



St  
Giles  
London  
Highgate

# WHAT TO DO IN AN EMERGENCY

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## 1. Introduction

This policy document outlines St Giles London Highgate'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 Highgate 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: Andrew Gaskins (Principal) or Sally Jones (Director of Studies) 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

Andrew Gaskins 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 2019 and the next suggested review is due in March 2020.

The current fire risk rating for the building is TOLERABLE.

#### 2.1.3. Checking of Escape Routes

The Principal (or DOS in his absence) 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 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 Chubb 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

**YELLOW:** *WET CHEMICAL* for fat 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 staff and is checked annually against BS5839 standards for Automatic Fire Detection Systems by a qualified external contractor working for Churches Fire. The fire panel is located next to the front entrance and a manual for operating the system can be obtained from the front office.

#### 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. Two of the team, Andrew Gaskins and Sally Jones received Fire Warden training from St John's Ambulance in April 2022.

### **2.1.9. PAT Testing**

Portable Appliance Testing (PAT) is conducted on an annual basis by UK Safety Management. Current certification is valid until 12/11/2022.

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

Electrical wiring tests are conducted every five years and the last round of tests was completed by S&A electrical contractors in August 2019. A new inspection is being scheduled for Q3 2024

### **2.1.11. Emergency Lighting**

The emergency lighting system is checked as part of the annual fire risk assessment for conformity to BS5266. This assessment is conducted by a qualified external contractor.

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

It is illegal to smoke inside the School. The designated smoking area is at the side of the building well away from the main entrance and from the café doors.

## **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 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 from under-stair cupboards

☐ **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 (guidelines suggest that a fire larger than a waste paper bin should not be tackled) and the fire does not appear to be spreading

- Close doors and windows on the fire, switch off power if possible and evacuate the building taking no personal belongings with you.

### **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. Exit is via either of the two stairwells and then through either the rear café doors, the lower ground floor fire escape or the main entrance.

### **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 behalf.
- Teachers should have access to the registers via their phone or other device and the room number card for assembly with them if possible.
- Instruct the students to leave the building immediately by the nearest fire exit without stopping to collect personal possessions.
- If a fire occurs during break time, take your device with register access 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
- 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 possible.
- 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 on the corner of Shepherds Hill and Priory Gardens.
- 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.

### **2.3.4. Fire Marshals**

A fire marshal is 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 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 – Teacher in Room 1**

**Ground floor – Principal and DOS**

**First floor – Teacher in Room 9**

**Second floor – Teacher in Room 14**

### **2.3.5. 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 Andy Gaskins 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.

The individual concerned will then be evacuated according to their PEEP.

### **2.3.6. Visitors**

All visitors must sign the visitor book on arrival and departure from the school. Lucy Wenneker administers this process and Alexandra Ianson and Rachel Gomez undertake the role in her absence. The person responsible will bring the visitor book with her 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 green lanyard that they will be obliged to wear at all times. Members of staff should look out for individuals wearing green lanyards and ensure that they follow the evacuation protocol.

### **2.3.7. 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. 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.

### **2.3.8. 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 Sally Jones or Rachel Gomez. Nobody should attempt to return to 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.

## **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**

As list of The Emergency First Aid at Work (approved by HSE) qualified first aiders at this school can be found on signage throughout the building.

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

#### **3.2.1 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 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

### **3.3 First Aid Boxes**

First aid boxes are kept in the following locations: The Front Office, Outside the Staffroom, In the kitchen and on all floors

Items in the boxes should be replenished immediately after use and items with expiry dates that have expired should be replaced. Staff should inform Rachel Gomez 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.

### **3.4 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 Principal's office and the Principal should be informed immediately of any significant accidents or illnesses.

### **3.5 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.

### **3.6 Reporting of Accidents, Diseases, and Dangerous Occurrences**

The Facilities Manager, Andor Kunstar, is responsible for reporting such incidents to the Principal who will pass this information on 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>

### **3.7 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.

### **3.8 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.

### **3.9 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 Andor Kunstar or the Principal 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 Andor Kunstar or the Principal 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 Andor Kunstar or the Principal 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>Emergency Tel (24 hours)</b>            |
|--|--|--|
| St Giles<br>London Central   | <a href="mailto:londoncentral@stgiles.co.uk">londoncentral@stgiles.co.uk</a>   | +44 (0) 7804 919788                        |
| St Giles<br>London Highgate  | <a href="mailto:londonhighgate@stgiles.co.uk">londonhighgate@stgiles.co.uk</a>   | +44 (0) 7796 552488                        |
| St Giles<br>Brighton   | <a href="mailto:brighton@stgiles.co.uk">brighton@stgiles.co.uk</a>   | +44 (0) 7816 414660<br>+44 (0) 7879 033142 |
| St Giles Eastbourne  | <a href="mailto:eastbourne@stgiles.co.uk">eastbourne@stgiles.co.uk</a>   | +44 (0) 7833 788118                        |
| St Giles Cambridge   | <a href="mailto:cambridge@stgiles.co.uk">cambridge@stgiles.co.uk</a>   | +44 (0) 7943 631947                        |
| St Giles<br>Vancouver  | <a href="mailto:english@stgiles-canada.com">english@stgiles-canada.com</a>   | +1 604 831 4006                            |
| St Giles Juniors   | <a href="mailto:ukjuniors@stgiles.co.uk">ukjuniors@stgiles.co.uk</a><br><a href="mailto:n.america@stgiles-canada.com">n.america@stgiles-canada.com</a> | +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.

