

John Ruskin Primary School and Language Classes

Health and Safety Policy and Emergency Plan

Coordinator: Clare Tayton

Last review: 2024

Next review: 2025



“Be responsible, be fair, stay positive and care”

Name of School	John Ruskin Primary School & Language Classes
Adopted and signed on behalf of the school by the governing body at the meeting on	
Name of governing body representative	John Bulwer
Signature of governing body representative	Date:
Signatures of Headteacher	1. 2. Date:

HEALTH AND SAFETY POLICY AND ARRANGEMENTS

December 2023

Part 1

General Statement of Health and Safety Policy

John Ruskin School and Language Classes considers its staff and pupils as its most valuable asset and The Governing Body recognises its responsibilities under the Health and Safety at Work etc. Act 1974 to ensure that adequate arrangements are in place to secure, as far as is reasonably practicable, the health safety and welfare of pupils, staff and others using or visiting the premises or participating in school sponsored activities.

Specifically, the School aims to:

- Provide adequate control of the health and safety risks arising from our work activities;
- Consult with our employees on matters affecting their health and safety;
- Provide and maintain safe plant and equipment;
- Ensure safe handling and use of substances;
- Provide information, instruction and supervision for employees;
- Ensure all employees are competent to do their tasks, and to give them adequate training;
- Prevent accidents and cases of work-related ill health;
- Maintain safe and healthy working conditions; and
- Review and revise this policy as necessary at regular intervals.

All employees are required to:

- Co-operate with their supervisor/manager on health and safety matters;
- Not interfere with anything provided to safeguard their health and safety;
- Follow any system of work implemented to protect them and to generally take reasonable care of their own health and safety; and
- Report all health and safety concerns to an appropriate person (as detailed in this policy statement).

The School recognises the importance of leadership in the management of health and safety and The Governors will actively work with the Headteacher and staff to achieve these aims by way of regular inspection and supporting the process of risk assessment.

Part 2

Responsibilities and Organisation for Managing Health and Safety

2.1 The Governing Body

The responsibility for ensuring that health and safety procedures within the school are adequate rests with the Governing Body. The Governors will ensure that all necessary procedures are devised, implemented, monitored and reviewed to ensure compliance with these procedures and that they remain appropriate. In particular, to:

- Ensure that the school has a current health and safety policy;
- Ensure that the school complies with the Council's health and safety policies, both in schools and on all school activities;
- Have in place procedures to identify hazards, evaluate risk and implement control measures;
- Create management arrangements for health and safety and periodically monitor its effectiveness;
- Ensure that an audit and inspection is carried out by a qualified person at least every two years;
- Ensure that a Governor attends health and safety briefings held by the LEA;
- Have health and safety on the agenda at Governing Body meetings;
- Ensure that adequate resources are made available for health and safety. This includes time as well as financial resources; and
- Ensure the Headteacher, as the Key Managers for health and safety, carry out the appropriate responsibilities.

2.2 Head Teachers

The Headteacher as Key Managers, are responsible for the day to day running of the school and putting the health and safety policy into effect. The Headteacher will assist in the development and maintenance of safe conditions for staff pupils, visitors and anyone using the premises. The Headteacher will in particular:

- Be satisfied that effective arrangements are in place to ensure that health, safety and welfare of all users of the premises;
- Ensure that termly health and safety inspections are carried out;
- Ensure that the emergency evacuation procedure is practised, at least once a term and that results are documented;
- Arrange for risk assessments to be carried out by a competent person;
- Put into effect any remedial measures or refer as necessary to the Governors or the LEA;
- Consult with members of staff on health and safety matters, particularly any accredited staff safety representatives;
- Appoint an Educational Visits Co-ordinator, from school staff, to advise and co-ordinate external school visits;
- Attend health and safety briefings and training arranged by the LEA;

- Report regularly on health and safety matters to the Governing Body; and
- Ensure that competent contractors are appointed and to monitor their on-site safe working practices.

2.3 Heads of Departments

Heads of Departments will familiarise themselves with all safety legislation, codes of practice and guidance relevant to their area of responsibility. As part of their day-to-day responsibility they will ensure that:

- Risk assessments are in place for all activities;
- Safe working methods are in place;
- Supervision is adequate and training needs met;
- Termly health and safety inspections are carried out;
- Safety requirements for plant, machinery and equipment are in place and are adequate;
- Suitable Personal Protective Equipment is available, in good condition and is used and stored correctly; and
- Standards of health and safety are monitored and appropriate remedial action is taken when required.

