

Health and Safety

Policies, Procedures and Legal Frameworks

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Summary

Aim	<p>At Burlington School the health and safety of all students, staff, representatives and sub-contractors, and visitors is paramount. The following policy aims:</p> <ul style="list-style-type: none"> • to ensure that measures are in place to protect the health and safety of the above in Burlington School premises, in accommodation, or on Burlington School activities. • to ensure that measures are in place to safeguard against fire for the above in Burlington School premises, in accommodation, or on Burlington School activities. • to ensure that measures are in place to provide adequate first aid to the above in Burlington School premises, in accommodation, or on Burlington School activities. • to ensure that measures are in place to inform and assist the above in the event of a terrorist attack. • to inform Burlington School students, staff, representatives and sub-contractors, and visitors of the safeguards and their responsibilities relating to all aspects of health and safety. • to highlight our commitment to following legislation relating to health and safety.
Applies to	<ul style="list-style-type: none"> • School Management • Academic Management • Student Support staff • Marketing and Sales staff • Accommodation staff • Teaching staff • Activity Leaders • Homestay providers • Residence managers & staff • External tour operators • Taxi firms • Partner institutions • Welfare Officer
Approved by	Proprietor
Responsibility for update	Health and Safety Officer
Date of approval	November 2019
Proposed date of review	November 2020

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Introduction

The purpose of this policy is to provide a framework for Health and Safety based upon the principles outlined below, which also meet the requirements of the Health and Safety at Work Act (1974)ⁱ and all other relevant legislation. It also aims to set out the procedures we have in place for ensuring risk is minimised and for dealing with emergency situations. All matters relating to Health and Safety follow guidelines and legislation from the Health and Safety Executive (HSE).

Overall responsibility for Health and Safety lies with the Proprietor of the school. However, the day-to-day implementation of the policies lies with the Health and Safety Officer and other trained individuals.

See [Appendix 1](#) for a list of Health and Safety staff.

General statement of health and safety policy

It is our constant aim to ensure the safety of all students, staff, representatives and sub-contractors, and visitors in the school.

Burlington School strives to:

- achieve compliance with legal requirements through good occupational health and safety performance.
- provide adequate resources to implement this policy.
- establish and maintain a safe and healthy working environment.
- ensure that significant risks arising from work activities under our control are eliminated or adequately controlled.
- develop and implement appropriate occupational health and safety procedures, and safe working practices.
- include the management of health and safety as a specific responsibility of managers at all levels.
- ensure this policy is understood and implemented throughout the school.
- involve all staff in health and safety decisions through consultation and co-operation.
- maintain workplaces under our control in a condition that is safe and without risk to health.
- regularly review compliance with the policy and the management system that supports it.
- provide sufficient information, instruction and supervision to enable all employees to avoid hazards and contribute to their own health and safety at work.
- ensure that employees receive appropriate training, and are competent to carry out their designated responsibilities.
- ensure that all information is presented in an accessible fashion, giving consideration to the language requirements of students and staff or students with SEND.

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Responsibilities

The Proprietor is the “Responsible Person” within the school, and it is her duty to ensure the school premises are safe and that appropriate Risk Assessments of the premises are carried out and regularly reviewed, and that the findings are acted upon.ⁱⁱ

The Health and Safety Officer has overall responsibility for oversight of the Risk Assessments, ensuring the school remains a safe place to work and study. **However, it is the duty of all staff to take care of their own health and safety and that of others who may be affected by their actions at work.** All staff must co-operate with employers and co-workers to help everyone meet their legal requirements.

See [Appendix 2](#) for further information on Right and Responsibilities of Staff.

The school’s staff handbooks contain information on the roles and responsibilities of staff. See [Appendix 3](#) for this information.

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Section 1: General Health and Safety

I. Risk Assessment

An annual Health and Safety Risk Assessment is carried out by the Health and Safety Officer, in line with HSE guidanceⁱⁱⁱ.

The Health and Safety Officer makes a systematic survey of the school, noting all potential and actual hazards, and records the following:

- What are the hazards?
- Who might be harmed and how?
- What is the school already doing?
- Does the school need to do anything else to control this risk?

The Risk Assessment is carried out using HSE advice on Health and Safety in classrooms^{iv} and offices^v.

Having completed the survey, the Health and Safety Officer decides the following:

- Who should carry out the action?
- When must the action be carried out?

When assessing hazards, they considered to have 2 factors:

- What is the risk of somebody being harmed by the hazard?
- How serious could this harm be?

Required action is prioritised so that issues with high risk and high potential harm are dealt with as a matter of urgency. Such issues may include, but not be limited to:

- frayed or damaged electrical wiring
- loose carpeting on stairs

The risk assessment is reviewed on the first Wednesday of every month: the Health and Safety Officer repeats the survey of the school, ensuring that action points have been carried out, and that there are no new hazards. The risk assessment is revised as necessary. The risk assessment is also reviewed in response to incidents or reports of hazards.

See [Appendix 4](#) for a copy of the school Risk Assessment.

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II. Ongoing Responsibilities and Checks

Portable Appliance (PAT) Testing^{vi}

PAT Testing is carried out annually on all electrical appliances in the school.

Any new appliances purchased after PAT Testing are assumed to be in safe working order; however, the Health and Safety Officer must carry out a visual check on all items prior to use.

Maintenance

All maintenance issues must be reported to the Health and Safety Officer, who will:

- where appropriate, isolate any hazard
- call in external contractors to carry out any necessary work.

Heaters

During periods of hot or cold weather, members of staff may use portable heaters in offices and classrooms, or open windows. It is the responsibility of the final member of staff using the room to ensure that heaters are turned off and windows and doors are closed. In the event of a fire alarm, where it is safe to do so, the final member of staff to leave a room must ensure that heaters are turned off and windows and doors are closed.

Class Trips:

As part of the curriculum, classes may leave the school to visit other sites. In such cases, a full lesson plan and risk assessment must be submitted to the Health and Safety Officer and Director of Studies at least 48 hours before the proposed visit. The Health and Safety Officer is entitled to make any changes necessary, or to stop the visit entirely if it is felt appropriate.

The teacher must ensure:

- all students on the visit have their phone number, the school emergency number, and the school landline number.
- all students under 18 have the necessary parental consent.
- specific measures are in place for students with SEND.

Upon leaving the school, the teacher must inform the Health and Safety Officer and Director of Studies that they will be away from the school, with an estimated time of return.

See [Appendix 5](#) for a copy of the Lesson Plan and Risk Assessment.

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III: Representatives and Sub-Contractors

The school may use sub-contractors or representatives as follows:

- Homestay providers*
- Residence providers
- Tour operators
- Taxi companies

The Health and Safety Officer must ensure that all Representatives and Sub-Contractors either

- agree to follow the Burlington School Health and Safety Policy
OR
- have in place their own rigorous Health and Safety Policies

*All homestay providers must provide valid safety certificates for their accommodation

On occasion the school employs people to work on site, including electricians and decorators. Although every effort is made to ensure such work is carried out at evenings and weekends to minimise risk, Risk Assessments must be carried out for each job, covering matters including, but not limited to:

- additional trip hazards
- presence of dangerous chemicals
- risk of electrical faults

All such people will be given an induction on evacuation and fire procedures.

