

AVANTI HOUSE SCHOOL

Health and Safety Policy

2015- 2016

	Name	Last Reviewed	Last Approved Date
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Health and Safety Policy

Introduction

This document is a statement of the aims, principles and strategies for ensuring health and safety at Avanti House School. Relevant national legislation and the guidance for health and safety have been taken into account in the formulation of this policy. The school is supported by the Avanti School Trust. The document relates to Avanti House all-through school, which is also a split-site school. Reference to 'school' or 'premises' in this document is made ***assuming both sites of the school are indicated***, unless otherwise clarified.

In accordance with the Health and Safety at Work etc. Act 1974, and the Education Act 2002, the employer is responsible for the health and safety of employees and non-employees who are on the school premises for extended schools activities or anyone who is affected by them. Issues pertaining to staff and extra working hours are subject to compliance with the Working Time regulations.

The governing body has delegated the task of ensuring that the school's Health and Safety policy is followed on a day-to-day basis to the Principal. However management responsibility of the premises will remain with the governing body of the school during and outside school hours.

Where outside organisations are using the premises, schools should satisfy themselves that they are operating with due regard to the school's health and safety policy a copy of which will be given to each hirer

Where schools permit others to use the premises, all concerned must be aware of:

- Health and Safety duties where applicable;
- Any specific Health and Safety issues (e.g. hazards on the premises);
- Policies and procedures for critical incidents
- Emergency procedures in the school

Purpose of the Policy

This Health and Safety policy has been revised and aligned more closely with the Avanti Schools Trust policy (the overarching policy document) in order to reflect the specific context of the school's site, its procedures and delegation of responsibilities. Avanti House School operates within a framework of best practice and takes account of DfE guidance and all other instructions, regulations and advice issued by statute and directives.

This document provides a framework for ensuring that the school provides a safe environment in which to work and learn. It is written for the benefit of all members of

the school community, including visitors to the school, to allow each to understand the policy of the school and their own responsibilities within this.

Our Aims for Health and Safety are to Ensure:

- A safe and healthy environment for children, staff and all other people who come onto the premises of our school
- That all members of the school community understand their own responsibilities in maintaining a healthy and safe environment.

Principles

- The establishment of a healthy and safe environment is an essential prerequisite for the work of the school. It is also a statutory requirement. It depends upon sound management, vigilant supervision and the co-operation of all children and adults.

Responsibilities

It is the responsibility of all members of the school community (staff, parents, pupils and governors) to:

- Be fully aware of their own responsibilities for maintaining a safe and healthy environment
- Be familiar with all instructions and guidance on safety within the school
- Use common sense at all times to take reasonable care for their own safety and that of others
- Report any identified hazards to the Principal / Finance Director/ Site Caretaker without delay.

It is the responsibility of the Avanti Schools Trust (AST) to:

- Oversee the school and premises is compliant with Health and Safety
- Implement HSE & AST recommended practices
- Ensure all AST schools complete and report on any External Health and Safety Audit findings

It is the responsibility of the Governing Body to:

- Recognise their corporate responsibility for ensuring that the health and safety policy of the School
- Take responsibility for overseeing a school health and safety policies and audits
- Monitor and review this policy and ensuring that necessary revisions are undertaken

It is the responsibility of the Principal to:

- Take responsibility for devising the school health and safety policy
- Audit termly inspections to ensure that a safe and healthy environment is maintained
- Audit systems for the reporting, recording of accidents and ensuring that this is applied rigorously by all members of the school community, visitors and contractors
- Investigate Serious Accidents and Incidents and report findings as required
- Liaise with Finance Director to ensure that equipment, buildings and grounds are safe, secure and well maintained
- Ensure that there are arrangements for the speedy evacuation of the buildings in case of fire or other emergency Liaise closely with any trade union appointed safety representative and with the school FIRST AIDERS
- Report to Governors of audits completed termly/ annually
- To promote/organise road safety training for pupils
- Ensure that adequate deputisation is in place for all of his/her responsibilities in the event that the Principal is off-site for any reason.