2.4 Educational Visits Co-ordinator

The Educational Visits Co-ordinator for the school is Hamilton Nwokolo. Hamilton is responsible for:

- Liaising with the employer, through the Education Health and Safety Manager/Outdoor Education Adviser, to ensure that educational visits meet the employer's requirements;
- Ensuring a suitable and sufficient risk assessment is carried out for all educational visits carried out by the school;
- Planning and recording visits in line with the School Visit and Emergency Procedure and the EVOLVE web portal; and
- Submitting risk assessments to Clare Tayton (Headteacher), for approval.

2.5 Business Manager

The Business Manager has particular responsibility for security and premises related issues and will:

- Co-operate with the Headteacher to ensure that safe and healthy working conditions are maintained, suitable and sufficient risk assessments are undertaken and resulting actions are implemented, suitable plant, equipment and machinery is provided and adequately maintained;
- Report defects and ensure that appropriate remedial action is taken; and
- Implement the asbestos management plan, water hygiene monitoring activities, fire risk assessment actions, annual gas safety check, 5 yearly electrical test and inspection, portable appliance testing and other statutory inspections/examinations.

2.6 All Staff

Members of staff also have health and safety responsibilities. Staff will therefore be required to:

- Take reasonable care of their own health and safety and that of anyone else who may be affected by what they do or fail to do;
- Co-operate with all health and safety arrangements;
- Report defects, accidents/incidents or other health and safety matter that they are aware of; and
- Correctly use equipment, tools and protective devices, including Personal Protective Equipment (PPE).

Part 3

Specific Arrangements for Managing Health and Safety

Specific arrangements identified to make the health and safety policy effective includes items outlined below.

3.1 Risk assessment including arrangements for new and expectant mothers, young workers

The requirement to individually risk assess those in 'vulnerable groups' such as new and expectant mothers and young workers, is recognised. Arrangements are made for assessments of new and expectant mothers to be completed, using an appropriate risk assessment template, as and when required by the Headteacher. Those organising work placements for young people are required to complete an assessment and consult with the school on the findings.

3.2 Fire safety including testing of alarms and evacuation procedures

The School has fire evacuation procedures in place both at the main site and at Brandon Nursery (offsite) and conducts termly fire drills.

Regular checks of equipment, procedures and exits are made by the Premises Manager and an annual Fire Risk Assessment is completed with the assistance of an external fire consultant. Records are maintained in a Fire Log Book and the Premises Manager is responsible for their upkeep.

All fire exits are clearly signed.

3.3 Recording, reporting and investigating accidents, incidents and dangerous occurrences

All accidents, incidents and dangerous occurrences are reported to the Headteacher (Deputy or Assistant Head Teachers in their absence) and responded to immediately, with assistance from the Premises Manager where appropriate.

Accidents, incidents and dangerous occurrences are recorded in accordance with LA procedures using separate report forms for adults and children and investigated by the Headteacher in order to establish root cause and action to prevent recurrence.

3.4 First aid and supporting medical needs

First aiders (x2) are available in school and support staff are trained in Emergency First Aid. Early Years Support Staff are trained in Paediatric First Aid. Fully stocked first aid boxes are provided in each classroom. A list of first aiders is maintained around the school and in the First Aid Room. Training records are maintained and training is refreshed as required.

Parents are notified of any minor injuries via either a letter home or verbally, as appropriate.

Ambulances are called where necessary by any responsible adult and arrangements made for the ambulance to be met and guided onsite. If the school is unable to contact a parent (or a nominated person) a member of staff will accompany a child to hospital.

3.5 Communication

The importance of communication with teaching and non-teaching staff in school is seen as vital to maintaining health and safety standards. To this end, a Daily News Sheet is prepared and discussed with all staff at Weekly Briefing Meetings.

Providing pupils with opportunities to discuss health and safety issues is also recognised as vital to promoting a positive health and safety culture in School. A programme of personal and social education and policies designed to promote mutual respect, self-discipline and social responsibility are in place.

3.6 Staff communication and consultation

In addition to Weekly Briefings (see 3.5 above), formal consultation on health and safety policies, arrangements and procedures occurs annually with staff representatives, providing an opportunity for their involvement in the review process.

3.7 Policy and procedures for off site visits including residential visits, overseas and adventurous activities.

The school has adopted the 'Evolve' risk assessment system and works together with the LA in line with guidelines particularly on residential visits, where permission is always sought. Each assessment considers the suitability of the venue, travel, supervision, emergency arrangements and any other necessary considerations to ensure safety, so far as is reasonable. Emergency procedures for school trips are detailed in the school's Emergency Plan.