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Section 2: Fire

The school takes a number of actions to promote fire safety. The intention of these is to:

- identify hazards to minimise the risk of fire breaking out
- identify the needs of people at risk
- ensure appropriate procedures are in place in the event of fire
- ensure rapid and effective evacuation procedures are in place
- ensure appropriate training is in place for all students, staff, representatives and sub-contractors, and visitors

I. Fire Risk Assessment

The Responsible Person appoints an appropriately-trained individual or organisation to carry out the Fire Risk Assessment following the Government publications *Fire Safety Risk Assessment: 5-Step Checklist*^{vii} and *Fire Safety Risk Assessment: Educational Premises*^{viii}. The Fire Risk Assessment is then reviewed by the school management and all issues raised are acted upon.

The risk assessment is reviewed on a monthly basis, on the first Wednesday of the month. It is also reviewed in response to incidents or reports of hazards.

The Fire Risk Assessment is stored in the school Health and Safety folder.

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II. Regular Checks

Weekly checks:

Fire alarms (and emergency lighting) are tested on a weekly basis at 08:30 on Wednesday. Staff, students and visitors are informed of this during induction or on arrival, and the information is included on notices around the school. These tests are logged by the Health and Safety Officer, and any faults are reported immediately to the maintenance company.

Biannual checks:

Full fire drills, with evacuation, are scheduled twice a year in January and July. Any issues arising from this are immediately reviewed by the Health and Safety Officer, and any necessary steps are taken. These steps include but are not limited to:

- revision of the Evacuation Procedures
- further training of staff
- disciplinary action against staff

Annual checks:

Fire alarms, emergency lighting and fire extinguishers are serviced annually

See [Appendix 10](#) for the school's Fire Procedures, and [Appendix 11](#) for the evacuation poster for students.

See [Appendix 12](#) for the school Building Plan.

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Section 3: First Aid

The Health and Safety (First-Aid) Regulations 1981^{ix} require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work. Although the Regulations do not oblige employers to provide first aid for anyone other than their own staff, Burlington School is aware of its health and safety responsibilities towards students and visitors to the school. For this reason, the school must exceed the recommended number of trained First Aiders^x

See [Appendix 1](#) for a list of Health and Safety staff, including First Aiders.

I. Responsibilities

The Proprietor is responsible for ensuring the school has sufficient trained First Aiders, and appoints the Health and Safety Officer to oversee the day-to-day responsibilities for First Aid.

The Health and Safety Officer is responsible for ensuring:

- there is a suitably stocked first-aid kit
- there is clear and accessible information for students, staff, representatives and sub-contractors, and visitors about first-aid arrangements, including the names and locations of First Aiders, and the location of the First Aid Box.

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II. Accidents and Incidents

Burlington School is aware of its responsibilities under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)^{xi}, and maintains separate Accident and Incident Books. Any reportable incidents^{xii} are reported to the HSE.

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Section 4: Social Activities

School Social Programme:

The school runs a regular social programme, with visits to different areas of London and the UK. Before approval is granted for any activity, a risk assessment must be submitted to the Health and Safety Officer, who is entitled to make any changes necessary, or to stop the activity entirely if it is felt appropriate.

The activity leader must ensure:

- all students on the activity have their phone number, the school emergency number, and the school landline number.
- all students under 18 have the necessary parental consent.
- specific measures are in place for students with SEND.

Upon leaving the school, the activity leader must inform the Health and Safety Officer that they will be away from the school, with an estimated time of return.

In cases where the school uses sub-contractors, such as tour guides or coach drivers, the Health and Safety Officer must ensure that the sub-contractor either

- has rigorous policies in place for Health and Safety, Safeguarding and Welfare, and the Prevent Duty
or
- agrees to abide by the conditions set out in the Burlington School policies on Health and Safety, Safeguarding and Welfare, and the Prevent Duty

The following documents are required for all social activities:

See [Appendix 6](#) for a copy of the Social Programme Risk Assessment Guidelines

See [Appendix 7](#) for a sample Social Programme Risk Assessment

See [Appendix 8](#) for a copy of the Social Programme Register

See [Appendix 9](#) for a copy of the Social Programme Checklist

Contact details of all students should be uploaded to the school's telephone contact list, which is available to the mobile phone used on social activities.

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Section 5: Emergency Procedures

Over and above the procedures highlighted above, Burlington School is aware of its responsibilities to students, staff, representatives and sub-contractors, and visitors in the case of emergency situations such as terrorist incidents.

I. Responsibilities

The Proprietor is responsible for ensuring the school has in place suitable and accessible emergency procedures. The Deputy Principle has oversight of the day-to-day implementation of the Emergency Procedures.

The Deputy Principle is responsible for ensuring:

- the school has up-to-date information on the current threat levels for international terrorism^{xiii}
- all students are aware of the school's 24-hour emergency number
- all students, staff, representatives and sub-contractors, and visitors are aware of the school's landline telephone number
- there is accessible information regarding the government advice STAY SAFE: Terrorist Firearms and Weapons Attacks^{xiv}

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II. Incidents

In the unlikely event of a serious incident taking place in London or the UK, the school will contact all students. Students in the school or the school residence will be spoken to in person. Students not in the school will be contacted by telephone and/or email. Students under 18 should be prioritised for communication.

The following advice should be given:

- students in the school should remain in the school pending further advice or instructions
- students in their accommodation should remain in their accommodation pending further advice or instructions
- students away from the school or accommodation should follow the advice of the emergency services, which the school will pass on to them
- students should advise family members of their safety
- students should contact family at once to reassure them of their safety

Students are also informed that mobile networks may be temporarily disabled, in which case contact with the school should be maintained by landline or email.

See [Appendix 13](#) for a copy of the email sent to students in the event of a serious incident.

In addition, a statement is sent out by the school to parents, agents and other interested parties outlining our policies and procedures.

See [Appendix 14](#) for a sample statement sent out in response to a serious incident.

An email is also sent out to all staff (in addition to any verbal communication) outlining what the school has done, and what it will continue to do.

See [Appendix 15](#) for a sample email to staff.

During activities, a text message/WhatsApp message is sent out to all students and staff on the activity to tell them what they should do.



See [Appendix 16](#) for a sample of these texts.

It is important that The School avoid worrying students unnecessarily. Staff should try not to appear worried, and try to carry on as normal where it is safe to do so. However, if students ask outright if they are safe, we cannot make promises that we have no control over. In such situations, tell the student that the school has rigorous policies in place to keep them safe, and that we as staff will do everything we can to protect them.

