

ST  
GILES  
LONDON  
CENTRAL

# WHAT TO DO IN AN EMERGENCY

## Contents

<b>1. Introduction .....</b>	<b>4</b>
<b>2. Fire.....</b>	<b>4</b>
2.1. Fire Protection .....	4
2.1.1. Fire Management Strategy .....	4
2.1.2. Fire Risk Assessment .....	4
2.1.3. Checking of Escape Routes .....	4
2.1.4. Fire Extinguishers .....	4
2.1.5. Fire Alarm and Detection System.....	5
2.1.6. Emergency Evacuation Drills .....	5
2.1.7. Fire Signage .....	5
2.1.8. Fire Training .....	5
2.1.9. PAT Testing .....	5
2.1.10. Electrical Wiring Tests .....	5
2.1.11. Emergency Lighting .....	5
2.1.10. Designated Smoking Areas .....	5
2.2. Fire Prevention.....	5
2.3. Discovering a Fire.....	6
2.3.1. Fire Call Points and the Alarm .....	6
2.3.2. Routes of Escape .....	6
2.3.3. On Hearing an Alarm .....	8
2.3.4. Evacuation Stations .....	8
2.3.5. Fire Marshals .....	10
2.3.6. The Role of the Maintenance Team .....	11
2.3.7. Alarm Monitoring Service.....	11
2.3.8. Assisted Evacuation (PEEP).....	11
2.3.9. Visitors.....	11
2.3.10. The Café.....	11
2.3.11. Megaphones.....	11
2.3.12. The Lift.....	12
2.3.13. The All Clear .....	12
2.3.14. Residential Accommodation at Night .....	12
<b>3. First Aid .....</b>	<b>12</b>
3.1. Introducing First Aid .....	12
3.2. First Aiders .....	12
3.3. The Role of the First Aider .....	13
3.4. First Aid Boxes .....	13
3.5. Reporting: the Accident Book.....	13
3.6. Basic Advice on First Aid at Work .....	14
3.7. Reporting of Accidents, Diseases, and Dangerous Occurrences.....	14
3.8. Fatal Injuries .....	14
3.9. Casualty Transport by Taxi .....	14

3.10. Leisure Activities .....	14
<b>4. Policy on Spillages of Blood, Vomit and Excreta .....</b>	<b>14</b>
4.1. Cleaning up Spillages of Blood, Vomit and Excreta.....	14
4.2. Urine Spillages.....	15
4.3. Safe Disposal of Contaminated Sharps, used Needles, etc .....	15
<b>5. Emergency Action Plan.....</b>	<b>15</b>
5.1. Responsibilities of Key staff .....	15
5.1.1. Principal .....	15
5.1.2. Director of Studies.....	15
5.1.3. Assistant Director of Studies .....	16
5.1.4. Student Services .....	16
5.1.5. Registrar .....	16
5.1.6. Accommodation – Homestay & Residences .....	16
5.1.7. Head office .....	16
5.2. Information for Staff.....	16
5.3. Contacting Existing Students, Their Agents, and Their Emergency Contacts ....	16

## 1. Introduction

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

It is a mandatory requirement of working at St Giles London Central that all staff members need to be fully conversant with these policies and any failure to observe such policies may result in disciplinary action. This text is the only official source of information regarding health and safety in the school and any additional posters or bulletins created for staff members are secondary to this document.

If you have any concerns regarding any health and safety issues on the premises you have a legal obligation to report these concerns to: Robert Williams (Facilities Manager and Health and Safety representative) or Mark Rendell (Principal) immediately.

## 2. Fire

### 2.1. Fire Protection

#### 2.1.1. Fire Management Strategy

St Giles' fire management strategy is based mainly around the following key pillars:

1. Effective routine fire maintenance procedures and regular regime of recorded onsite checks and inspections
2. High level of preparedness among staff and students
3. Early detection of fire through comprehensive coverage of fire detection devices
4. Safe and rapid evacuation from the School

#### 2.1.2. Fire Risk Assessment

Robert Williams is responsible for ensuring that the fire risk assessment is undertaken and implemented. A fire risk assessment conducted by a qualified external company is commissioned on an annual basis. The last review was concluded in March 2018 and the next suggested review is due in March 2019.

The current fire risk rating for the building is MODERATE.

