



# Burlington School

— Excellence in English —



## Health and Safety

*Policies, Procedures and Legal Frameworks*

Accredited by the  
 **BRITISH  
COUNCIL**  
for the teaching  
of English in the UK



**TRINITY**  
COLLEGE LONDON  
Registered Examination Centre 46190





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## Summary

<b>Aim</b>	<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"> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• to ensure that measures are in place to inform and assist the above in the event of a terrorist attack.</li> <li>• 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.</li> <li>• to highlight our commitment to following legislation relating to health and safety.</li> </ul>
<b>Applies to</b>	<ul style="list-style-type: none"> <li>• School Management</li> <li>• Academic Management</li> <li>• Student Support staff</li> <li>• Marketing and Sales staff</li> <li>• Accommodation staff</li> <li>• Teaching staff</li> <li>• Activity Leaders</li> <li>• Homestay providers</li> <li>• Residence managers &amp; staff</li> <li>• External tour operators</li> <li>• Taxi firms</li> <li>• Partner institutions</li> <li>• Safeguarding team</li> </ul>
<b>Approved by</b>	Managing Director
<b>Responsibility for update</b>	Health and Safety Officer
<b>Date of approval</b>	April 2023
<b>Proposed date of review</b>	April 2024

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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)<sup>i</sup> 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.<sup>ii</sup>

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 guidance<sup>iii</sup>.

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<sup>iv</sup> and offices<sup>v</sup>.

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<sup>vi</sup>**

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*<sup>vii</sup> and *Fire Safety Risk Assessment: Educational Premises*<sup>viii</sup>. 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<sup>ix</sup> 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<sup>x</sup>

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)<sup>xi</sup>, and maintains separate Accident and Incident Books. Any reportable incidents<sup>xii</sup> 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 Managing Director is responsible for ensuring the school has in place suitable and accessible emergency procedures. The Managing Director has oversight of the day-to-day implementation of the Emergency Procedures.

The Managing Director is responsible for ensuring:

- the school has up-to-date information on the current threat levels for international terrorism<sup>xiii</sup>
- 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<sup>xiv</sup>

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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: First Aid, Fire & Health and Safety Staff



## First Aid, Fire and Health & Safety Staff

### Office Staff



**George Barnbrooke**  
Managing Director and  
Health & Safety Officer




**Olha Hall**  
Operations Manager




**Ed West**  
Accommodation Manager & DSL



### Academic Staff



**Talissa Wright**  
Director Of Studies




**Tom Blight**  
Assistant Director Of Studies




**Clare Solomon**  
Young Learner Programme  
Coordinator




**Amanda Meyer**  
Teacher and Adult Social  
Programme Coordinator



### Live-In Staff



**Natalie Boiko**  
Young Learner Social Programme  
Coordinator (Live-In)




**Mircea Somfalen**  
Residence Supervisor  
(Live-In)



### Facilities Staff



**Joey Laca**  
Head Chef




# Safeguarding, Welfare & Prevent Staff



## Safeguarding, Welfare & Prevent Team

If you are worried about anything or unhappy, please speak to a member of the Safeguarding, Welfare & Prevent Team



**Ed West**  
Accommodation Manager & DSL  
Designated Safeguard & Prevent Lead  
accommodation@burlingtonschool.co.uk  
+44 (0)7539 156567  
See me about  
your accommodation & welfare  
Message me  
on WhatsApp



### Designated Safeguard & Prevent Lead

See this person when...

- you are feeling unhappy about something
- you are feeling worried about something
- you are being bullied
- you are worried about somebody else
- you have some questions about British culture and values



**Talissa Wright**  
Director Of Studies  
Deputy Designated Safeguarding Lead (Adult Programme)  
dos@burlingtonschool.co.uk  
See me about  
the school, your course & welfare

### Deputy Designated Safeguarding Lead (Adult Programme)

See this person when...

- you are feeling unhappy about something
- you are feeling worried about something
- you are being bullied
- you are worried about somebody else



**Clare Solomon**  
Young Learner Programme Coordinator  
Deputy Designated Safeguarding Lead (Young Learner Programme)  
younglearners@burlingtonschool.co.uk  
See me about  
Young Learner Programme & Welfare

### Deputy Designated Safeguarding Lead (Young Learner Programme)

See this person when...