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Appendix 1: Health and Safety Staff

The following are the key Safeguarding and Welfare staff at Burlington School

	Name	Position	Health and Safety Role(s)
	Isabella Anders	Proprietor principal@burlingtonschool.co.uk Tel: 020 7736 9621	<ul style="list-style-type: none"> Responsible Person for Health and Safety, Fire Safety and First Aid
	Phil Bloomfield	Deputy Principal pbloomfield@burlingtonschool.co.uk Tel: 020 7736 9621	<ul style="list-style-type: none"> Health and Safety Officer Fire Marshall Oversight of Emergency Procedures
	Olivia Hall	Marketing Officer europe@burlingtonschool.co.uk Tel: 020 7736 9621	<ul style="list-style-type: none"> First Aider Fire Marshall
	Santiago Tula	Marketing Officer latinamerica@burlingtonschool.co.uk Tel: 020 7736 9621	<ul style="list-style-type: none"> First Aider Fire Marshall
	Jack Sutumkase	Marketing Officer asia@burlingtonschool.co.uk Tel: 020 7736 9621	<ul style="list-style-type: none"> First Aider
	Francesco Iadevaia	Social Programme social@burlingtonschool.co.uk Tel: 020 7736 9621	<ul style="list-style-type: none"> First Aider
	Lee Hall	Operations Officer operations@burlingtonschool.co.uk Tel: 020 7736 9621	<ul style="list-style-type: none"> Fire Marshal
	Ed West	Accommodation Officer accommodation@burlingtonschool.co.uk Tel: 020 7736 9621	<ul style="list-style-type: none"> Fire Marshal
	Nelson Sequeira	Hostel Supervisor accommodation@burlingtonschool.co.uk Tel: 020 7736 9621	<ul style="list-style-type: none"> Fire Marshal

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Appendix 2: Rights and Responsibilities of Staff

Under the Health and Safety at Work etc Act 1974^{xv}, employers have legal responsibilities to ensure a safe and healthy workplace, and employees have rights and have responsibilities for their own and others' wellbeing.

Your rights as an employee include, but are not limited to:

- as far as possible, to have any risks to your health and safety properly controlled
- to be provided with any personal protective and safety equipment free of charge
- to stop work and leave your work area, without being disciplined if you have reasonable concerns about your safety
- to tell your employer about any health and safety concerns you have
- not to be disciplined if you contact the Health and Safety Executive^{xvi} or the local authority^{xvii} if the school does not listen to your concerns
- to have rest breaks during the working day
- to have annual paid holiday

Your responsibilities as an employee include, but are not limited to:

- to take reasonable care of your own health and safety
- if possible to avoid wearing jewellery or loose clothing if operating machinery
- if you have long hair, or wear a headscarf, make sure it's tucked out of the way as it could get caught in machinery
- to take reasonable care not to put other people such as colleagues and members of the public at risk by what you do or do not do in the course of your work
- to co-operate with the school to ensure sure you receive proper training and you understand and follow the school's Health and Safety policies
- not to interfere with or misuse anything that has been provided for your health, safety or welfare
- to report any injuries, strains or illnesses you suffer as a result of doing your job
- to tell the school if something happens that might affect your ability to work, such as becoming pregnant or suffering an injury. Because the school has a legal responsibility for your health and safety, we may need to suspend you while we find a solution to the issue or problem, but you will be paid if this happens

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Appendix 3: Health and Safety Information - Staff Handbooks

Health and Safety Responsibilities

Please be vigilant at all times for any health and safety issues not documented in the school's risk assessments, and report these to the Health and Safety Officer and/or Deputy Principal.

There are First Aid kits kept in the school office, the kitchen and the school residence. There are also portable kits, one of which should be taken on each activity and excursion.

It is the duty of all staff to take care of their own health and safety and that of others who may be affected by their actions at work.

Fire Procedures

Full training will be given as part of your induction for fire and evacuation procedures. Individual responsibilities are as follows:

Teachers

During classes:

1. Teachers should escort their students to the assembly point, taking the class list with them. Leave by the nearest safe fire exit.
2. At the assembly point, they must carry out the roll call for their class to ensure all staff, students and group leaders are present.
3. Four members of staff are designated Fire Marshals. One of these will be instructed to wait at the assembly point; the others will sweep the building room-by-room to ensure nobody is left in the building.
4. The Fire Marshals should wear fluorescent jackets to be identifiable; however, there may be cases where it is not safe for the marshals to do so. It is therefore important to know who the Fire Marshals are (see [Appendix X](#) for a list of Health and Safety staff)
5. Do not return to the building until told it is safe to do so by members of the Fire Brigade, or the Fire Marshals.

At other times:

1. Leave the building by the nearest safe fire exit.
2. Follow steps 3 - 5 as outlined above.

Escape routes and assembly points are displayed on posters throughout the school.

Residential Staff

At night:

1. If the fire alarm sounds, you must alert the students and tell them to leave the building and go to the assembly point;
2. You should sweep the residence room by room (including bathrooms) to ensure nobody is left behind.
3. At the assembly point, you must carry out the roll call to ensure all staff, students and group leaders are present.
4. When it is safe to do so, you should wear a fluorescent jacket to be identifiable.
5. As soon as it is safe to do so, inform the Deputy Principal, or in his/her absence the holder of the school's emergency phone of the situation.
6. Do not return to the building until told it is safe to do so by members of the Fire Brigade.

At other times:

1. Leave the building by the nearest safe fire exit.
2. Do not return to the building until told it is safe to do so by members of the Fire Brigade.

Administrative Staff

1. Leave the building by the nearest safe fire exit.

2. Four members of staff are designated Fire Marshals. One of these will be instructed to wait at the assembly point; the others will sweep the building room-by-room to ensure nobody is left in the building.
3. The Fire Marshals should wear fluorescent jackets to be identifiable; however, there may be cases where it is not safe for the marshals to do so. It is therefore important to know who the Fire Marshals are (see [Appendix X](#) for a list of Health and Safety staff)
4. Do not return to the building until told it is safe to do so by members of the Fire Brigade, or the Fire Marshals.

Activity Staff

During an excursion to another site:

Make sure you are aware in advance of escape routes and assembly points for all locations visited

1. Escort the students to the assembly point, taking the student list with you.
2. At the assembly point, carry out a roll call for your group to ensure all staff, students and group leaders are present.
3. As soon as it is safe to do so, inform the Deputy Principal, or in his/her absence the holder of the school's emergency phone of the situation.
4. Follow the instructions given by local authorities/staff/emergency services.

Fire Drills

Fire drills are carried out regularly by the school. These will be coordinated by the Deputy Principal and the Health and Safety Officer, and are fully recorded.

Alarms may be tested at certain times of the week; you will be informed of the time and day of these tests. When this happens, you should ignore repeated short alarms, but if the alarm sounds for longer than a couple of seconds, you should evacuate the building as outlined above.