It is the responsibility of the Finance Director to:

- Take responsibility for the day-to-day operation of the health and safety policy
- Ensure that all staff and all members of the school community are familiar with the health and safety policy of the school and are aware of their own responsibilities
- Make termly audit inspections to ensure that a safe and healthy environment (including legionella) is maintained and report it to the Principal
- Organise Annual Health and Safety audit inspections as approved by Avanti School Trust provider and ensure actions identified are completed quickly and report finding to Principal
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- Establish a system for the reporting and recording of accidents and ensuring that this is applied rigorously by all members of the school community, visitors and contractors
- Take active steps to ensure that equipment, buildings and grounds are safe, secure and well maintained and that any damage is quickly rectified
- Ensure that there are arrangements for the firefighting equipment is available and maintained
- Ensure that regular risk assessments are carried out and that necessary action is followed up quickly
- Issue contractors with hot work permits
- Maintain and oversee logs and records of: Health and Safety Files and related files, fire drills, inspection of school gates, CCTV, Electronic Entry System, Alarms, fire, security systems in place, Gas safety compliance and minutes of meetings of Health and Safety
- Ensure that Business Continuity Plan is audited on a termly basis and an up to date versions is shared with staff and all stake holders
- To communicate Health and Safety matters with in senior executive, Senior leadership and staff meetings/ briefings to ensure compliance of safety across the school
- Maintain records of staff injuries reported. Report concerns to Principal
- Ensure the Schools Minibus and its policy and procedures are compliant and records up to date of all drivers and Minibus maintenance

It is the responsibility of the School Nurse (secondary) and Inclusion Manager (primary) to:

- Record details of medical / dietary needs of all pupils and share up to date information provided with the Principal, class teachers, teaching assistants, catering staff as appropriate. These should be displayed in the kitchen and the medical room notice board with the child's photograph and names
- Share incident details summary with parents by sending an email/letter home through the form tutor.
- Print copies of pupils with dietary needs and display it in the school office
- Receive medications to be administered and inform the form tutor and head of year the details.
- Oversee the medicines in the welfare room and regularly check the expiry dates
- Dispose of expired medications safely and/ or returned to parents to dispose
- Remind parents to replace medications due to expire one month prior to the expiry date

It is the responsibility of the Deputy Principal to:

- Complete school travel plans and oversee safety arrangements in regard to transport brokered by the school to and from the school sites.
- Facilitate health and safety training for staff
- Take day to day responsibility – delegating through an Assistant Principal where appropriate – for promoting and ensuring the safe behaviour of children on the way to and from the school sites as well as during lessons/in play spaces.

It is the responsibility of the Assistant Principal (Operational Head of Primary Phase) to:

- Take responsibility for the day-to-day operation of the health and safety policy on the primary site – as and when neither the Principal, his/her Deputy nor the Finance Director is on site.
- Take day to day responsibility, at the primary site, for ensuring the safe behaviour of children on the way to and from the school as well as during lesson/in play spaces.
- Alert the Finance Director immediately in the event of any concern regarding health and safety (premises/infrastructure related)

It is the responsibility of the Site Caretaker to:

- Oversee the day-to-day operation of health and safety on the site
- Ensure that safe working practices and procedures are applied within the school, by all members of the school community, visitors and contractors
- Visual inspections of equipment and vigilant spotting and removal of potential hazards around the site inside and outside within the perimeters of the school grounds for example: gates and school playgrounds on a daily basis which includes site maintenance
- Report any concerns to finance director

- Complete risk assessments twice a year for the school building, classes, outdoor area, entrances and exits, gates and car park/ drop off areas and any events/ school trips taking place at any of the school sites
- Carry out weekly checks and log finding for the following: fire drills, legionella, water temperature, school minibus, school ladders
- Carry out daily checks and log findings of site checks for safe movement of pupils, visitors, staff and secure the site throughout the day by gate patrols and adequate checks of locks and bolts
- Accompany and supervise contractors on site and oversee works completed and signed off as such

It is the responsibility of all staff to:

- Promote a spirit of safety consciousness amongst children, ensuring that they understand the need for codes of practice and are conscious of their responsibilities in taking reasonable care for their own safety and that of others
- Be aware of risks and safety issues arising from planned work and activities in the curriculum and make children aware of these as appropriate
- Complete risk assessments for their work areas and specific children and their needs on a regular basis at least twice a year and submit to Finance Director.
- Keep up to date risk assessments and implement these for a pupil with SEN/ Medical Needs or other specific needs
- Ensure there is a risk assessment in place prior to undertaking the activities that are not normally part of the curriculum / school trips and be responsible for making sure that these are fully implemented
- Be good role models – vigilant and careful
- Make a quick visual check daily to identify any hazards for their respective work areas/ class rooms i.e. loose cables, sockets and report concerns to the Site Caretaker,
- Keep classrooms and work areas clear of hazards at all times by making sure that all equipment and learning materials are stored properly and do not block entrances/exits or have the potential to cause
- Take quick, firm action to ensure that children are not allowed to jeopardise their own safety or that of others
- Provide opportunities for children to discuss appropriate health and safety issues.