- you are feeling unhappy about something
- you are feeling worried about something
- you are being bullied
- you are worried about somebody else

## 24-hour emergency number

If you need help at any time, please call the school's 24-hour emergency phone:

- From UK Phones: 07539156567
- From non-UK Phones: +44(0)7539156567

## Appendix 2: Rights and Responsibilities of Staff

Under the Health and Safety at Work etc Act 1974<sup>xv</sup>, 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<sup>xvi</sup> or the local authority<sup>xvii</sup> 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 Managing Director.

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 Managing Director, 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 Managing Director, 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 Managing Director 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 Managing Director, 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 Managing Director, 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 Managing Director 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



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

## Health and Safety Risk Assessment

Carried out by \_\_\_\_\_

Date \_\_\_\_\_

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done	Risk of Harm	Severity of Harm	Risk Factor
<b>Exterior</b>									
<b>Ground Floor</b>									

[www.burlingtonschool.co.uk](http://www.burlingtonschool.co.uk)  
[info@burlingtonschool.co.uk](mailto:info@burlingtonschool.co.uk)  
+44 (0) 20 7736 9621

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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	<i>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.</i>
Timetable fit How does this fit in with what the students have been/will be studying?	<i>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.</i>
What will be the linguistic outcomes for the students? eg "Students will be able to practice functional language for asking for directions."	<i>Practice of question forms, such as: Do you have any Belgian chocolate? How much is the photograph of Moscow?</i>

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



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United Kingdom

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

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

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"> <li>Staff</li> <li>Students</li> <li>Members of the public</li> </ul>	3	4-5	12 - 15	<ul style="list-style-type: none"> <li>Only cross at designated crossings</li> <li>Brief students on traffic safety (emphasising the fact that traffic drives on the left)</li> <li>Ensure students walk in an orderly fashion on pavements</li> <li>Good supervision with adequate Staff:Student ratios</li> </ul>	2	8 - 10
2	Terrorist incidents	<ul style="list-style-type: none"> <li>Staff</li> <li>Students</li> <li>Members of the public</li> </ul>	3	4-5	12 - 15	<ul style="list-style-type: none"> <li>Avoid busy tourist areas where possible</li> <li>Walk towards oncoming traffic</li> <li>Be vigilant at all times</li> <li>Keep an eye out for unattended packages or bags</li> <li>Monitor government severity level</li> <li>Note where buildings' fire exits are located</li> </ul>	2	8-10
3	Fire	<ul style="list-style-type: none"> <li>Staff</li> <li>Students</li> <li>Members of the public</li> </ul>	3	4-5	12 - 15	<ul style="list-style-type: none"> <li>Be vigilant at all times</li> <li>Note where buildings' fire exits are located</li> </ul>	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"> <li>Students</li> <li>Staff</li> </ul>	4	1-3	4-12	<ul style="list-style-type: none"> <li>Ensure students wear their lanyards at all times</li> <li>Ensure students know appropriate meeting points and times</li> </ul>	2	2-6
5	Slips, trips and falls	<ul style="list-style-type: none"> <li>Staff</li> <li>Students</li> <li>Members of the public</li> </ul>	4	2-3	8-12	<ul style="list-style-type: none"> <li>Ensure students are wearing appropriate footwear</li> <li>Check weather forecast before excursion/activity</li> <li>Avoid crowded areas</li> <li>Never rush</li> <li>Be aware of and warn students of hazardous footing (ice/trailing cables etc)</li> <li>.</li> </ul>	3	6-9
6	Members of the Public	<ul style="list-style-type: none"> <li>Staff</li> <li>Students</li> <li>Members of the public</li> </ul>	3	2-3	6-9	<ul style="list-style-type: none"> <li>Remind students to stay with the group</li> <li>Remind students not to talk to strangers</li> <li>Students under 16 must be supervised at all times</li> </ul>	2	4-6

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

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

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

Assessment carried out by Sally Smith Signed: Sally Smith Date: 04/11/2019  
 Approved by Director of Studies/Deputy Principal May Dupp Signed: May Dupp Date: 04/11/2019  
 Approved by Activities Coordinator (if appropriate) Chai Mera Signed: Chai Mera Date: 04/11/2019  
 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	<b>STOP THE ACTIVITY</b> 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 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 Managing Director 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**:



**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 Managing Director 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.



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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.

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[info@burlingtonschool.co.uk](mailto:info@burlingtonschool.co.uk)  
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**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 \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Name of Manager \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

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# Appendix 7: Social Programme Sample Risk Assessment



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## Risk Assessment – London, Westminster Walking Tour

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.