Assembly Point

The assembly point is at the end of Elmfield Road opposite Balham Health Centre:



Emergency Procedures

In the unlikely event of a serious incident taking place in London or the UK, the school will contact all students. Students in the school or the school residence will be spoken to in person. Students not in the school will be contacted by telephone and/or email. Students under 18 should be prioritised for communication.

In addition, a statement is sent out by the school to parents, agents and other interested parties outlining our policies and procedures.

An email is also sent out to all staff (in addition to any verbal communication) outlining what the school has done, and what it will continue to do.

Activity Staff

In the unlikely event that you find yourself involved in a serious incident or terrorist attack during an excursion, the following procedures should be followed:

- Ensure that all students are accounted for. Try to contact any missing students.
- Coordinate with the other activity staff if you have split into different groups
- Telephone the Deputy Principal, or in his/her absence the holder of the Emergency Phone, to appraise them of the situation
- Follow the advice of the emergency services. This advice will be given to you by the Deputy Principal, or in his/her absence the holder of the Emergency Phone.
- If it is safe to do so, tell the students to contact their parents/guardians to assure them of their safety.
- If in doubt, or if you are in any danger, follow the police advice of **Run, Hide, Tell:**



The Deputy Principal will:

- keep in touch with you to ensure you have the latest information
- contact the emergency contacts of the students to inform them of the situation
- contact all students with the following message:

There has been [nature of incident] in [location of incident]. Please stay with a member of staff from Burlington School and follow their instructions. Our staff will do everything they can to keep you safe, so please try not to worry. Please contact a family member as soon as possible to let them know you are safe.
- contact all members of activity staff with the following message:

There has been [nature of incident] in [location of incident]. Please make sure that any students you have with you are safe - let me know immediately if there are any students or staff missing or injured. If the emergency services are in the area, they will advise you of what to do; if not I shall pass on more information as I receive it.

Please try to keep the students calm, and thank you for your help.

For all staff, it is important that we avoid worrying students unnecessarily. Try not to appear worried, and try to carry on as normal where it is safe to do so. However, if students ask outright if they are safe, we cannot make promises that we have no control over. In such situations, tell the student that the school has rigorous policies in place to keep them safe, and that we as staff will do everything we can to protect them.

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Appendix 4: Health and Safety Risk Assessment

Health and Safety Risk Assessment

Carried out by A.N. Other

Date 04 January 2017

Area 1: Common Areas, Ground Floor (including staircases)

Hazard (What, where)	Risk of Harm*	Severity of Harm*	Risk Factor**
Trip hazard in entrance - there is a sudden rise between the porch and the hallway	2	2	4

What is already being done?	What else needs to be done?
Hazard tape has been attached to the trip hazard	Tape needs replacing

Action by whom?	Action by when?
John Smith	Immediately

Complete	05 January 2017
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*Risk of Harm/Severity of Harm: 1 = Low 2 = Medium 3 = High
 **Risk Factor (= Risk of Harm*Severity of Harm): 1-2 = Low 3-4 = Moderate 5-6 = Severe

Hazard	Risk of Harm*	Severity of Harm*	Risk Factor**
Fire door into canteen by room 4 does not close	1	3	3

What is already being done?	What else needs to be done?
Nothing	Door needs repairing

Action by whom?	Action by when?
School handyman	Immediately

Complete	08 January 2017
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*Risk of Harm/Severity of Harm: 1 = Low 2 = Medium 3 = High
 **Risk Factor (= Risk of Harm*Severity of Harm): 1-2 = Low 3-4 = Moderate 5-6 = Severe

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Appendix 5: Lesson Plan and Risk Assessment



Lord Annaly House
146A Bedford Hill
London
SW12 9HW
United Kingdom

Lesson Plan & Risk Assessment: Class Outings and Visits

Please complete this form every time you take a class on an outing during lesson time at least **24 hours** in advance. The Director of Studies and/or Deputy Principal (as well as the Group Leader if appropriate) **must** approve and sign the risk assessment and plan at least **24 hours** in advance of the excursion.

You may only take each class on a maximum of **3** outings in a rolling 12-week period.

Date 06/11/2019 Time 09:00 - 11:30 Class Intermediate A
 Teacher Sally Other Staff N/A
 N° Students 12 N° Students under 18 0
 Activity Treasure Hunt Destination Covent Garden Market
 Transport Northern Line to Leicester Square Station; walk to Covent Garden Cost for students? 0 (they have travel cards)
 Have **all** students been notified? Yes Are **all** students happy to go? Yes
 Contact number(s) during trip 07771 908651

Brief description of activity	The students will be doing a treasure hunt in Covent Garden Market in Central London. They have been asked to find items in the shops from twenty different countries. They must ask the prices of the items they have chosen, and the team whose total is the lowest will be the winner.
Timetable fit How does this fit in with what the students have been/will be studying?	We have recently been studying question forms in the context of countries and nationalities. Although the students have used this language in class, I would like to give them the opportunity to use it in an authentic context.
What will be the linguistic outcomes for the students? eg "Students will be able to practice functional language for asking for directions."	Practice of question forms, such as: Do you have any Belgian chocolate? How much is the photograph of Moscow?

Lesson Plan & Risk Assessment: Class Outings and Visits December 2018



Lord Annaly House
146A Bedford Hill
London
SW12 9HW
United Kingdom

Lesson Plan: Outline the stages of what you and the students will be doing.

Stage	Rationale
<ul style="list-style-type: none"> Students are given work sheet in class Class travels to Covent Garden Groups are sent to do treasure hunt At a specified time, we meet in Costa Coffee in Covent Garden to find the winner. 	<ul style="list-style-type: none"> To allow students time to plan their strategy and language while travelling n/a To give students the chance to compare results. To reward them for using the language authentically
Anticipated Problems	Solutions
<ul style="list-style-type: none"> Students are nervous about speaking to native speakers Students may be unfamiliar with vocabulary for some items 	<ul style="list-style-type: none"> Less confident or weaker students are paired up with stronger, more confident ones Students are allowed to use phones and dictionaries, and we have looked at a variety of strategies for circumlocution.

Lesson Plan & Risk Assessment: Class Outings and Visits December 2018

Risk Assessment:

This Risk Assessment aims to help staff identify the common hazards and risk associated with typical types of visit or activity. Before undertaking the activity, teachers must make an assessment of any special risks which are specific to their particular visit, venue or students.

Please see the Sample Risk Assessment and Lesson Plan for help in completing this form.