3.8 Information, instruction and training

The school recognises the importance of the provision of information, instruction and training on health and safety matters. An induction is provided for all teaching and non-teaching staff, the Health and Safety Policy is formally brought to the attention of all staff and training on manual handling, fire safety awareness and other matters is regularly provided. Training records are maintained. In addition, any changes to health and safety matters are consulted upon with representatives and communicated in staff meetings.

3.9 Shared accommodation

The school is self-sufficient in terms of accommodation and does not share facilities with any other organisation. After school clubs are in place, some run by outside contractors, however all activities are risk assessed by school teaching staff and/or the providing contractor and managed by an After School Club Co-ordinator.

3.10 Premises hire

School premises are not available for hire.

3.11 Vehicle safety (on and off site)

Parking and speed restrictions are in place on the road outside the school which parents are urged to obey.

Access to the school by vehicles within the gated and fenced area is necessary and vehicles are supervised by school staff on their arrival and departure. Other vehicle access is subject to prior approval by the school Premises Manager and is again supervised.

Cycling proficiency courses are provided for Year 5 and 6 children.

3.12 Selecting and managing contractors

Contractors are selected by the Premises Manager and Head Teacher from the Southwark Approved List. Contractors are not allowed unsupervised access to children and are subject to the school Visitor's Procedure including registration, wearing of visitor's badges and supervision. The LA's Safeguarding Policy is also observed.

High value contracts are subject to tender and are supervised by consultants appointed by the Head Teachers.

3.13 Occupational health and managing work related stress

The school has access to Occupational Health Services bought in by the school and the Headteacher can make referrals to this service as required.

Work Related Stress is managed by a process of risk assessment and regular support is provided in this regard by an external health and safety consultancy.

3.14 Personal protective equipment (PPE)

Where the need for personal protective equipment has been identified by the assessment of either curriculum or non-curriculum activity risk assessments, this equipment is provided free of charge to the user. Arrangements are in place to ensure its suitability, availability, use, cleanliness and safe storage.

3.15 Dealing with health and safety emergencies

Suitable emergency procedures are in place for all foreseeable emergencies, including fire, explosion, gas leak, flooding, severe weather, accidents, security incidents and incidents during school visits. These procedures are regularly reviewed by the Headteacher. If there are unforeseeable emergencies, risk assessments and action plans will be drawn up as appropriate following national or local guidance.

3.16 Manual handling

Manual handling is recognised as a potentially frequent cause of personal injury. All work activities are subject to general health and safety risk assessment and reviewed annually. Suitable controls to reduce the risk of manual handling injury are implemented.

Support staff are trained in the principles of safe handling and this training is regularly refreshed.

3.17 Control of hazardous substances

Substances that are classified as substances hazardous to health are subject to strict COSHH controls in School, including the selection of appropriate products, COSHH assessment, staff training on safe use, safe and secure storage, safe disposal and actions in the event of an emergency. A COSHH file is maintained onsite by the Premises Manager and assistance with COSHH assessment is provided by an external health and safety consultant.

3.18 Management of asbestos

The site has been subject to survey and Asbestos Management Plan is in place. Asbestos containing materials (ACM's) are registered, signed where accessible and are subject to regular inspection by an external contractor.

All contractors are informed of the risk and suitable measures are employed to ensure the asbestos remains undisturbed, under the supervision of the Premises Manager.

3.19 Violence and aggression (may cross reference to behaviour policy)

The school has various policies on violence, aggression and behaviour, including 'Respect at Work', 'School Code and Policy on Use of Force', 'Safeguarding', Staff and Governors 'Codes of Conduct', and a 'Whole School Agreement'. This hazard has also been subject to detailed risk assessment.

3.20 Lone Working

The school has safeguarding policies and strict procedures in place regarding the lone working of adults with children.

Lone working will only be allowed out of hours' subject to assessment and approval by the Headteacher.

3.21 Workplace safety including inspections and safety tours

The Premises Manager or Premises Assistant undertakes a premises tour during the school closing procedure on a daily basis.

The Governor's Health and Safety Committee (of which the Headteacher are members) also undertakes a termly safety tour and the site is formally inspected for the purpose of General Health and Safety Risk Assessment and Fire Risk Assessment by an external contractor annually.

3.22 School security

The school is protected by a secure fence along all perimeter areas, protected gates that are supervised prior to and at the end of each school day and a comprehensive CCTV and door entry system.

A procedure for managing visitors to the school is in place, including a register, wearing of visitor's badges and supervision. In addition, all staff are encouraged to stop and challenge any unfamiliar visitors to the school.

3.23 Maintenance (and where necessary examination and testing) of plant and equipment, local exhaust ventilation, pressure systems, gas appliances, lifting equipment and glazing safety

A Premises Manager is employed to undertake and manage all maintenance activities onsite to the required standards and frequencies required by legislation.