A copy of this form must be signed by all staff participating in the excursion.

### School Details

School: Burlington School  
 Contact details: Burlington School  
 Lord Annaly House  
 London  
 SW12 9HP  
 020 7736 9621  
 020 7610 9662  
 020 7371 8331

### Excursion Details

Excursion: London  
 Full Day/ Half Day: Half Day  
 Address: Central London  
 Parliament Square  
 Westminster  
 London Eye (See)  
 Horseguards Parade  
 Buckingham Palace

Date: \_\_\_\_\_

### Transport

Form of transport: Train/Tube  
 Details: - Walk to Balham Station (40 minutes)  
 - Train to Victoria and District and Circle line to Westminster Station (25 minutes)

Ensure you complete the Activity leader checklist and conduct the safety briefing.

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### Participants

Number of Students: \_\_\_\_\_  
 Number of students below 14: \_\_\_\_\_  
 Number of students 14 – 17: \_\_\_\_\_  
 Number of students 18+: \_\_\_\_\_  
 Number of Staff: \_\_\_\_\_  
 Number of Group Leaders: \_\_\_\_\_  
 Total number on activity: \_\_\_\_\_

### Staffing

Lead Activity Leader: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Additional Activity Staff: \_\_\_\_\_  
 Telephone: \_\_\_\_\_

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### Risk Assessment

Please refer to the Risk Assessment Guidelines when completing this risk assessment.

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

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4 Getting lost/ Separated from Group	• Students • Staff	4	1-3	3-12	<ul style="list-style-type: none"> <li>Ensure students wear their lanyards at all times and know how to contact the school</li> <li>Ensure students know appropriate meeting points and times</li> <li>Remind students that they can ask for help from shop workers and other people in positions of authority</li> </ul>	2	2-6
5 Slips, trips and falls	• Staff • Students • Members of the public	4	2-3	8-12	<ul style="list-style-type: none"> <li>Ensure students are wearing appropriate footwear</li> <li>Check weather forecast before excursion/ activity</li> <li>Avoid crowded areas</li> <li>Never run</li> <li>Be aware of and warn students of trip hazards (ice, trailing cables, unstable pavements etc)</li> </ul>	3	6-9
6 Members of the Public	• Staff • Students • Members of the public	3	2-3	6-9	<ul style="list-style-type: none"> <li>Remind students to stay with the group</li> <li>Remind students not to talk to strangers</li> <li>Students under 14 must be supervised at all times</li> </ul>	2	4-6
7 Dogs	• Staff • Students • Members of the public	4	2-3	8-12	<ul style="list-style-type: none"> <li>Advise students not to approach dogs</li> <li>Be vigilant of dogs off leads</li> </ul>	3	6-9
8 Weather Conditions	• Staff • Students • Members of the public	5	1-2	5-10	<ul style="list-style-type: none"> <li>Check weather forecast before excursion/ activity</li> <li>Ensure students have sunscreen/ water/ hat for hot days</li> </ul>	3	3-6

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9 London Underground	• Staff • Students • Members of the public	3	2-3	6-9	<ul style="list-style-type: none"> <li>Ensure students have raincoat for rainy days</li> <li>Ensure students have warm clothing and lip protection for cold days</li> <li>Ensure students are wearing lanyards at all times</li> <li>Remind students what to do if they are separated (fail to board- wait at station for member of staff to collect/ fail to exit- get off at next station and wait for staff to collect)</li> <li>Remind students to stay together</li> <li>Always stay behind the yellow line</li> <li>Mind the gap between the train and the platform</li> <li>Beware of closing doors</li> <li>Stand on the right on escalators</li> </ul>	2	4-6
10	•				•		
11	•				•		

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### 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.