#### 2.1.3. Checking of Escape Routes

The maintenance team checks all escape routes in the building for blockages on a daily basis. It is also very important that members of staff are vigilant and ensure that fire escapes located in classrooms are kept free of obstruction at all times.

#### 2.1.4. 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 Griffin Fire 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.

### **2.1.5. Fire Alarm and Detection System**

The fire alarm system is tested on a weekly basis by the maintenance team and is checked annually against BS5839 standards for Automatic Fire Detection Systems by a qualified external contractor. The school is equipped with the highest grade (level 1) of fire detection which includes fire sensors being located in every room in the building. A combination of heat and smoke sensors are connected to a central control panel. The fire panel is located next to the front entrance and a manual for operating the system can be obtained from the security desk.

### **2.1.6. Emergency Evacuation Drills**

Full-scale evacuation drills are conducted twice a year. Details and observations of the drills are recorded.

### **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.

### **2.1.8. Fire Training**

All members of staff receive basic fire safety awareness training as part of their inductions and on an ongoing basis. The training usually takes around 40 minutes.

### **2.1.9. PAT Testing**

Portable Appliance Testing (PAT) is conducted on an annual basis. A member of the maintenance team has been trained to conduct such tests and the school has the appropriate equipment. The last round of PAT testing was completed in August 2017.

### **2.1.10. Electrical Wiring Tests**

Electrical wiring tests are conducted every five years and the last round of tests was conducted by East Finchley Electricals in March 2018. The next inspection is due in March 2023.

### **2.1.11. Emergency Lighting**

The emergency lighting system is checked on a regular basis by the maintenance team and an annual check that conforms to BS5266 is conducted by a qualified external contractor.

### **2.1.10. Designated Smoking Areas**

It is illegal to smoke inside the School and there is a £100 penalty if caught smoking. There are two designated smoking areas for students, 1) the roof garden and 2) outside the building at the front but away from the front entrance and by the railings. Students should not block pedestrian traffic on the payment. Staff members may also use the area by the rear exit to the building.

## **2.2. Fire Prevention**

Fires are caused when heat, oxygen and fuel reacts. 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 especially in the area in front of the self-access centre 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. There are a small number of doors in the building which may be kept open and which have appropriate labels. These close automatically when a fire alarm is activated.
- **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:

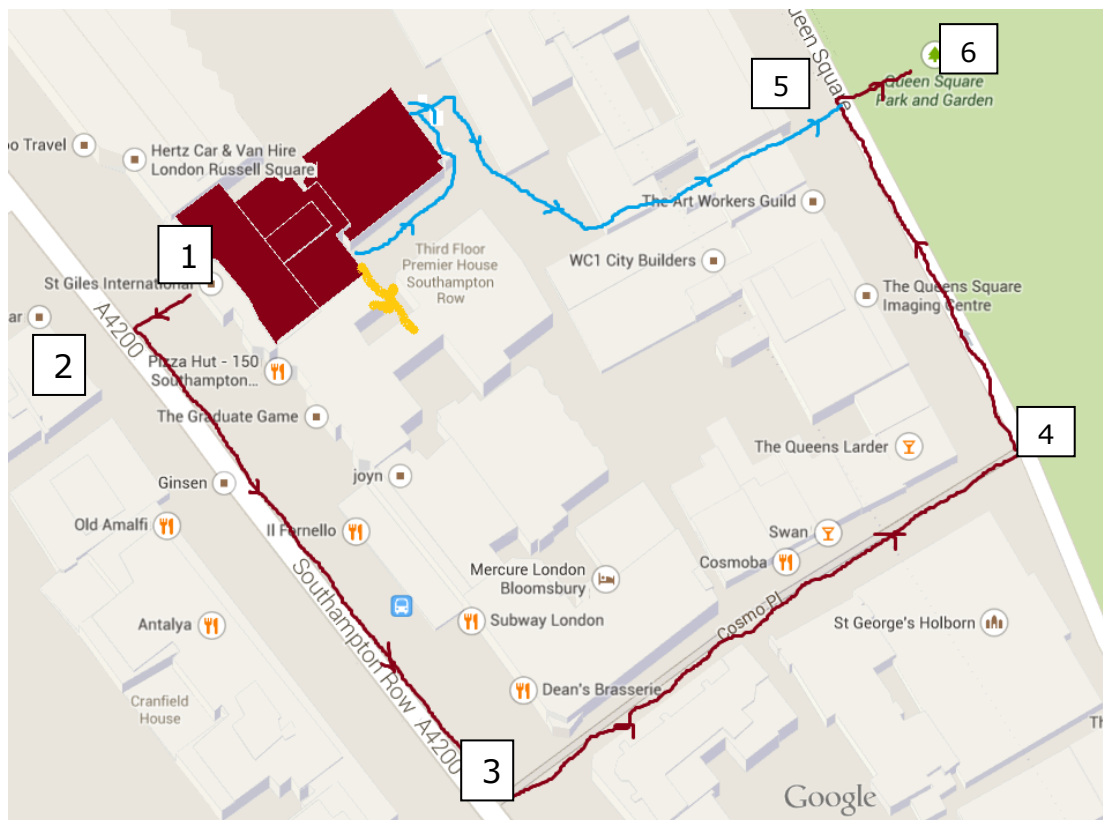
- Raise the alarm immediately by operating the nearest fire alarm-call point and by shouting, 'FIRE'
- If a student discovers an outbreak he or she should alert the nearest member of staff or raise the alarm by operating the nearest fire alarm.
- Call the fire brigade by dialling 999 or tell a member of staff
- Use a fire extinguisher if the fire is not too big and the fire does not appear to be spreading
- Close doors 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. Once 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'. In most cases the main staircase will be the fastest route of escape.