It is the responsibility of First Aiders to:

- Attend to injuries and resolve the next steps as required
- Record and report injuries to the responsible person in the school office for communications with the class teacher and the parents after the injured person has been attended to
- Report all concerns to the Principal/ Deputy Principal/ Assistant Principal (Operational Head of Primary Phase) / Finance Director as appropriate to investigate concerns identified and remediation.
- To complete the records of actions taken and close and file incidents logged.
- Administer medicines as per the school agreed procedures
- Communicate risks for pupils with medical needs to the class teacher and the deputy principal for wider dissemination to all supervision and other relevant staff

It is the responsibility of Students to:

- Develop a growing understanding of health and safety issues and keep themselves safe from potential hazards
- Contribute to the development of safety practice
- Conduct themselves in an orderly manner in line with the schools safety procedures
- Take growing responsibility for maintaining a safe and healthy environment and for their own safe conduct within it
- Report any concerns to their form tutor, head of year or another member of staff if they are feeling unsafe or spot a risk to themselves or others

It is the responsibility of Parents to:

- Ensure that children attend school in good health and well prepared for the climatic conditions
- Provide prompt notes to explain all absences
- Provide support for the discipline within the school and for the teacher's role
- Ensure early contact with school to discuss matters concerning the health and safety of their children or of others
- Allow children to take increasing personal and social responsibility as they progress throughout the School
- Accept responsibility for the conduct of their children at all times
- Ensure that the school has up-to-date contact addresses and telephone number
- Ensure the school is aware of any medical needs or dietary changes to better meet the needs of the child
- Provide the school with valid medicines / in healers for their child

It is the responsibility of after school clubs/activity providers to:

- To be aware of school procedures: Health and Safety Policy, Safeguarding and Child Protection, Childcare Disqualification Declarations, Bullying, SEN, First Aid
- To provide the school with up to date: staff details, DBS checks, insurance- licenses where applicable, risk assessments, registers, first aid certificates and any communication changes
- Attend to injuries during their clubs
- Inform the school of any injuries during their club times

Safeguarding children and child protection for all staff including extended school activities

All those involved in School including extended school activities should ensure that they contribute to the shared objective of promoting the welfare of children. Section 175 of the Education Act 2002 requires local education authorities and governing bodies to make arrangements to ensure that their functions are carried out with a view to safeguarding and promoting the welfare of children.

This would include:

- Providing a safe environment for children and young people to take part in extended activities;

- Ensuring that unsuitable people (including volunteers) are prevented from working with children;
- Promoting safe practice and challenging poor and unsafe practice;
- Ensuring that those who use school premises for extended activities are aware of their safeguarding responsibilities
- Legislation requires that all staff and others who work directly with children and vulnerable adults are subject to the enhanced disclosure barring service (DBS) checks and other relevant vetting procedures. Many extended school activities and services provide increased levels of access for adults to school premises. Where adults and children are jointly involved in activities, we need to ensure that there are always adequate levels of staffing to maintain continuous supervision of children and young people.
- For all staff and governors the school will provide safeguarding level one training annually.
- All staff and parents sign an acknowledgment form to confirm they understand and will adhere to the school Safeguarding and Child Protection Policy.
- Notices are displayed around the school should you have a concern about a child and who to contact.
- Notices are displayed for children if they have a concern whom they should speak to if they have a concern
- Anyone who satisfies the definition of a disqualified person under the Regulations is prohibited from working in connection with any early years care, childcare for children in later years i.e. below the age of 8, or from being directly involved in the management of such provision, unless they have applied for and been granted a waiver from Ofsted. We are therefore required to ask all of our workers to make a declaration about whether they are a disqualified person under the Regulations.

A person may be disqualified under the Regulations because:

- They have certain orders, directions or restrictions placed upon them in relation to children or childcare;
- They have been cautioned or convicted of certain offences; or
- A disqualified person lives or works in their household.