Lead Activity Leader: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Additional Staff: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Additional Staff: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Additional Staff: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Name of Manager: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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# Appendix 9: Social Programme Checklist



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## Activity Leader Social Programme & Activity Checklist

**Activity Leaders:**

Lead AL: \_\_\_\_\_  
\_\_\_\_\_

AL 2: \_\_\_\_\_

**Group names (+ Total number of students):**

\_\_\_\_\_  
\_\_\_\_\_

**Type of Activity:**

- Full Day trip
- Half Day excursion
- Evening Activity

**Meeting point, date and time**

\_\_\_\_\_  
\_\_\_\_\_

**Activity name/location/venue**

\_\_\_\_\_

Activity Preparation (Please check off the following items that you've prepared for your Activity/Excursion pack as appropriate)	
<p><b>Important things to consider before your activity:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Check everyone is awake, and has eaten</li> <li><input type="checkbox"/> Check lanyards &amp; travel cards</li> <li><input type="checkbox"/> Check group leaders' contact details</li> <li><input type="checkbox"/> Check group registers</li> <li><input type="checkbox"/> Collect tickets/booking</li> <li><input type="checkbox"/> Allocate activity leader roles</li> <li><input type="checkbox"/> Check students' medical information</li> <li><input type="checkbox"/> Read the itinerary</li> <li><input type="checkbox"/> 2 x completed risk assessments (1 returned to office)</li> <li><input type="checkbox"/> Check first aid kit</li> <li><input type="checkbox"/> Prepare for the weather (umbrella/rain jacket/water bottles/sun cream/hats)</li> <li><input type="checkbox"/> Deliver student safety briefing, excursion rules, meeting points, transport routes</li> <li><input type="checkbox"/> Assign YLs to buddy system</li> <li><input type="checkbox"/> Prepare toilet locations</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Check activity/excursion notes:</li> <li><input type="checkbox"/> Check student:staff ratio</li> <li><input type="checkbox"/> Check travelling time/distance/routes</li> <li><input type="checkbox"/> Check equipment</li> <li><input type="checkbox"/> Check materials for games and activities</li> <li><input type="checkbox"/> Check additional excursion/tour notes</li> <li><input type="checkbox"/> Conduct safety briefing</li> <li><input type="checkbox"/> Account for individual students</li> <li><input type="checkbox"/> Other</li> </ul> <p>_____ _____ _____ _____ _____ _____</p>
Please give to Operations to sign off after your preparation	

Lead Activity Leader sign off (pre-activity)	Activity Leader 2 sign off (pre-activity)	Operations sign off (pre-activity)
--	---	------------------------------------

ALs must keep their checklists during the activity or trip. Operations will file them upon signing off the AL feedback



## Appendix 10: Fire Procedures

If you discover a fire, sound the alarm using the nearest Call Point. When safe to do so, call the fire brigade on **999**.

- Unless it is safe to do so, do not attempt to extinguish any fires.
- Do not stop to collect your belongings when evacuating the building.
- Do not attempt to re-enter the building until you have been told to do so by the school Health and Safety officer or the lead member of the fire brigade. Please note: the silencing of the alarm does not mean it is safe to re-enter the building.
- Please follow the procedures below. Failure to follow these procedures may endanger other people.

The fire Assembly Point is at the end of **Elmfield Road**, opposite Balham Health Centre (turn left out of the school)



<b>Fire Marshals</b>	
<b>Tom</b>	Proceed to Assembly Point to meet people leaving the school
<b>Talissa</b>	Sweep all classrooms and Teachers' Room <i>Remember to check toilets</i>
<b>Olha</b>	Sweep Residence Rooms 101 - 107 <i>Remember to check bathrooms and toilets</i> In the absence of Ed, liaise with the fire brigade on-site.
<b>Ed</b>	Sweep Residence Rooms 108 - 114 and Residence Common Room <i>Remember to check bathrooms and toilets</i> Liaise with the fire brigade on-site.
<b>Natalie</b>	Sweep Residence Rooms 201 - 208 <i>Remember to check bathrooms and toilets</i>
<b>Mircea</b>	Sweep Residence Rooms 301 - 306 <i>Remember to check bathrooms and toilets</i>
<b>Joey</b>	Sweep Coffee Bar and Kitchen <i>Remember to check toilets</i>
<b>Jason &amp; Amanda</b>	Deputise for any absences, otherwise proceed to Assembly Point to assist Tom.
<b>Other Staff</b>	
Unless there is a clear and immediate danger to another person, leave the building immediately and proceed to the Assembly Point. Do not attempt to help the Fire Marshals.	
<b>Teachers</b>	Proceed to the Assembly Point. If you are in class, take the students with you; take the register with you and ensure that all students are at the Assembly Point.
<b>Office Staff</b>	Proceed to the Assembly Point. If you are in a meeting with a client or other, please escort them to the Assembly Point.
<b>Kitchen Staff</b>	Proceed to the Assembly Point. Escort any students or others in the cafeteria to the Assembly Point.
<b>Cleaning Staff</b>	Proceed to the Assembly Point.