The designated fire routes and evacuation stations (for designated staff) are identified above:

The red route is as follows: go through the main doors, turn left down Southampton Row then turn left along Cosmo Place following the passage to Queens Square. Turn left along Queens Square and enter the park through the gate opposite the hospital.

The blue route exploits the rear fire escape and leads out of the back of the building through the hospital onto Queens Square. For floors 1-4 there are two access points to the fire escape at the side and the back of the building. Exit from the fifth and sixth floors is across the roof garden and down the back of the building.

The yellow route indicates a shared fire route that we have with our neighbor at Premier House. This route is not used in drills and acts as an alternative back up route of escape if other options become unavailable particularly for the upper floors. The side fire escape is connected to Premier House on the second, fourth and sixth floors. Premier House can subsequently be accessed by smashing a break-glass; this will activate an alarm. Premier House has a 24/7 security presence.

The designated fire evacuation routes from the building are outlined below:

- **Lower ground floor:** If located near the main stairs, exit using the stairs or exit through the fire escape at the back of building.
- **Ground floor:** Exit through the fire escape either at the back of the building or through the front doors (whichever is closer)
- **First and second floors:** The fastest route of escape is usually the main stairwell if safe to use or exit either at the back of the building or through the side fire escape (whichever is closer).
- **Third and fourth floors:** The fastest route of escape is usually the main stairwell if safe to use or exit either at the back of the building or through the side fire escape (whichever is closer).

- **Fifth and sixth floors:** Exit through the nearest fire exit and cross the roof garden to the back fire escape or use the main stairwell

Please note that in order to exit through a fire escape the break bolt on the door must be smashed. You will find a metal hammer next to each of the break bolts that should be used for this purpose. Once the bolt has been smashed the bolt will recoil allowing you to push open the exit.

### **2.3.3. On Hearing an Alarm**

Staff members are instructed to adhere to the following procedures when in the event of the alarm being raised.

- Staff should react immediately to the sounding of the fire alarm.
- Once the alarm has been activated the evacuation procedure must be fully implemented. The evacuation will not be stopped in the middle. The primary consideration is to evacuate as safely and as quickly as possible.
- Teachers are responsible for their own class of students and should ensure as far as possible that all of the students remain in their presence during the evacuation and assembly unless they have fire marshal responsibilities. If a student panics or behaves irrationally the teacher should not delay the evacuation of the rest of the class on their part.
- Teachers should take their registers with them if possible.
- Instruct the students to leave the building immediately by the nearest fire exit without stopping to collect personal possessions. Please note that unless immediately next to a fire exit that the fastest means of escape is usually by the main stairs.
- If a fire occurs during 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 and follow them, closing the door and windows behind you and turning off the power supply if there is time.
- Ask students to move quickly but without running. Lead by example
- Follow all safety instructions issued by designated staff and fire marshals along the route. Fire marshals and designated staff will be wearing fluorescent bibs
- Make sure students go to the assembly point in Queen Square. Do not let students wait immediately outside the school building blocking the way and do not let students walk away from the designated route.
- When at Queen's Square, stay with the class and try to spread out and avoid over-crowding by utilising any free space available.
- Take a roll-call of all your students as soon as possible and report the results of your roll call and any absentees to the Director of Studies. A list of unaccounted for students and staff will be provided to the fire brigade.
- Await official instruction from the Principal or the most senior member of staff available before returning to the building.
- Return to the building using the side gate at Queen's Square and cross the road safely.