School Security

- While we create a welcoming and comfortable environment, we are conscious of the need to consider aspects of safety and security and the different levels of responsibility we have whether we are directly involved in provision for children or where the premises are let out for use by others.
- All school sites enjoy secure boundaries. Where this does not include the entirety of the grounds, there is a clear boundary requiring a key-code which is changed twice-yearly or electronic access to a front door.
- The drop off area is supervised by senior staff before school and after school each day the site caretaker is also involved at the end of the day. These boundary gates are locked during school hours.

- All visitors enter by the main entrances which is controlled by the school offices via a buzzer and electronic door.
- Logging-in books (staff and visitors) are kept indicating time of arrival, departure, name of visitor/contractor, nature of visit, vehicle registration, area of school to be visited. All staff and visitors are asked to wear an identification badge. Emergency procedures are explained to the visitor on arrival. Visitors are not allowed to remove items of property unless they have identification and authority to do so.
- Visitors are informed that during out of hours they must contact the persons whom they are visiting to gain entry. While the buildings are being occupied by other groups, the caretaker opens only those external doors which are required and agreed and attends the main entrance area during the main arrival and departure times of the group(s).
- At all other times the main entrance door is locked and the caretaker's mobile is activated.

Procedures

Involvement of all members of the school community

- All staff are made aware of the school's security procedures. Security matters are raised as and when appropriate at weekly staff meetings. This document and other relevant information are stored on the School server.
- Governor training is available and in-school.
- Frank and open debate about health and safety issues is encouraged at governors' meetings.

A Safe Physical Environment

- There is a limit on pupil numbers to prevent overcrowding with its attendant risks of accidents and the Transmission of infections
- Children, parents, governors and representatives of the wider community are involved in the planning,
- And, where practical, the implementation, of developments to the school environment (such as making a Pond or redesigning the play space). Care is taken to ensure provision of furniture of the appropriate height for each group of children and Storage of all items in suitable containers and at a height appropriate to the user so as to reduce bending and stretching.
- Most of our classrooms are part of the main school building. Where they are not (e.g. temporary cabins) risk assessment is conducted and is managed well in their deployment.

Outside areas/Playground safety

- Supervision of students throughout the school day is carefully planned, during lessons, at breaks and during lunchtime, as well as before and after school. The outside area in secondary is supervised from 7:45am and in primary, the walking bus begins at 7:30am. Similarly staff supervise the all outside areas at the end of the day.
- Children who are not met as expected are taken to the lobby/office until they are collected.
- At break times, at least three staff – including senior staff, supervise the outside areas and corridors, and at lunchtime in secondary. Most staff supervise pupils during break and lunch at primary.

- During break and lunchtime all children must remain outside unless they have supervised access to the building (e.g. wet lunch). At all times – staff are available and visible (in high-vis jackets) to supervise all areas.
- School rules about outdoor behaviour are designed to maximise playground safety.

Accident Prevention, Reporting and Investigation

- All staff and children are required to be vigilant in spotting potential causes of accidents and to take action to prevent these where possible.
- Potential hazards should be promptly reported to the Site Caretaker, Finance Director or Principal.
- The site caretaker will respond immediately to investigate and rectify the hazard.
- All accidents are reported to the principal and recorded in the school accident book in accordance with school procedures. The accident book is now kept with the School Nurse (secondary) and the Office (primary)
- Parents are notified as soon as possible in the case of serious accidents to children. For this purpose an up-to date contact list is maintained.
- Prompt investigation of all accidents is undertaken by the Principal in order to establish cause and adopt remedial measures.

First Aid Provision

- The use of hygienic first aid practices by all staff is mandatory.
- There is a school nurse in secondary and a first-aid trained inclusion manager in primary. A number of trained first aid officers are present in the school at all times. A good but changing number of staff hold a current first aid certificate and an up to date list is on display at various points around the school
- A fully stocked first aid box is located in all prominent areas of the school. Other first aid boxes are kept accessible in the classrooms, medical room hall and in other areas and rooms where needed. These are regularly checked and maintained by the first aiders.
- Where necessary, any responsible adult will summon an ambulance. If the school is unable to contact a parent (or an alternative, nominated, responsible person) a member of staff will accompany a child to hospital.
- We ensure that an appropriately qualified first aider accompanies trips and visits
- See First Aid – Procedures Accident / Incident School Procedures