Maintenance records are maintained by the Premises Manager and School Business Manager and are regularly reviewed by the Headteacher and are subject to audit during H&S and Fire Safety Risk assessment.

ADDITIONAL INFORMATION

- **Address:** John Ruskin Primary School, John Ruskin Street, Camberwell, London SE5 0PQ. Tel: 0207 703 5800.
- **Fire Safety Officers:** Miss Clare Tayton; Headteacher
- **School Premises:** the building is a purpose built Victorian school of brick construction, with an off-site nursery.
- **General H&S Consultant:** Andy Newborough, Activus Safety Training and Consultancy Ltd. Tel: 07976 310585.
- **Fire Safety Consultant:** London Fire Associates. Tel: 0208 0998972

THE EMERGENCY PLAN 2023/24

Fire

Action you should take on discovering a fire:

Whenever a fire occurs the main consideration is for everyone to get out of the building in an orderly fashion so as to prevent panic and accidents happening, the protection of property is incidental. Staff should only attempt to fight the fire if it is safe to do so, having had the necessary training and experience to make a judgement of the risks involved.

- The first person to discover the fire should immediately raise the alarm by breaking the glass in the nearest alarm call box; the alarm will be recognisable as a long continuous ring.
- Attack the fire only if you consider it safe to do so, having had the necessary training. The important point to remember is that fire fighting must always be secondary to the safety of your life and the life of others.
- If it is not possible to fight the fire or you are unsuccessful in subduing the fire, evacuate the building using the nearest emergency exit and report to the nearest Assembly Point.

The Assembly Points are:

- **From Main Building - Front of Building (Middle Playground)**
- **From Reception Classes – Reception Playground**
- **From Nursery and Language Unit - Nursery Playground**
- **Offsite Nursery – Offsite Nursery Playground**

Action you should take on hearing the alarm:

On hearing the alarm sounding, a long continuous ring or shouting indicating a fire has occurred, all staff, with their visitors, contractors and students are to immediately carry out the pre-planned evacuation procedure and proceed to the Assembly Point.

- **Get everyone out of the room/floor and shut the doors.**
- **Leave personal effects behind.**
- **Assist other staff members, especially those with disabilities.**
- **Proceed to the Assembly Point for roll call.**
- **Do not re-enter the building until told it is safe to do so by the Fire Service, other Emergency Services or the Senior Fire Warden.**
- **Fire wardens are: Head Teacher (Senior), Deputy Head, Teacher in Charge of Language Unit, Teacher at Off-site Nursery (Brandon).**

They are responsible for:

- **Assistant Head (DB): Middle Floor (Main Building)**
- **Head (CT): Bottom Floor Bottom Hall and areas towards premises office (Main Building)**
- **School Business Manager (JV): Bottom Floor Reception and adjoining areas (Main Building)**
- **Deputy Head (DB): Top Floor and Roof (Main Building)**
- **Teacher in Charge (LC): Island Building (On-site Nursery and Language Classes)**
- **Brandon Teacher (LT): Brandon Nursery (off-site)**

In the event of staff absences/industrial action, replacement responsible persons will be prepared and planned to cover areas in the event of fire or false alarm.

Calling the Fire Brigade:

On hearing the alarm sounding, a long continuous ring or shouting indicating a fire has occurred, Reception/Security staff will call the Fire Service using the 999 emergency number, giving the full address of the premises and an indication of the fire situation if known.

The Fire Service should always be called immediately to any fire; however small the incident may appear. The sooner the alarm is raised and the building is evacuated the sooner the Fire Service will be on their way.

The Fire Service is required to attend these premises within 5 minutes of receiving the call, with a minimum of two fire engines. If you delay raising the alarm by fighting the fire yourself or taking your time leaving the building, then this time will be increased.

Although the Fire Service is well trained, they are required to enter situations that they may be unfamiliar with and deal with processes that they have limited knowledge of. If there remains any doubt that there are occupants still within the building, Fire Officers are required to make a calculated decision and risk their lives to locate them.

How the evacuation of the workplace, should be carried out, including those particularly at risk:

On hearing the alarm, all personnel should proceed in an orderly and safe fashion along the identifiable protected routes, following the exit signs to the indicated exits and then to the Assembly Point.

Arrangements should be in place to assist any personnel particularly at risk who are in the building, whether staff or visitors. This will involve the selection, training and practising of a staff member to assist identified individuals in an emergency situation.

Duties and identity of those with specific responsibilities in the event of fire:

Senior Fire Wardens, who will be wearing a high visibility surcoat have been appointed and their duties are to carefully check that their areas of responsibility are clear of all other staff before proceeding to the Assembly Point, where the roll call will be taken. All teaching assistants act as Fire Wardens for the room they are working in, checking that the room is empty as they leave.