### **2.3.4. Evacuation Stations**

Administration staff will adopt the following roles to help to direct students and staff along the evacuation route (please see map). The assembly point is in Queen's Square which is to the back of the building. When an alarm is activated all personnel with a designated role should don a fluorescent vest and immediately head to their station. They should remain at that station until advised to head to the assembly point by the Principal or for a maximum period of 10 minutes, whichever is earlier. They should then assemble at Queen's Square.



- i. Lobby Area (Station 1):**  
Mark Rendell (or Chris Sousa-Phipps or Security Guard if Mark is unavailable)  
*Instructions – ensure that the main doors are wedged open to ensure prompt evacuation. Close both sets of front doors following the successful evacuation of the last person. Make sure all students and staff members leave the building promptly and that no-one is readmitted to the building until the all clear is given by the Principal.*
- ii. Pavement outside main entrance on Southampton Row (Station 2)**  
Security Guard, Andy Gaskins, Fran Martinez and Chris Sousa-Phipps  
*Instructions – direct all students and staff in a southerly direction along Southampton Row (to the left) towards the fire assembly area. Do not allow students or staff to loiter or disperse and do not allow any students or members of staff to re-enter the building under any circumstances until the all clear is given. The security guard should remain at this location (if safe to do so) in order to refuse admittance to anyone except senior management or members of the maintenance team.*
- iii. Corner of Southampton Row and Passageway leading to Cosmo Place and Queens Square (Station 3)**  
Kirsty Trump and Charlie Pote  
*Instructions – Direct all students and staff to turn off Southampton Row and walk along the passage way which is called Cosmo Place. Staff should be watchful for any students trying to wander off from the designated route.*
- iv. Corner of Cosmo Place/Queen Square (Station 4)**  
Rumana Begum and Nathalie Lewis-Donaldson  
*Instructions: Direct students and staff in a northerly direction along the pavement (on the left) to the crossing into Queens Square. Advise students and staff to keep on the pavement before reaching the crossing.*
- v. Road Crossing into Queen Square (Station 5)**  
Elizabeth Swindells and Dorian Grey (after fire marshal duties)  
*Instructions: Ensure that all staff and students use the crossing safely and beware of oncoming traffic*
- vi. Go direct to Queen Square to take roll call (Station 6)**  
Josh Round (deputy is Andy Gaskins) for General English, Sarah Ford (deputy is the duty platinum senior teacher) for Platinum, Charlie Pote for Student Services, Charlotte Weatherlit for Head Office and Rumana Begum (or Elizabeth Swindells) for Meeting Rooms.  
  
*Instructions: teachers to check registers and report to general English and Platinum department heads. All department heads check presence of staff and any visitors in their department and report to Josh Round. A list of any unaccounted staff, students or visitors, is collected and passed to the fire brigade and all staff await the all clear.*  
  
*NB. Staff members should adopt all clear positions before the all-clear is formally announced. Students and staff are advised to return to the building through the side gates of Queens Square (NB. not the south end).*
- vii. (After all clear) Side gates exit from Queen Square at road crossing**  
Charlotte Weatherlit, Rumana Begum, Elizabeth Swindells and Fran Martinez  
*Instructions: This should be the only means of exit from Queens Square. Control the flow of staff and students through the side gate of Queens Square in an orderly fashion. Stop access through the gate when there is oncoming traffic and allow traffic to pass. Ensure students and staff use the crossing safely.*

**viii. (After all clear given) On the other side of the crossing and near the arch to the hospital (i.e. the route back into the school through the hospital.**