	Hazard	Who or What	Likelihood	Severity	Risk Matrix	Control Measures	Residual Likelihood	Residual Risk Matrix
1	Traffic	<ul style="list-style-type: none"> Staff Students Members of the public 	3	4-5	12 - 15	<ul style="list-style-type: none"> Only cross at designated crossings Brief students on traffic safety (emphasising the fact that traffic drives on the left) Ensure students walk in an orderly fashion on pavements Good supervision with adequate Staff:Student ratios 	2	8 - 10
2	Terrorist incidents	<ul style="list-style-type: none"> Staff Students Members of the public 	3	4-5	12 - 15	<ul style="list-style-type: none"> Avoid busy tourist areas where possible Walk towards oncoming traffic Be vigilant at all times Keep an eye out for unattended packages or bags Monitor government severity level Note where buildings' fire exits are located 	2	8-10
3	Fire	<ul style="list-style-type: none"> Staff Students Members of the public 	3	4-5	12 - 15	<ul style="list-style-type: none"> Be vigilant at all times Note where buildings' fire exits are located 	2	8-10

Lesson Plan & Risk Assessment: Class Outings and Visits December 2018

4	Getting lost/separated from group	<ul style="list-style-type: none"> Students Staff 	4	1-3	4-12	<ul style="list-style-type: none"> Ensure students wear their lanyards at all times Ensure students know appropriate meeting points and times 	2	2-6
5	Slips, trips and falls	<ul style="list-style-type: none"> Staff Students Members of the public 	4	2-3	8-12	<ul style="list-style-type: none"> Ensure students are wearing appropriate footwear Check weather forecast before excursion/activity Avoid crowded areas Never rush Be aware of and warn students of hazardous footing (ice/trailing cables etc) 	3	6-9
6	Members of the Public	<ul style="list-style-type: none"> Staff Students Members of the public 	3	2-3	6-9	<ul style="list-style-type: none"> Remind students to stay with the group Remind students not to talk to strangers Students under 16 must be supervised at all times 	2	4-6

Lesson Plan & Risk Assessment: Class Outings and Visits December 2018

7	Dogs	<ul style="list-style-type: none"> • Staff • Students • Members of the public 	4	2-3	8-12	<ul style="list-style-type: none"> • Advise students not to approach dogs • Be vigilant of dogs off leads 	3	6-9
8	Weather Conditions	<ul style="list-style-type: none"> • Staff • Students • Members of the public 	5	1-2	5-10	<ul style="list-style-type: none"> • Check weather forecast before excursion/activity • Ensure students have suncream/water/hat for hot days • Ensure students have raincoat for rainy days • Ensure students have warm clothing for cold days 	3	3-6

This form **must** be completed, approved and signed at least **24 hours** prior to the excursion.

Assessment carried out by	<u>Sally Smith</u>	Signed:	<u>Sally Smith</u>	Date:	<u>04/11/2019</u>
Approved by Director of Studies/Deputy Principal	<u>May Dupp</u>	Signed:	<u>May Dupp</u>	Date:	<u>04/11/2019</u>
Approved by Activities Coordinator (if appropriate)	<u>Chai Mera</u>	Signed:	<u>Chai Mera</u>	Date:	<u>04/11/2019</u>
Approved by Group Leader (if appropriate)	_____	Signed:	_____	Date:	_____

Appendix 6: Social Programme Risk Assessment Guidelines

Risk Assessment - Definitions

The following definitions and examples should be referred to when completing the risk assessment:

1. **Hazard:** an event or circumstance which has the potential to cause harm, including ill health, injury or death.
2. **Who or What:** Which people, or which property might be harmed
3. **Likelihood:** how likely an instance/occurrence of the hazard is, scored on a scale of 1 - 5

Likelihood	Score	Example
Remote (almost never)	1	Meteor strike
Unlikely (occurs rarely)	2	Terrorist attack
Possible (could occur, but uncommon)	3	Road traffic incident
Likely (recurrent but not frequent)	4	Trips and slips
Very likely (occurs frequently)	5	Burns from food or drink

4. **Severity:** how severe the outcome would be, scored on a scale of 1 - 5

Severity	Score	Example
Trivial	1	discomfort, slight bruising
Minor	2	small cut, abrasion
Moderate	3	strain, sprain, incapacitation > 3 days
Serious	4	fracture, hospitalisation >24 hrs, incapacitation >4 weeks
Fatal	5	single or multiple

5. **Risk Matrix:** The result of multiplying the likelihood and the severity, with a range of scores from 1 - 25

Risk Matrix	Risk Level	Suitable response
1 - 8	Low	Continue, but review periodically to ensure control measures remain effective.
9 - 15	Medium	Continue, but implement additional reasonably practicable control measures where possible and monitor regularly.
16+	High	STOP THE ACTIVITY Identify new controls. Activity must not proceed until risks are reduced to a low or medium level

6. **Control Measures:** What measures and actions we take to minimise the risk
7. **Residual Likelihood:** how likely an instance/occurrence of the hazard is after the control measures have been taken, scored on a scale of 1 - 5
8. **Residual Risk:** The result of multiplying the likelihood and the severity after the control measures have been taken, with a range of scores from 1 - 25

In the above examples, a **meteor strike** would be scored as **5** for **Severity**; however, as it would score **1** for **Likelihood**, it would result in a **Risk Matrix** of **5**, and would be counted as **Low Risk**.

A **road traffic incident** has a **Likelihood** of **3**, but would have a **Severity** of **4-5**, giving it a **Risk Matrix** of **12 - 15**. It would therefore be counted as **Medium Risk**.

Accident & Illness Procedure

The school keeps a record of all accidents and there is a list of qualified first aiders in the school. The activity leader will have a basic first aid kit with them. If the accident is serious, the activity leader must contact the school and we will then contact the parent or guardian. If we are unable to contact parents and action is required, the child will be taken for medical treatment and the parents will be contacted as soon as possible.

- Students/Juniors who have minor accidents will be dealt by a First Aider.
- In case of a serious injury, the school is required to fill in the accident form and an Ambulance will need to be called if necessary.
- If a junior student is unwell during the excursion, one staff member will need to accompany the student back to the school and the group leader will remain with the rest of the group.

Emergency Procedure

The School has in place strict procedures in the event of a terrorism or other emergency situation

In the unlikely event that you find yourself involved in a serious incident or terrorist attack during an activity or excursion, the following procedures should be followed:

Activity Staff

- Ensure that all students are accounted for. Try to contact any missing students.
- Coordinate with the other activity staff if you have split into different groups
- Telephone the School to appraise them of the situation
- Follow the advice of the emergency services. If necessary, this advice will be given to you by the Deputy Principal of the School.
- If it is safe to do so, tell the students to contact their parents/guardians to assure them of their safety.
- If in doubt, or if you are in any danger, follow the police advice of **Run, Hide, Tell:**



RUN



HIDE



TELL

IN THE RARE EVENT OF a firearms or weapons attack

RUN - to a place of safety. This is a better option than to surrender or negotiate. If there's nowhere to go, then...

HIDE - Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can.

TELL - the police by calling 999 when it is safe to do so.

The Deputy Principal will:

- keep in touch with activity staff to ensure you have the latest information
- contact the emergency contacts of the students to inform them of the situation
- contact all students with the following message:

There has been [nature of incident] in [location of incident]. Please stay with a member of staff from Burlington School and follow their instructions. Our staff will do everything they can to keep you safe, so please try not to worry. Please contact your parent or guardian as soon as possible to let them know it is safe.

