean the area with detergent
- 10) Dispose of all waste into clinical yellow bags
- 11) Dispose of any used gloves, aprons, mop heads and cloths into the clinical yellow bag which should then be sealed
- 12) Wash hands thoroughly with antibacterial soap and water

#### **4.3. Safe disposal of contaminated sharps, used needles, etc**

The infection control procedure is as follows:

- 1) Contact Niall Chafey or Antonio Tagliacozzi immediately
- 2) Keep people away from the area
- 3) Wear disposable gloves
- 4) Handle sharps/needles with care. If possible pick up from the non-contaminated/non-sharp end. Make use of tweezers if available
- 5) Dispose of sharps into a sharps box
- 6) Any other items that may be contaminated by blood or body fluids should be disposed of into a yellow clinical waste bag and sealed
- 7) Wash hands thoroughly with antibacterial soap and water

### **5. Other Emergencies**

In the event of a major emergency such as a terrorist attack, a significant power failure, heavy snowstorm or some form of natural disaster the school should make certain preparations.

In such occurrences there is bound to be a lot of anxiety not only among students and staff but from parents and agents. However, in the immediate aftermath of an emergency staff should focus on the immediate needs of students and other staff members. To help manage concerned relatives and agents the school could prepare bulletin updates for the website and record messages on the school telephone to help to explain the courses of action being taken.

### **EMERGENCY MANAGEMENT (excerpt from separate Emergency Management Policy and Procedures)**

#### **Emergency Control Centre**

Emergencies are by their very nature unpredictable so we cannot state with certainty where we would set up a control centre in an emergency situation. The choices in descending order of suitability are:

1. The Main Office and Old Accommodation Office (8 x telephones)
2. The Accommodation and Welfare Office (4 x telephones)
3. The Juniors Office (x 3 telephones)

4. The Principal's Office/Director of Studies' Office and Classrooms 1 & 2 (x 2 telephones)

Whichever control centre we use, it will need:

- landlines, staff members' personal mobiles, email (Internet / wifi)
- a hard copy of the student and staff contact details lists
- the Emergency Plan (online and hard copy) and the log template it contains
- a lockable door and blinds

If the emergency happens outside of normal school hours, Monday to Friday,

- the Principal would co-ordinate the response from home
- if possible, the Principal would convene as many staff as possible at the school

If the emergency happens at the weekend or on a Bank Holiday,

- the Principal would co-ordinate the response from home
- if possible, the Principal would convene as many staff as possible at the school
- we will have the lists of students on weekend excursions

## **Responsibilities of School Emergency Management Team staff**

### **Principal (Niall Chafey)**

- To coordinate the emergency response and liaise closely with other SEMT members
- To inform and update St Giles Head Office as the situation develops

### **Director of Studies (Richard King)**

- To deputise for the Principal in his absence and assume responsibility for coordinating the emergency response if necessary
- To contact all academic staff and instruct them accordingly, considering such issues as when to return to work, whether the school buildings are safe to use and accessible

### **Platinum Course Director (Jon Grubb)**

- To assist or deputise for the Director of Studies and/or the Principal as required

### **Student Services Administrator (Tina Parkins / Nikita Beahan)**

- To contact and account for all current students, prioritising U-18s, and update them on the nature of the emergency and how it affects the school including whether we are running classes and whether the building is safe to use and accessible. This may entail visiting classrooms or phoning / texting depending on the time and situation.
- To establish a list of any students who are unaccounted for and to keep trying their local contact details until contact is made
- To contact agents, and wherever possible the students' families and/or prospective students who may be affected by the emergency and keep them informed about our response and the well-being of their students
- To contact agents or emergency contacts of students who remain unaccounted for

### **Senior Accommodation and Welfare Officer (Lesley Stautz / Laura Morbini)**

- To contact and update host families and residences about the emergency and the way we are dealing with it
- To liaise with the Student Services Administrators to establish the well-being of existing students
- To advise on whether and when it is safe to return to the school for classes

**Security & Maintenance Officer (Antonio Tagliacozzi)**

- To secure the school buildings in the event of a shelter or lockdown scenario

**St Giles Head Office in London** (multiple staff members)

- To update group website with a special notice on the homepage providing information or contact details in event of emergency and to use social media to inform stakeholders
- To provide email and telephone responses with an update on the latest information we have
- To liaise with local centre management to ensure we have the latest information

**Information for staff**

All efforts will be made to keep staff updated on the status of the emergency and staff should check emails regularly for the latest information on closure of the school and when it is expected to reopen. Where there is a breakdown in communication staff should follow official advice on TV and radio as to whether or not it is safe to travel. At all times, staff should exercise discretion and not travel if they feel it is unsafe to do so.

In the event of an emergency, the Principal and other key staff members are able to access the CLASS database remotely to access student information. However, the effective implementation of this procedure requires up-to-date information on students and staff. Therefore it is vital that details of current students are entered as soon as possible following intake of new students and that regular checks are made to ensure that these details remain up-to-date.

It is conceivable that in the event of an emergency, we will not be able to access the CLASS database. To mitigate against this possibility we keep a hard copy of all current students' and staff members' local contact details and the contact details of their nominated next of kin. This hard copy is updated each week, sent to all members of the SEMT and kept in the emergency grab bag stored in the old accommodation office at the rear of the main office in 1 Marlborough Place.

**Emergency Point of Contact for Agents, Students, and Other Concerned Parties School (24 hours)****Emergency Email****Emergency Telephone**

St Giles London Central	<a href="mailto:londoncentral@stgiles.co.uk">londoncentral@stgiles.co.uk</a>	+44 (0) 7804 919788
St Giles London Highgate	<a href="mailto:londonhighgate@stgiles.co.uk">londonhighgate@stgiles.co.uk</a>	+44 (0) 7796 552488
St Giles Cambridge	<a href="mailto:cambridge@stgiles.co.uk">cambridge@stgiles.co.uk</a>	+44 (0) 7943 631947
St Giles Brighton	<a href="mailto:brighton@stgiles.co.uk">brighton@stgiles.co.uk</a>	+44 (0) 7816 414660
St Giles Eastbourne	<a href="mailto:eastbourne@stgiles.co.uk">eastbourne@stgiles.co.uk</a>	+44 (0) 7833 788118
St Giles Vancouver	<a href="mailto:english@stgiles-canada.com">english@stgiles-canada.com</a>	+1 604 831 4006
St Giles Juniors (UK)	<a href="mailto:juniors@stgiles.co.uk">juniors@stgiles.co.uk</a>	+44 (0) 7896 113327

This policy is reviewed by the Principal on a regular basis. Hard copies are kept in the Staff Room and in the Main Office.

Signed:

Niall Chafey, Principal

Date of this review: 29<sup>th</sup> June 2022