If anyone is not accounted for, or any Fire Warden is unable to confirm that their area of responsibility is clear, then the Senior Fire Officer in attendance at the incident must be informed as a matter of priority.

The senior member of office staff on duty should take responsibility for checking the Fire Panel to identify where the activation has occurred and report this information to the Headteacher on arrival at the Assembly Point. In addition, a copy of the **Emergency Plan and Escape Routes**, held at Reception, should be brought to the Middle Playground Assembly Point and passed to the Fire Service, on arrival.

First Aiders should also take responsibility for ensuring a First Box is taken to each Assembly Point, as personal injuries often occur through the process of evacuation itself, as well as to deal with fire-related First Aid issues.

Arrangements for safe evacuation of contractors and visitors

All visitors to the premises are required to sign in and out at reception. At that time the fire procedure should be explained to them. Any staff members who are escorting visitors when the alarm sounds should take them directly to the Assembly Point.

All contractors to the premises are required to sign in and out at reception and at that time the fire procedure should be fully explained to them and their presence should be made known to the Fire Wardens on the floors on which they are working. In the event of the alarm sounding, contractors should be expected to make their own way from the building to the Assembly Points, with Fire Wardens checking that they have left their area of work.

Action you should take in the event of a local significant incident e.g. train derailment affecting the school or surrounding buildings, major gas leak, national emergency

The alarm will be raised as described above. Evacuation will be carried out as described above. On arrival at the Assembly Points in the playground the Headteacher will advise staff whether it is safe to stay in the playgrounds. If a risk is perceived then an evacuation to Burgess Park, Walworth Rd entrance, will be ordered. Classes will be lead by the class teachers with support staff evenly spaced along the lines of children. On arrival at the park entrance (next to tennis courts) a roll will be taken. The Headteacher will contact the Police and Southwark Council for advice in line with their Emergency Response Plan. A Senior Fire Marshall will stay near to the school to liaise with emergency services provided it is safe to do so.

Contact Details:

Police – Dial 999

Southwark Council – Tel: 0207 525 5000

Email: school.emergencyclosures@southwark.gov.uk

Isolation of power supplies and machinery

Electricity

The isolation point for all incoming electrical supplies in the Main Building is in the large cupboard immediately adjacent to the Premises Manager's office.

At the Off-site Nursery, the electrical supply can be isolated by accessing the cupboard adjacent to the adult toilet, off the Library.

In the Island Building (Onsite Nursery and Language Classes) the isolation point is in the large cupboard immediately opposite and to the right of the main entrance from the playground.

Isolation should normally be carried out by Premises Management or Emergency Services

Gas

The isolation points for in-coming gas are in the large outdoor cupboard next to the On-site Nursery Playground and in the Basement in the Boiler Room.

There is no gas supply at the Off-site Nursery.

Isolation should normally be carried out by Premises Management or Emergency Services.

Place of assembly and roll call is:

- **From Main Building - Front Building**
- **From Reception Classes – Reception Playground**
- **From Nursery/ Language Unit - Nursery Playground**
- **From Off-site Nursery – Offsite Nursery Playground**

Liaison with emergency services:

It is important that every effort is made prior to the arrival of the emergency services, particularly the Fire Service that a nominated individual has, as calmly as possible, established that all personnel are present at the Assembly Point or where those who aren't present were last seen. This information needs to be relayed to an officer of the Fire Service and the nominated person may need to make him or herself known to an officer as soon as possible. The Fire Marshals will wear a 'Fire Marshal' surcoat to assist with this process.

Information regarding where the Fire Alarm activation has occurred should also be passed to the Emergency Services, together with a copy of the **Emergency Plan and Emergency Escape Routes**.

Identification of key escape routes & fire fighting equipment:

Fire fighting equipment appropriate to risk is placed in several key locations and on escape routes. Only once the alarm has been sounded should suitable trained personnel give consideration to fighting the fire and then only in accordance with instruction received in training. If your efforts are not immediately successful withdraw from the site at once.

EMERGENCY PROCEDURES

School Visits

Objectives

Swift and appropriate response in the event of a serious incident during a school visit and ensure the health, safety and welfare of both those directly and indirectly involved and to learn lessons for the future.