Kirsty Trump and Charlie Pote

*Instructions: Stand under the arch at the top of the hospital driveway and only permit senior management and members of the maintenance team to re-enter the building through this route. Do not permit anyone else to return that way. Direct all of the students and members of staff towards Cosmo Place.*

**ix. (After all clear) Southern end of Queens Square (park)**

Dorian Grey and Andy Gaskins

*Instructions: Encourage staff and students to exit Queens Square by the side gate only and not by the southern end of Queens Square.*

**x. (After all clear) Corner of Queens Square/Cosmo Place**

Nathalie Lewis-Donaldson and Elizabeth Swindells

*Instructions: Direct all students and staff back along Cosmo Place and instruct to turn right at the end of the passage when they reach Southampton Row.*

It will not always be possible to be in the correct place in the event of a fire alert so please be prepared to improvise. If you have not got a duty and notice any of the above places have not been filled, please stand there yourself. Once you are sure that everyone has been evacuated proceed to Queen Square and make sure that the path through the park is not blocked by students.

### **2.3.5. Fire Marshals**

A minimum of two fire marshals are required for each significant area of the school. A significant area is usually defined as a floor. A certain number of personnel have been designated as fire marshals and this number is augmented by teachers who find themselves in class rooms designated as fire marshal rooms.

As a guide, it should take no longer than 1 minute for a Fire Marshal to be able to account for a significant area and to be able to reach the Fire Exit safely.

The role of the fire marshal is to sweep the designated floor to ensure that all staff and students have evacuated safely. If you touch a door with the back of your hand and find the door to be hot do not open the door. Further guidance is available on request.

If a fire marshal has also received training on how to use fire extinguishers that person may tackle the fire if it is a small fire. The fire marshal should work as a pair and not become separated if possible. The marshal will be identified by wearing a yellow fluorescent vest. Teachers should ensure that a fellow teacher can take their attendance list and responsibility for the evacuation of their students. If no other teacher or member of staff is available they should remain with their students.

The following personnel have been allocated fire marshal responsibilities:

**Lower ground floor** – Sebastian Crankshaw (PM only) and teachers in LG02 and LG03

**Ground floor** – Charlie Pote, Dorian Grey and teacher in G05

**First floor** – Teachers in 102 and 103 and Vikki Rowlands

**Second floor** – Charlotte Weatherlit and teachers in 203 and 204

**Third floor** – Teachers in 305 and 310

**Fourth floor** – Sarah Ford and any permanent teachers (NB. to stand down if SF present)

**Fifth and sixth floor** – Ross Anderson and Rob Hicking, (please bang on each door).

### **2.3.6. The Role of the Maintenance Team**

The maintenance team should fulfil any of the roles that they have been allocated in respect of fire marshal duties and should proceed to the lobby area to check the location of the fire on the fire control panel. The priority is to evacuate the school safely. When most people have been evacuated and the evacuation routes are clearer the team should then investigate the source of the alarm; preferably in pairs.

### **2.3.7. Alarm Monitoring Service**

The fire alarm system is monitored by an organisation called QVIS monitoring. QVIS has a list of St Giles staff members and calls the first person on the list in order to verify the authenticity of the fire alarm and to check whether the fire brigade is required. The number for QVIS Monitoring is 0845 450 9992. If no contact is established a fire engine will be dispatched to site. Offsite security personnel may also be summoned to attend the building. This service provides essential cover for the building outside of office hours.

### **2.3.8. Assisted Evacuation (PEEP)**

Any member of staff or student 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 Rob Williams 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.

Anyone with mobility issues should be taken to the muster station which is located on each floor in the foyer area at the foot of the stairs. These areas are protected by fire doors. The individual concerned will then be evacuated according to their PEEP.

### **2.3.9. Visitors**

All visitors must sign the visitor book on arrival and departure from the school. The security guard administers this process and the receptionist undertakes the role in his absence. The Guard will bring the visitor book with him to the assembly point in the event of an evacuation.

Most visitors will enter the building under the supervision of a member of staff. In the event of an alarm it is the responsibility of that staff member to ensure the safe and speedy evacuation of that individual from the building.

Visitors who are permitted to enter the premises unsupervised will receive a copy of the fire instructions on arrival and will be identifiable by the red lanyard that they will be obliged to wear at all times. Members of staff should look out for individuals wearing red lanyards and ensure that they follow the evacuation protocol.