Special Medical Conditions

- Hygienic first aid practices are followed by all staff.
- There is regular liaison with the Trust, Educational Psychologist and parents concerning any children with special medical conditions.
- All staff are informed about any special medical conditions of all children in the school and about what response may be required in an emergency.
- No child may bring medicines (including inhalers) to school unless parents have consulted the school office/school nurse and completed forms to administer medications
- All medicines (including inhalers) brought to school must be lodged with the school office in the bottle in which they were dispensed and clearly labelled with the child's name, the dosage and the frequency of dosage. A permission form should be signed by the parent, approving administration of the medication

- All such medicines are stored in a locked cabinet. Keys to this are held in the welfare room and school office who is responsible for supervising the administration of doses, and for recording details

Safety within the curriculum

- Health and Safety is an integral part of all school policies and procedures.
- Regular risk assessments of teaching and non-teaching areas, along with other curriculum activities, school trips and residential activities are conducted.
- Children are trained to use tools and other equipment safely and properly.
- School uniform regulations discourage the wearing of jewellery, except for religious reasons, and require that long hair be tied back at all times.

Teaching children about Health and Safety issues

The curriculum is rich in opportunities for children to consider health and safety issues. These include:

- A programme of personal social and health education designed to promote mutual respect, self discipline and social responsibility through our unique approach
- As part of PSHEE lessons classes have circle time or a forum for discussion about the way we conduct ourselves towards each other – with respect and safety
- A programme of health education, when relevant in the course of lessons such as PE, Science and Design Technology
- At the beginning and end of each term the Principal conducts assemblies where a variety of issues are aired.
- Phases have an agreed rules in place

Promoting road safety

- There are access restrictions in the road outside the secondary school at the end of the day which parents are regularly urged to obey. These are managed by the principal and deputy principal – to ensure the safety of children leaving the school via Common Road in large numbers over a short period – and to minimise the disruption in the neighbourhood.
- Guidance on Safeguarding for Extended School Activities in addition to above provision has been made under the Health and Safety section

Promoting healthy food choices

- Healthy, balanced, vegetarian school meals are taken by most children
- Fruit is provided to children in EYFS and KS1 and the school purchases fruit at an additional cost for KS2 pupils
- Where a child has an agreement the parents are encouraged to supply snacks / meal which are healthy and well balanced as well as in line with the faith principles of diet.
- The programme of health education includes the study of diet.
- The free school meals service offers a carefully balanced diet
- Children are encouraged to drink water throughout the day

Food and drink hygiene

- There are regular inspections of drinking fountains.
- The fridge is regularly checked for temperature and cleanliness

- As the food is currently delivered, Govindas (the catering providers) ensure that all relevant health and safety requirements are met – including food being at the correct temperature for service.

Personal hygiene

- A high standard of personal hygiene is encouraged for all staff and children. This involves teaching all children to wash their hands after using the toilet and the provision and maintenance of suitable facilities for this.
- Staff are encouraged to wear Personal Protective Equipment (PPE) where required i.e. clean fluids, sick, faeces, ear protectors for site manager or pupils for noisy lessons i.e. (Samba music lessons)
- Pupils with long hair are encouraged to keep it tied back at all times.
- There is coverage of 'menstruation' in the programme of health education.
- A stock of sanitary towels is kept in the welfare room.
- Sanitary disposal equipment is available in the ladies' toilet and in the girls' toilets and is regularly serviced by an external contractor.
- We discourage the use of aerosol products

Money and Equipment

- The school subscribes to ParentPay services where money is collected online.
- Some parents who do not have access to ParentPay online have a PayPoint card.
- ParentPay services are created and managed by the school office and Finance Director
- All cash and cheques are stored as briefly as possible in our safe which is kept locked. Cash and cheques are banked regularly in line with DFE guidance.
- Our financial system automatically records an inventory of all items held or Services (insurance).
- The school makes arrangements for all valuable equipment to be security marked. All valuable equipment will be removed from sight at the end of the school day, wherever possible.
- The school/department will dissuade staff and pupils of bringing valuable personal property into school.
- Staff have access to a locker for storage of personal property.

Lone Working

- Staff members are discouraged from working on their own on site during after school or during school holidays.
- If required to work alone staff members must inform a member of the school and a family member of the time and place of work
- The school is opened and closed by the Site Caretaker daily unless otherwise specified at any one time
- Our site caretaker operates lone working during holiday periods and occasionally during evenings – he will always inform a member of family of the details and keep a mobile on his person to maintain contact to call for help if so needed.