Actions Prior to School Visit

Responsibilities

Group Leader

- Arrange for a Deputy to be identified
- Implement actions identified in **Section 1** of the **John Ruskin School Visit Checklist**

Senior Leadership Team (SLT)

- Ensure the availability of a Head Teacher to deal with enquiries and logistics in the event of an incident during a school trip, whilst allowing the school to operate normally
- Identify a designated School Contact to link the group with a Head Teacher, SLT and parents
- Ensure Group Leader and Deputy are provided with the designated School Contact details and those of a Deputy prior to trip departure (including landline and mobile telephone numbers for each contact)
- Conversely, ensure designated School Contacts have contact details for Group Leader and Deputy (as above).

School Actions in the Event of an Incident:

- School Contact to contact and brief Head Teachers/Deputy Head/ Asst. Head Teachers (SLT) as required
- SLT to provide assistance to the Group Leader/Deputy as required
- SLT to decide whether to send additional personnel to join the Group to assist the Group Leader/Deputy
- Head Teacher to contact parents
- School Contact to provide the link between the Group and SLT
- Head Teacher to contact and brief School Governors
- A full log of contacts and actions taken is to be maintained by the School Contact
- In the event of a serious incident, the School Contact should liaise with the designated Media Contact (normally the Headteacher) to provide a briefing as soon as possible

- In the event of media enquiries, all should be directed to the Media Contact. The name or names of any casualties should not be given to the media.

Actions Onsite by Group Leader and/or Deputy during and immediately following an Incident

Implement actions identified in **Section 2** of the **John Ruskin School Visit Checklist**

Actions Post Incident

- SLT should make adequate arrangements to provide professional counselling support where necessary to identify causes of trauma and distress arising from the incident (including pupils, staff and others)
- The Group Leader, School Contact and those members of SLT involved are to complete a full internal investigation into the incident chaired by a Head Teacher and an investigation report shall be completed. The final report (and drafts) should be treated as privileged documents and not shared with enforcement authorities by the school
- The Group Leader, School Contact and those members of SLT involved are to co-operate with the authorities during initial external investigations by enforcement authorities (Police, EHO or HSE) and provide all factual information as necessary to facilitate the investigation

However, in the event of interviews under the Police and Criminal Evidence Act (PACE) i.e. those preceded by a caution issued by an investigating enforcement officer, an adjournment should be requested until legal representation can be arranged.

This procedure should be read in conjunction with the **John Ruskin School Visit Checklist**.

John Ruskin School Visit Checklist

Section A

Actions Prior to School Visit

Group Leader to ensure the following:

All accompanying adults are aware of our visit procedures (Green Staff Handbook) []
The Risk Assessment is attached to this Checklist []
The children's contact details are attached to this Checklist []
A designated School Contact and Deputy to link the group with a Headteacher, SLT and parents has been identified and contact details noted []
The Group Leader has the school mobile phone []
Each child must wear a school high-vis vest with the schools contact details []
Staff have been briefed on what to do if separated from each other in the event of a security incident []
In case of an emergency our meeting place will be:

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Section B

Actions During the Visit – General Precautions

- Be vigilant and aware of your surroundings – know where the exits are
- Avoid congregating too long around entrances to major public places.

Actions in the Event of an Emergency

Immediate Actions

In the event of an incident use the following to guide your actions:

- **REMAIN CALM** - Assess the situation
- Safeguard yourself and then any other uninjured members of the group - make sure all other members of the party are:
 - Accounted for
 - Safe
 - Adequately supervised
 - Briefed to ensure that they understand what to do to remain safe
- Delegate to other adults within the Group if possible so you can keep an overview of events and to allow 'concurrent' activity
- Call emergency services as appropriate
- Carry out first aid to the best of your abilities, where necessary.

Remember the aims of first aid are to:

- Preserve life
- Prevent deterioration
- Promote recovery
- Ensure casualties are accompanied to hospital, where transfer is necessary.

Actions Once the Immediate Situation Is Contained

Inform the school.

You will need the following information:

- The telephone number you can be called back on (in case school mobile or area network is down)
- The nature of the emergency
- Time and date of the incident
- Number of casualties, their names and status
- The total number of people currently in your party
- Your current location
- Whether you are staying where you are or moving – if you are moving, your new destination
- Action taken to date and by whom
- Liaise with, and take advice from emergency services if they have attended the scene
- Ensure all adults within the group are aware of the incident and are following the instructions of the Group Leader/Deputy
- Consider the physical needs of the group and casualties in terms of shelter, refreshments, transport/repatriation
- Consider the emotional needs of the group such as removing them from the scene, providing emotional support (they can often do this for each other) and giving them useful things to do
- Control communications - prevent group members from using phones or going online unsupervised or until approval is given
- Group Leader/Deputy to collate all other relevant facts and witness details, where possible
- Notify insurers/tour operators (where appropriate)
- Group Leaders and others within the group should not speak to the media. In the event of interest and enquiries, they should be referred to the designated Media Contact via the School Contact
- Discussions regarding liability should not be held with anyone.