### **2.3.10. The Café**

Kitchen staff must ensure that all equipment is shut down in the event of an emergency as far as is reasonably practicable under the circumstances. The kitchen is fitted with a kill switch which will immediately cut all of the electricity to the cooking appliances. They should also ensure that their staff members follow the evacuation protocol and that they ensure any students using the café at the time are also evacuated.

### **2.3.11. Megaphones**

There are two megaphones in the building and these are used by Robert Williams (basement) and Josh Round (first floor). The megaphones will be used to encourage all staff and students to leave the building as a matter of urgency and to exit in an orderly and efficient fashion. The speakers will also be used for the roll call.

### 2.3.12. The Lift

In the event of fire the lift should not be used under any circumstances. The lift has been connected to the fire alarm system and will put itself out of action and descend to the ground floor in the event of an alarm.

### 2.3.13. The All Clear

The official all clear can only be given by the most senior manager present in the school, normally the Principal. In the Principal's absence this will be either Josh Round or Chris Sousa-Phipps. Nobody will be permitted to re-enter the building until the all clear signal has been issued. Once the all-clear is given, all students and staff should make their way back into the building via the front entrance, not through the back of the building.

### 2.3.14. Residential Accommodation at Night

Up to 22 students use the St Giles residential accommodation which is located on the fifth and sixth floors of the building. The most significant risk factor in terms of fire is smoking despite the fact that it is illegal to smoke in the building. Any student caught smoking is liable to a fine and may face eviction from the accommodation.

Students should use the main stairwell unless this route is evidently unsafe in which case they should use the fire escape which is accessed by crossing the roof garden. There is also a fire route on the sixth floor which leads into Premier House, next door. Residential students should assemble at Queen's Square.

## 3. First Aid

### 3.1. Introducing First Aid

The language school environment is judged to be a low risk environment. Published first aid guidelines recommend that there is one *Emergency First Aid at Work* trained member of staff per 100 employees/students and ideally one person located on each floor or significant area of the building where possible.

### 3.2. First Aiders

The Emergency First Aid at Work (approved by HSE) qualified first aiders at this school are as follows:

	Personnel	Type of Qualification	Organisation	Expiry of Qualification
Lower Ground Floor	CLAIRE AVERIS (Senior Teacher)	Emergency First Aid at Work	Tutor Care	15/01/2019
	STEVE HOWE (Teacher)	Emergency First Aid at Work	Tutor Care	06/10/2020
	ALEX ECHEVERRY (Maintenance)	Emergency First Aid at Work	Tutor Care	06/10/2020
	ROB WILLIAMS (Facilities Manager)	Emergency First Aid at Work	Tutor Care	06/10/2020
	MIKE SCOTT (Senior Teacher)	Emergency First Aid at Work	Tutor Care	16/01/2019
Ground Floor	ELIZABETH SWINDELLS (Registrar)	Emergency First Aid at Work	Tutor Care	06/10/2020
	MARK RENDELL (Principal)	Emergency First Aid at Work	Tutor Care	06/10/2020
	DORIAN GREY (Registrar)	Emergency First Aid at Work	Tutor Care	15/01/2019
Fourth Floor	SARAH FORD (Platinum)	Emergency First Aid at Work	Tutor Care	06/10/2020
	ROSS ANDERSON (Platinum)	Emergency First Aid at Work	Tutor Care	15/01/2019
	IAN BETTS (Platinum)	Emergency First Aid at Work	Tutor Care	06/10/2020

The security guards are also first aid trained.

An up to date list of first aiders should be displayed next to first aid boxes and on noticeboards. First Aiders are responsible for answering calls for assistance, providing support within their competency and for summoning further support if necessary.

### **3.3. 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 and that a copy of the report is submitted to the Principal
- Keep designated first aid boxes fully stocked and ensure that all items are within their expiry date
- Report any problems to Robert Williams

### **3.4. First Aid Boxes**

First aid boxes are kept in the following locations: The workshop, the staffroom, reception with the guard, head office, the Platinum Centre and the St Giles Residence. The first aid box which is located in the residence is available for residential students to access directly at any time.