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## Appendix 11: Evacuation Poster for Students

# Evacuation Procedures

If you discover a fire in the school

	<b>1</b>	Sound the alarm using the nearest call point
	<b>2</b>	Call the fire brigade - the number is 999
	<b>3</b>	Leave the school by the nearest fire exit

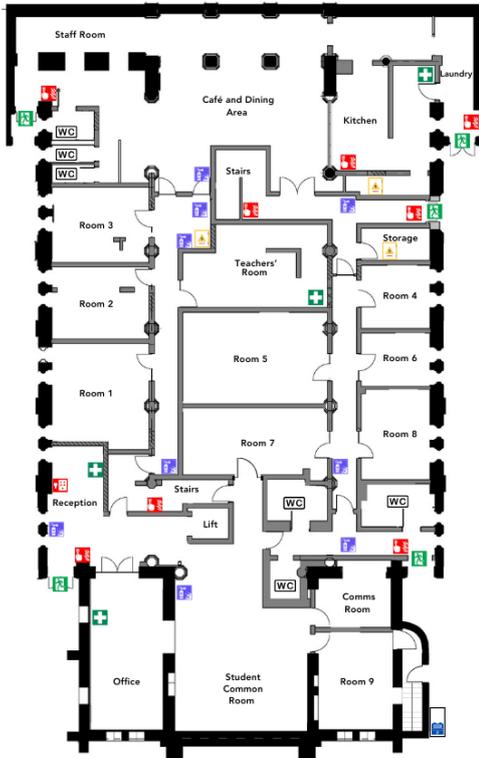
If you hear the fire alarm

	<b>1</b>	Leave the school by the nearest fire exit
	<b>2</b>	If you are in class, go with your teacher
	<b>3</b>	Do what the Fire Marshals tell you
	<b>4</b>	Go to the assembly point at Balham Health Centre

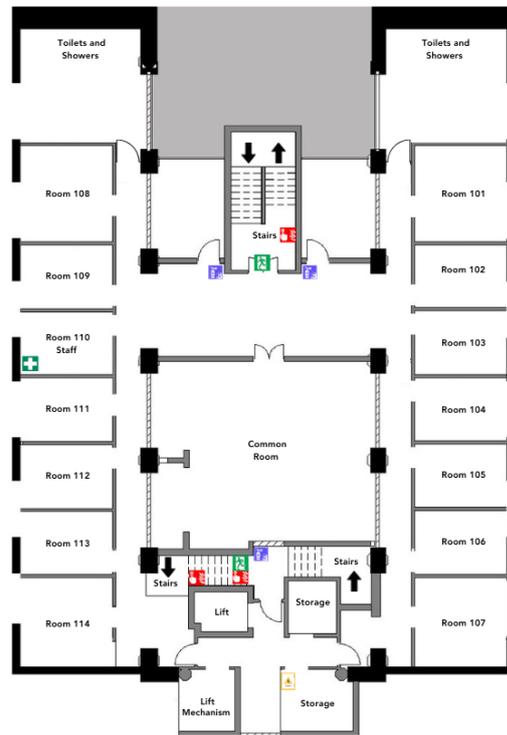
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# Appendix 12: Building Plan

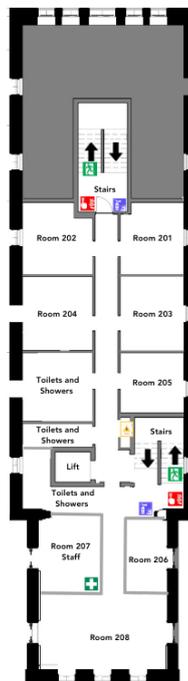
### Ground Floor - School



### First Floor - Residence



### Second Floor Residence



### Third Floor Residence



## Burlington School Floor Plan

- Toilet
- Fuse Box
- Fire Extinguisher
- Fire Exit
- Fire Alarm Call Point
- First Aid Point
- Fire Alarm Switchboard
- Gas Meter

## Appendix 13: Serious Incident Email Message

Dear [student],

As you may know, there was an incident at Balham 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.

George Barnbrooke  
Managing Director  
[marketing@burlingtonschool.co.uk](mailto:marketing@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 Managing Director, 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 Managing Director, 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](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](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](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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