Invac and Lockdown Procedures

There are occasions when it is safer to move people away from the threat while remaining inside the venue. If the threat is outside your venue or the location is unknown, people may be exposed to greater danger if the evacuation route takes them past the threat (such as a suspect device, contaminated environment or attackers). Since glass and other fragments from IEDs may kill or maim at a considerable distance, moving staff inside the crowded place (including to protected spaces) is often safer than evacuating them onto the streets.

Invacuation benefits from pre-planning.

Protected spaces should be located:

- In areas surrounded by full-height masonry walls, e.g. internal corridors, toilet areas or conference rooms with doors opening inwards.
- Away from windows and external walls.
- Away from the area in between the building's perimeter and the first line of supporting columns (known as the 'perimeter structural bay').
- Away from stairwells or areas with access to lift shafts where these open at ground level onto the street, because blast can travel up them. However, if the stair and lift cores are entirely enclosed, they could make good protected spaces.
- Avoiding ground floor or first floor if possible.
- In an area with enough space to contain the occupants.

Pupils and class teachers

The basic invac plan is to return to your classroom or office if safe to do so. If you are located away from your classroom i.e. on another floor or outside, go to the nearest classroom or office and await further instruction.

Office based staff

The advice is to remain in your office if safe to do so. If you are located away from your classroom i.e. on another floor or outside, go to the nearest classroom or office and await further instruction

Main Office staff

All office staff must go to Blue classroom and await further instruction. The main office desk must be staffed by the School Business Manager in the event of police or security services' communications

All communication in the event of an invacuation is to be directed to Jonathan Verity via 07484077797.

Bomb threats and Search procedures

The vast majority of bomb threats are hoaxes designed to cause alarm and disruption. As well as the rare instances of valid bomb threats, terrorists and others may also make hoax bomb threat calls to intimidate the public, businesses and communities, to draw attention to their cause and to mislead police. While many bomb threats involve a person-to-person phone call, an increasing number are sent electronically using email or social media applications. No matter how ridiculous or implausible the threat may seem, all such communications are a crime and should be reported to the police by dialling 999. It is important that potential recipients – either victims or third-parties used to pass the message – have plans that include how the information is recorded, acted upon and passed to police.

The bomb threat message

Bomb threats containing accurate and precise information, and received well in advance of an actual attack, are rare occurrences. Precise motives for hoaxing are difficult to determine but may include revenge, extortion, a desire to impress, or a combination of these and other less understandable motives. The vast majority of cases are hoaxes and the intent is social engineering, to cause disruption, fear and/or inconvenience the victim.

Communication of the threat

A bomb threat can be communicated in a number of different ways. The threat is likely to be made in person over the telephone; however, it may also be a recorded message, communicated in written form, delivered face to-face or, increasingly, sent by email or social media (e.g. Twitter or Instagram, etc.). A threat may be communicated via a third-party, i.e. a person or organisation unrelated to the intended victim and identified only to pass the message.

Immediate steps if you receive a bomb threat communication

Any member of staff with a direct telephone line, mobile phone, computer or tablet etc. could conceivably receive a bomb threat. Such staff should, therefore, understand the actions required of them as the potential first response to a threat message.

- If you receive a telephone threat you should:
- stay calm and listen carefully
- have immediate access to a checklist on key information that should be recorded
- if practical, keep the caller talking and alert a colleague to dial 999
- if displayed on your phone, note the number of the caller, otherwise, dial 1471 to obtain the number once the call has ended
- if the threat is a recorded message write down as much detail as possible
- if the threat is received via text message do not reply to, forward or delete the message; note the number of the sender and follow police advice
- know who to contact in your organisation upon receipt of the threat, e.g. building security/senior manager, as they will need to make an assessment of the threat

If the threat is delivered face-to-face:

- Try to remember as many distinguishing characteristics of the threat-maker as possible.
- If discovered in a written note, letter or as graffiti:
- Treat as police evidence and stop other people touching the item.
- If the threat is received via email or social media application:

- Do not reply to, forward or delete the message.
- Note the sender's email address or username/user ID for social media applications.
- Preserve all web log files for your organisation to help the police investigation (as a guide, 7 days prior to the threat message and 48 hours after).