Dangerous or Toxic Substances and Waste Disposal

- Children are taught to dispose of rubbish appropriately and any litter is promptly and regularly collected by the caretaker and/ or cleaners.
- Toxic weed killers are not used on school premises.
- The site caretaker works to maintain the premises to a high standard, responding rapidly to rectify damage.
- His constant presence also serves to deter intruders. He makes a daily inspection for the presence of hazards which are immediately removed or remedied.
- There is a no smoking policy in all areas of the school buildings and grounds.
- Broken glasses, plates, or sharp objects are disposed in separate bins by the Site Caretaker
- Sharps bin is located in the medical room

Use and Control of Substances Hazardous to Health (COSHH)

- Such substances are stored, clearly labelled, in locked cupboards which are not accessible to children.
- All staff are advised about the wearing of appropriate PPE or protective clothing when such substances are used (e.g. rubber gloves).
- COSHH assessments are completed and recorded as appropriate

Electrical Safety

- All equipment is carefully sited to avoid trailing leads or other hazards.
- Staff should make a quick visual inspections of their work space/ classrooms to ensure sockets and cables are in working conditions and report any faults to Site Caretaker/ Finance Director
- Regular inspections are carried out of all electrical installations by a certified contractor.
- Annual checks are undertaken by approved electrical contractors on electrical equipment.
- All staff and pupils are made familiar with the safe use of electrical equipment as appropriate.
- Children may not bring any mains powered electrical equipment from home for use in school.
- Portable Appliance Testing is carried out every year
- All electrical maintenance is carried out every year with an approved contractor and all electrical work is certified

Fire Safety

- There is a set of written regulations for emergency evacuations. All staff and pupils are made familiar with these regulations.
- A termly fire drill is held, monitored and timed in accordance with AST guidelines.
- Weekly checks and maintenance of fire alarms and fire fighting equipment are undertaken by the Caretaker. In the absence of the caretaker this is completed by Finance Director.
- The local fire brigade periodically checks equipment, procedures and exits.

We will ensure that:

- Necessary escape routes are open;
- Fire exits are clearly marked and operational;
- Users are aware of the fire drill;
- Any equipment brought into school is properly used and complies with safety requirements.

For public performances:

- A licence may be required which specifies the number of people who may attend, type and layout of seating, emergency lighting and marking of exits.

SEE FIRE PROCEDURE

Safe Storage and the Use of Sharp Objects

All knives and sharp implements are to be kept under lock and key and to be released on request only by nominated office staff for use in the staff room or creative kitchen by staff. These will be signed in and out on each occasion and not left for unsupervised access by children.

See separate risk assessment

The use of scissors should be carefully monitored and also counted in and out. Children should be taught safety procedures before using any sharp object that might pose harm.

The guillotine should not be used by children or in classrooms as there is a hazard of cutting their fingers.

Legionella

Legionellosis is the collective name given to the pneumonia-like illness caused by legionella bacteria. This includes the most serious legionnaires' disease, as well as the similar but less serious conditions of Pontiac fever and Lochgoilhead fever. Legionnaires' disease is a potentially fatal form of pneumonia and everyone is susceptible to infection. However, some people are at higher risk, People can catch legionnaires' disease by inhaling small droplets of water, suspended in the air, containing the bacteria.

Certain conditions increase the risk from legionella, including:

- water temperature between 20–45 °C, which is suitable for growth
- creating and spreading breathable droplets of water, e.g. aerosol created by a cooling tower, or water outlets
- stored and/or re-circulated water

Risk Assessments

Risk assessments are carried out and are in accordance to the HSE guidelines and are filed in the School office.

Display Screen Equipment

Display Screen Risk Assessments are renewed by existing staff and are filed in the Risk Assessments folder in the school office. New staff member complete a DSE checklist risk assessment upon induction.

Critical Incident Planning

The school has procedure for dealing with critical incident planning, business continuity plan which includes emergency bomb threat.

Bereavement - We use the guidance provided by Harrow in the document "Loss and Bereavement"

Responding to critical incidents –See "Critical Incident Planning"

Business Continuity Plan

A business continuity plan in place and this is reviewed on a termly basis by the Finance Director to ensure this is up to date.