- contact all members of staff with the following message:

There has been [nature of incident] in [location of incident]. Please make sure that any students you have with you are safe - let me know immediately if there are any students or staff missing or injured. If the emergency services are in the area, they will advise you of what to do; if not I shall pass on more information as I receive it. Please try to keep the students calm, and thank you for your help.

In the event of a serious incident occurring where the students are in no way involved, such as a terrorist attack in a different city, the school management team must meet to agree a strategy. The standard procedure in such cases is for all parents/guardians to be contacted with a statement from the school.

After discussions between relevant staff, parents/guardians and other interested parties, it may be decided to suspend excursions for all or some students.

For all staff, it is important that we avoid worrying students unnecessarily. Try not to appear worried, and try to carry on as normal where it is safe to do so. However, if students ask outright if they are safe, we cannot make promises that we have no control over. In such situations, tell the student that the school has rigorous policies in place to keep them safe, and that we as staff will do everything we can to protect them.

See the school's Health and Safety Policy for further information.

Appendix 7: Social Programme Sample Risk Assessment

<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: right; font-size: 0.8em;"> Lord Annaly House 146A Bedford Hill London SW12 9HW United Kingdom </div> </div> <h3 style="text-align: center; margin: 10px 0;">Risk Assessment - Covent Garden Market</h3> <p style="font-size: 0.8em;">Please fill in this form, read it thoroughly and then sign and photocopy it before you leave for the excursion. Leave 1 copy in the risk assessment file in the office and take the other with you on the activity.</p> <p style="font-size: 0.8em;">A copy of this form must be signed by all staff participating in the excursion.</p> <div style="margin-top: 10px;"> School Details <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; border-bottom: 1px solid black;">School</td> <td style="border-bottom: 1px solid black;">Burlington School</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Contact details</td> <td style="border-bottom: 1px solid black;"> Lord Annaly House 146A Bedford Hill London SW12 9HW United Kingdom 020 7736 9621 07778 547722 </td> </tr> </table> </div> <div style="margin-top: 10px;"> Excursion Details <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; border-bottom: 1px solid black;">Excursion</td> <td style="border-bottom: 1px solid black;">Covent Garden Market</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Full Day/Half Day</td> <td style="border-bottom: 1px solid black;">Half Day</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Address</td> <td style="border-bottom: 1px solid black;">Covent Garden WC2E 8BD</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Date</td> <td style="border-bottom: 1px solid black;">12 November 2019</td> </tr> </table> </div> <div style="margin-top: 10px;"> Transport <table style="width: 100%; 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6	Members of the Public	<ul style="list-style-type: none"> Staff Students Members of the public 	3	2-3	6-9	<ul style="list-style-type: none"> Remind students to stay with the group Remind students not to talk to strangers Students under 16 must be supervised at all times 	2	4-6
7	Dogs	<ul style="list-style-type: none"> Staff Students Members of the public 	4	2-3	8-12	<ul style="list-style-type: none"> Advise students not to approach dogs Be vigilant of dogs off leads 	3	6-9
8	Weather Conditions	<ul style="list-style-type: none"> Staff Students Members of the public 	5	1-2	5-10	<ul style="list-style-type: none"> Check weather forecast before excursion/activity Ensure students have suncream/water/hat for hot days Ensure students have raincoat for rainy days Ensure students have warm clothing for cold days 	3	3-6

Declaration

I hereby confirm that I have read and understood the risks involved with this activity and will do my utmost to keep these risks to a minimum by following the guidance laid above.

Name of Staff Scott Gilbert

Signature Scott Gilbert Date 12/11/2019

Name of Staff Virgil Thompson

Signature Virgil Thompson Date 12/11/2019

Name of Staff Gordon Bennet

Signature Gordon Bennet Date 12/11/2019

Name of Staff Penelope Pitstop

Signature Penelope Pitstop Date 12/11/2019

Name of Staff _____

Signature _____ Date _____

Name of Staff _____

Signature _____ Date _____

Name of Staff _____

Signature _____ Date _____

Name of Staff _____

Signature _____ Date _____

Name of Manager Jeff Tracy

Signature Jeff Tracy Date 12/11/2019

Appendix 8: Social Programme Register



Lord Annaly House
146A Bedford Hill
London
SW12 9HW
United Kingdom

Register - Group 14 July 2020

Activity Natural History Museum
Meeting Point Common Room
Depart 09:00
Return 13:30
Under 18 31
Over 18 0
Group Leaders 2
Staff 4

ID	Title	Forename	Surname	Group	Nationality	Age	Present	Present	Present	Present	Present
12345	Ms.	Group Leader 1	Group Leader 1	Arsenalna	Ukrainian	46					
12346	Ms.	Student 1	Student 1	Arsenalna	Ukrainian	11					
12347	Ms.	Student 2	Student 2	Arsenalna	Ukrainian	11					
12348	Mr.	Student 3	Student 3	Arsenalna	Ukrainian	12					
12349	Ms.	Student 4	Student 4	Arsenalna	Ukrainian	9					
12350	Mr.	Student 5	Student 5	Arsenalna	Ukrainian	12					
12351	Mr.	Student 6	Student 6	Arsenalna	Ukrainian	12					
12352	Ms.	Student 7	Student 7	Arsenalna	Ukrainian	12					
12353	Mr.	Student 8	Student 8	Arsenalna	Ukrainian	9					
12354	Mr.	Student 9	Student 9	Arsenalna	Ukrainian	10					
12355	Mr.	Student 10	Student 10	Arsenalna	Ukrainian	11					
12356	Mr.	Student 11	Student 11	Arsenalna	Ukrainian	12					
12357	Ms.	Student 12	Student 12	Arsenalna	Ukrainian	9					
12358	Ms.	Student 13	Student 13	Arsenalna	Ukrainian	13					
12359	Ms.	Student 14	Student 14	Arsenalna	Ukrainian	11					
12360	Mr.	Student 15	Student 15	Arsenalna	Ukrainian	13					
12361	Ms.	Group Leader 2	Group Leader 2	Park Pobedy	Russian	26					
12362	Mr.	Student 16	Student 16	Edu-Abroad	Russian	14					
12363	Ms.	Student 17	Student 17	Edu-Abroad	Russian	13					

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Lord Annaly House
146A Bedford Hill
London
SW12 9HW
United Kingdom

12364	Ms.	Student 18	Student 18	Edu-Abroad	Russian	15					
12365	Mr.	Student 19	Student 19	Edu-Abroad	Russian	14					
12366	Ms.	Student 20	Student 20	Individual	Ukrainian	12					
12367	Ms.	Student 21	Student 21	Individual	Japanese	12					
12368	Ms.	Student 22	Student 22	Individual	Japanese	15					
12369	Ms.	Student 23	Student 23	Individual	Thai	9					
12370	Ms.	Student 24	Student 24	Individual	Vietnamese	17					
12371	Mr.	Student 25	Student 25	Individual	Japanese	12					
12372	Ms.	Student 16	Student 16	Individual	Japanese	10					
12373	Ms.	Student 17	Student 17	Individual	Japanese	11					
12374	Ms.	Student 18	Student 18	Individual	German	10					
12375	Mr.	Student 19	Student 19	Individual	Japanese	12					
12376	Ms.	Student 20	Student 20	Individual	Japanese	17					
12377	Ms.	Student 21	Student 21	Individual	Japanese	12					