Items in the boxes should be replenished immediately after use and items with expiry dates that have expired should be replaced. Staff should inform Robert Williams of any stock requirements. Boxes should be regularly checked by the designated first aiders and a regular full audit is conducted by the maintenance team.

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.

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

All accidents and cases of work-related ill health should be recorded in the accident book. The accident book is kept in the front reception office. The Principal should be informed immediately of any significant accidents or illnesses and should receive a copy of the report.

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

St John Ambulance produces an excellent free app and all First Aiders are recommended to keep this app on their mobile phones.

### **3.7. Reporting of Accidents, Diseases, and Dangerous Occurrences**

The Facilities Manager, Rob Williams, is responsible for reporting such incidents to the Health and Safety Executive (HSE). A RIDDOR report can be submitted through the following website: <http://www.hse.gov.uk/riddor/report.htm>

### **3.8. 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. The Health and Safety Executive (HSE) should also be contacted on: 0845 300 9923.

### **3.9. 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.

### **3.10. 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 Robert Williams or the maintenance department 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 Robert Williams or the maintenance department 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 Robert Williams or the maintenance department 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. Emergency Action Plan**

The St Giles International Emergency Action Plan is intended to assist agents, students, parents and staff to understand our procedure during an emergency situation if any St Giles centre is closed due to extenuating circumstances, such as disasters, either natural (e.g. hurricane), or man-made (e.g. terrorism). Please note that this procedure is intended as a guideline only, as every situation is different and may require a different response.

### **5.1. Responsibilities of Key staff**

#### **5.1.1. Principal**

- To coordinate emergency response and liaise closely with other key staff members
- To inform and update St Giles Head Office as the situation develops
- To ensure at all times that they maintain a record of home telephone numbers, mobile/cell phone numbers and email addresses of all administrative staff and management to contact in the event of the emergency. This information should be kept confidential to the Principal and Director of Studies. An updated list should be sent to the Managing Director's PA quarterly

#### **5.1.2. Director of Studies**

- 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

- To liaise with registrar and student services to establish the well-being of existing students
- To maintain a list of all teachers' contact details and to provide an updated copy to the Principal quarterly

#### **5.1.3. Assistant Director of Studies**

- To assist or deputize for the Director of Studies as required

#### **5.1.4. Student Services**

- To contact all current students 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
- To pass on to the registrar emergency contact information of any students who are unaccounted for

#### **5.1.5. Registrar**

- 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

#### **5.1.6. Accommodation – Homestay & Residences**

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

#### **5.1.7. Head office**

- To update group website with a special notice on the homepage providing information or contact details in event of emergency
- 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

### **5.2. 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.

### **5.3. Contacting Existing Students, Their Agents, and Their Emergency Contacts**

Our students are typically far from home and St Giles has a duty of care to keep their families fully informed about their welfare. Therefore, it is essential that accurate information about the emergency, and those affected, is passed on to agents and/or emergency contacts at the very earliest opportunity. Those contacted will need to know the nature of the emergency, how the students are affected, when to expect the school to reopen, and how to contact the school.



<b>Emergency Point of Contact for Agents, Students, and Other Concerned Parties School</b>	<b>Emergency Email</b>	<b>Emergence Tel (24 hours)</b>
St Giles London Central	londoncentral@stgiles.co.uk	+44 (0) 7804 919788
St Giles London Highgate	londonhighgate@stgiles.co.uk	+44 (0) 7796 552488
St Giles Brighton	brighton@stgiles.co.uk	+44 (0) 7816 414660 +44 (0) 7879 033142
St Giles Eastbourne	eastbourne@stgiles.co.uk	+44 (0) 7833 788118
St Giles Cambridge	cambridge@stgiles.co.uk	+44 (0) 7943 631947
St Giles New York City	newyork@stgiles-usa.com	+1 631 741 6113
St Giles San Francisco	sanfrancisco@stgiles-usa.com	+1 415 272 8419
St Giles Vancouver	english@stgiles-canada.com	+1 604 831 4006
St Giles Juniors	ukjuniors@stgiles.co.uk n.america juniors@stgiles-canada.com	+44 (0)7896 113327

This Emergency and First Aid Policy is reviewed by the Principal on a regular basis and can be found on the company Intranet in the health and safety folder, on staff file-share drives and on the St Giles website.