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Appendix 9: Social Programme Checklist



Burlington School
Excellence in English

Lord Annaly House
140A Bedford Hill
London
SW12 9HW
United Kingdom

Pre-Excursion Checklist

To be completed at least 24 hours before the excursion

- ☐ **Registers**
 - Updated with students' full name, student number and age;
 - 3 copies printed (one for each Activity Leader and one **must** be returned to Social Coordinator);
- ☐ **Emergency Contact information**
 - Updated list of students' mobile/contact numbers;
 - 3 copies printed (one for each Activity Leader and one **must** be returned to Social Coordinator);
- ☐ **Risk Assessment**
 - Updated with number of students and Activity Leader information;
 - Signed and returned to Social Coordinator;
- ☐ **Print Staff Information Pack** (one for each Activity Leader)
- ☐ **Print Student Handouts** (one for each student)
- ☐ **Organise Sports Equipment** (if having a 'Sports Day' in the park)
- ☐ **School Phone**
 - Fully charged
 - Import emergency contacts
- ☐ **Print Sign Out Sheets**


www.burlingtonschool.co.uk
info@burlingtonschool.co.uk
+44 (0) 20 7736 9621

Approved by the
BRITISH COUNCIL
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MEMBER
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TRINITY
COLLEGE LONDON
Approved Language Centre

ENGLISH LANGUAGE YEARS




Burlington School
Excellence in English

Lord Annaly House
140A Bedford Hill
London
SW12 9HW
United Kingdom

Safety Brief:

- ☐ **Register**
- ☐ **Check students have their lanyards**
- ☐ **Tell Students the Safety Rules**
 - Excursion rules**
 - Lanyards must be worn at **all times**;
 - Stay with your 'buddy' – walk in twos on the side of the pavement furthest from the road;
 - Stay with the group;
 - Getting lost**
 - Explain where the Meeting Points are (point to handout);
 - Show students the emergency phone number;
 - Explain what to do if they get lost on the tube:
 - Fail to get on → **wait** at the station for a member of staff to come back for you;
 - Fail to get off → **get off** at the next station, wait on the platform, and **wait** for a member of staff to come back for you;
 - Behaviour**
 - Respect the each other and members of public;
 - No running;
 - No leaving the group;
 - No shouting or yelling;

Activity Leaders only: Count students as they get on and off public transport; avoid main roads where you can; walk in the direction facing oncoming traffic; in case of a terror incident see below:



FOLLOW & SHARE updates from @metpoliceuk

- ☐ **Distribute Student Handouts**
- ☐ **Line students up outside the school; Final Roll Call**

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Appendix 10: Fire Procedures

It is the responsibility of all staff to ensure (where it is safe to do so) that upon hearing the fire alarm, windows and doors are closed when leaving the room, and any electric heaters are turned off.

The school is split into 5 areas for evacuation purposes:

- Ground Floor right side
- Ground Floor left side
- 1st Floor Residence
- 2nd Floor Residence
- 3rd Floor Residence

The responsibility of the fire marshals during a fire alarm is as follows:

Phil Bloomfield	<ul style="list-style-type: none"> • Ensures the Ground Floor (right side - rooms 4-9 and common room) is cleared
Lee Hall	<ul style="list-style-type: none"> • Ensures the Ground Floor (left side - rooms 1-3 and coffee bar) is cleared
Santiago Tula	<ul style="list-style-type: none"> • Ensures the 1st Floor Residence is cleared
Ed West	<ul style="list-style-type: none"> • Ensures the 2nd Floor Residence is cleared
Nelson Sequeira	<ul style="list-style-type: none"> • Ensures the 3rd Floor Residence is cleared
Olia Hall	<ul style="list-style-type: none"> • Proceeds to and controls the Assembly Point
Other staff	<ul style="list-style-type: none"> • Assist the above as required

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Appendix 11: Evacuation Poster for Students

Evacuation Procedures

→ If you discover a fire in the school



à Sound the alarm using the nearest call point



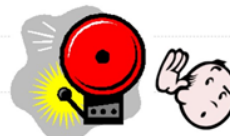
→ Call the fire brigade - the number is 999



→ Leave the school by the nearest fire exit



→ If you hear the fire alarm



→ Leave the school by the nearest fire exit



→ If you are in class, go with your teacher



→ Do what the Fire Marshals tell you



→ Go to the assembly point at the end of Elmfield Road opposite the Health Centre (turn left out of the school) - a Fire Marshal will be there.



Appendix 12: Building Plan



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Appendix 13: Serious Incident Email Message

Dear [student],

As you may know, there was an incident at Parsons Green tube station this morning. We do not know what has happened exactly, but it seems that there was only 1 person responsible for the incident, and that it is not linked to any other incidents.

We understand, however, that you may have concerns over what happened. I would like to assure you that Burlington School has in place rigorous policies which deal with the safeguarding and welfare, and health and safety of our students. You can view these policies on our website <http://burlingtonschool.co.uk/policies>; you can also email me for more information, and I will give you any information you need.

As a result of this incident, and because transport in the area is suspended, we are closing the school for the rest of the day. If you have not left for school yet, please stay at home. If you are in school, please stay here, and we will update you at 11:30.

However, I would like to take this opportunity to remind you of the advice contained in the procedures.

- Please let your friends and family know that you are OK - remember, they are not here, and if they see the news, they will worry. If you are on Facebook, there is a function where you can mark yourself as safe.
- If you are here as part of a group, please let your group leader know that you are OK.
- Please let the school know you are OK, by calling the school landline during the day (020 7736 9621) or the emergency phone at night (0777 8547 722), or by replying to this email

In the event of a serious incident:

- If you are in the school, stay in the school, and the school staff will advise you of what to do.
- If you are in your accommodation, stay there, and we will advise you of what to do by email or telephone.
- If you are away from the school and your accommodation, follow the advice of the emergency services.

Best wishes,

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Appendix 14: Serious Incident Statement

Statement: London Bridge 03 June 2017

As you may be aware, there was a terrorist incident at London Bridge on Saturday 03 June. The indications are that the attack was the work of a small group of individuals. The three perpetrators are no longer at liberty, and a number of arrests have been made throughout the city. Currently the threat level for terrorism monitored by the UK security services has not been raised. You can find out more about the current threat level by visiting the [MI5 website](#).

We understand, however, that you may have concerns over this incident. I would like to assure you that Burlington School has in place rigorous policies which deal with the safeguarding and welfare, and health and safety of our students. You can view these policies on our website <http://burlingtonschool.co.uk/downloads>; you can also email me for more information, and I will give you any information you need.

Burlington School is located in a residential area of London, away from the main tourist areas; the same is true for the accommodation we provide. However, our social programme frequently visits tourist locations in the centre of London. We take the following precautions during the social activities:

- students under 18 must wear Burlington School lanyards
- students are given the telephone numbers of the activity leaders and the school
- regular roll calls are taken during the activities to ensure all our students are present
- we operate a staff to student ratio of at least 1:15 for all activities involving students under 18

We will continue to run this programme as normal, as we do not believe we should be intimidated by the events of Saturday evening; however, we will introduce an additional social programme which avoids the centre of London. If you prefer that your children or students follow this new programme, please write to us to let us know, and we will arrange this. For us, the safety and welfare of our students and staff is paramount. Please believe me when I say that we as a school would never encourage anybody to put themselves at risk, and that we truly believe [#LondonIsOpen](#).

In common with others in London, we at Burlington School echo the words of the Mayor of London, Sadiq Kahn:

"I want to reassure all Londoners and all visitors to our city — do not be alarmed. London remains one of the safest cities in the world. There is no specific information of a further threat to the public. There will be additional armed and unarmed police officers on London's streets over the coming days to keep Londoners and visitors safe — you will see them at stations and across the city. London is a truly incredible city full of amazing people. When it is faced with adversity, when we are tested on who we are and what we stand for, we always pull together. We stand together stronger than ever. We stand up for our values and our way of life. We show the world what it means to be a Londoner. We always have, and we always will."

You can see the full text of the statement at <https://www.london.gov.uk/city-hall-blog/sadiq-khan-londoners-will-stand-together-against-attack-democracy>, and see his video response at <https://twitter.com/MayorofLondon/status/871270734835965952>.

Although we are all shocked by the events of Saturday night, we are determined that our lives shall not be affected by this, as we do not believe that terror will defeat us. This morning I,

along with thousands of others, used London Bridge station, and I shall do the same tomorrow and every other day.

I am always available to answer any questions you may have, and I will try to address any concerns you feel. Please feel free to contact me by email or telephone at any time.

Finally, we would like to express our sympathy to all those who were involved in this incident, as well as to their friends and families, and to send our thanks to the emergency services and the people of London who helped (and will always help) when it was needed.

Phil Bloomfield
Deputy Principal
pbloomfield@burlingtonschool.co.uk

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Appendix 15: Email to Staff in Response to a Serious Incident

Dear [teacher],

As you are aware, there was a terrorist incident at London Bridge on Saturday 03 June. It is important that we have procedures in place to respond to incidents such as these, both to protect ourselves and our students, and to give confidence to current and future students, and others who may be affected.

As a result I have written to all our current students this morning reminding them of our procedures in case of serious terrorist incidents. If students ask you what they should do, please refer them to the email and our Health and Safety Policy.

Our policy states:

In the unlikely event of a serious incident taking place in London or the UK, the school will contact all students. Students in the school or the school residence will be spoken to in person. Students not in the school will be contacted by telephone and/or email. Students under 18 should be prioritised for communication.

The following advice should be given:

- students in the school should remain in the school pending further advice or instructions
- students in their accommodation should remain in their accommodation pending further advice or instructions
- students away from the school or accommodation should follow the advice of the emergency services, which the school will pass on to them
- students should advise family members of their safety
- students should contact family at once to reassure them of their safety

Students are also informed that mobile networks may be temporarily disabled, in which case contact with the school should be maintained by landline or email.

Should this become necessary, I shall email the students; this is one of the main reasons it is important that we have up-to-date contact details for the students in our database. In addition, we will be reviewing procedures relating to Health and Safety and, where appropriate, Safeguarding, to ensure they are adequate for the current circumstances.

I have also written to Group Leaders and parents of students under 18 who are coming to the school in the next weeks and months. Obviously, people will be worried about coming to London in light of recent events, and it is important that we do what we can to protect them and to make them feel as safe as is possible. I have attached a copy of the statement I sent for your information.

Finally, can I remind everybody that we as a school have a duty to be vigilant for signs of extremism of any kind; at times like this there is often an increase in hate crime, and I would ask all staff members to report any instances of actions or speech that display intolerance of people or specific groups. Any such incidences, however small, must be reported to me.

Thank you for reading this, and I can only hope that this is the last time I shall have to write such an email.

Best wishes,

Appendix 16: Text Messages Sent in Response to a Serious Incident

The Deputy Principal, or in his/her absence the holder of the school's emergency phone, will contact all students on an activity with the following message:

There has been [nature of incident] in [location of incident]. Please stay with a member of staff from Burlington School and follow their instructions. Our staff will do everything they can to keep you safe, so please try not to worry. Please contact a family member as soon as possible to let them know you are safe.

The Deputy Principal, or in his/her absence the holder of the school's emergency phone, will contact all members of staff on an activity with the following message:

There has been [nature of incident] in [location of incident]. Please make sure that any students you have with you are safe - let me know immediately if there are any students or staff missing or injured. If the emergency services are in the area, they will advise you of what to do; if not I shall pass on more information as I receive it.
Please try to keep the students calm, and thank you for your help.

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Appendix 17: References

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- i <http://www.hse.gov.uk/legislation/hswa.htm>
 - ii <http://www.hse.gov.uk/simple-health-safety/decide.htm>
 - iii <http://www.hse.gov.uk/simple-health-safety/manage.htm>
 - iv <http://www.hse.gov.uk/risk/classroom-checklist.pdf>
 - v <http://www.hse.gov.uk/risk/office.htm>
 - vi <http://www.hse.gov.uk/electricity/faq-portable-appliance-testing.htm>
 - vii https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/14899/fsra-5-step-checklist.pdf
 - viii https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/14887/fsra-educational-premises.pdf
 - ix <http://www.hse.gov.uk/firstaid/legislation.htm>
 - x <http://www.sja.org.uk/sja/training-courses/requirements-calculators/calculator.aspx>
 - xi <http://www.hse.gov.uk/riddor/index.htm>
 - xii <http://www.hse.gov.uk/riddor/reportable-incidents.htm>
 - xiii <https://www.mi5.gov.uk/home/the-threats/terrorism/threat-levels.html>
 - xiv <https://www.gov.uk/government/publications/recognising-the-terrorist-threat/recognising-the-terrorist-threat>
 - xv <http://www.legislation.gov.uk/ukpga/1974/37/contents>
 - xvi <http://www.hse.gov.uk/contact/concerns.htm>
 - xvii http://www.lbhf.gov.uk/Directory/Business/Health_and_safety/Health_and_safety_at_work_-_advice_and_training/34726_Health_and_safety_at_work.asp

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Burlington School

Excellence in English

Burlington School

Lord Annaly House, 146A Bedford Hill

London, SW12 9HW, UK

t: +44 (0) 20 7736 9621 +44 (0) 20 7610 9662

f: +44 (0) 20 7371 8131

info@burlingtonschool.co.uk

www.burlingtonschool.co.uk