Checking your venue for suspicious items – search considerations

Nominated person – Tony Till, Premises Assistant

Regular searches of your establishment, proportionate to the risks faced, will enhance a good security culture and reduce the risk of a suspicious item being placed or remaining unnoticed for long periods. Additionally, if you receive a bomb threat and depending upon how credible it is, you may decide to conduct a 'search' for suspicious items. To that end:

- Ensure plans are in place to carry out an effective search in response to a bomb threat.
- Identify who in your venue will coordinate and take responsibility for conducting searches.
- Initiate a search by messaging over a public address system (coded messages avoid unnecessary disruption and alarm), by text message, personal radio or by telephone cascade.
- Divide your venue into areas of a manageable size for 1 or 2 searchers. Ideally staff should follow a search plan and search in pairs to ensure nothing is missed.
- Ensure those conducting searches are familiar with their areas of responsibility. Those who regularly work in an area are best placed to spot unusual or suspicious items.
- Focus on areas that are open to the public; enclosed areas (e.g. cloakrooms, stairs, corridors, lifts etc.) evacuation routes and assembly points, car parks, other external areas such as goods or loading bays.
- Develop appropriate techniques for staff to be able to routinely search public areas without alarming any visitors or customers present.
- Under no circumstances should any suspicious item be touched or moved in any way. Immediately start evacuation and dial 999.
- Ensure all visitors know who to report a suspicious item to and have the confidence to report suspicious behaviour.
- Under no circumstances should any suspicious item be touched or moved in any way. Immediately start evacuation and dial 999.

Below is a step guide to assist in this process if a threat is made at your location plus a link to the .GOV website for helpful advice.

Step 1 - Follow your internal security process to assess and evaluate the threat.

Step 2 - Report the incident to local Police.

Step 3 - Report the incident directly to the National Crime Agency using the email address: ncacontrolcentre@nca.x.gsi.gov.uk

Step 4 - Inform the Local Authority by emailing the schools team Apo Cagirci or Daphne Macarthy

Apo.Cagirci@southwark.gov.uk / daphne.macarthy@southwark.gov.uk and Emergency Planning:

emergency.planning@southwark.gov.uk (between 0900-1700). The duty Local Authority Liaison Officer can be contacted outside of these hours on 07947 528 213

For general advice please follow this link: <https://www.protectuk.police.uk/>

Emergency Planning & Resilience Officer – Barry Hall Chief Executive's Department, 1 London Borough of Southwark, 160

Tooley Street, London SE1 2QH - Phone – 020 7525 5154 Mobile – 07976 394 533 e-mail – barry.hall@southwark.gov.uk

National Emergency Alerts System

About Emergency Alerts

Emergency Alerts is a service from the UK government.

Emergency alerts will warn you if there's a danger to life nearby.

In an emergency, your mobile phone or tablet will receive an alert with advice about how to stay safe.

<https://www.gov.uk/alerts/when-you-get-an-alert>

Reasons you might get an alert

The government and mobile phone networks are testing emergency alerts.

You may get an alert if you live in, or travel through, a test area.

<https://www.gov.uk/alerts/reasons-you-might-get-an-alert>

How it works

Emergency alerts are broadcast from mobile phone masts. Every compatible mobile phone or tablet in range will receive an alert.

The government does not need your phone number to send you an alert.

<https://www.gov.uk/alerts/how-alerts-work>

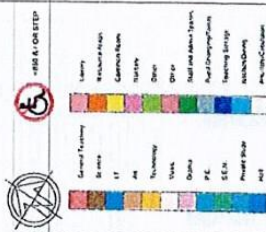


APPENDICES

APPENDIX 1 – Emergency Escape Route Drawings - familiarise yourself with escape routes, alternative escape routes and the meaning of all fire safety related signs.

APPENDIX 2 – Bomb Threats Checklist

APPENDIX 3 – Permit to Work (Contractors)



Name of the fish	Group length		Group weight		Survival (%)
	mm	g	mm	g	
Common carp	100	10	100	10	100
Golden shiner	100	10	100	10	100
White bream	100	10	100	10	100
Roach	100	10	100	10	100
Perch	100	10	100	10	100
Crucian carp	100	10	100	10	100
Grass carp	100	10	100	10	100
Black bream	100	10	100	10	100
Yellow perch	100	10	100	10	100
Common carp	100	10	100	10	100
Golden shiner	100	10	100	10	100
White bream	100	10	100	10	100
Roach	100	10	100	10	100
Perch	100	10	100	10	100
Crucian carp	100	10	100	10	100
Grass carp	100	10	100	10	100
Black bream	100	10	100	10	100
Yellow perch	100	10	100	10	100
Common carp	100	10	100	10	100
Golden shiner	100	10	100	10	100
White bream	100	10	100	10	100
Roach	100	10	100	10	100
Perch	100	10	100	10	100
Crucian carp	100	10	100	10	100
Grass carp	100	10	100	10	100
Black bream	100	10	100	10	100
Yellow perch	100	10	100	10	100
Common carp	100	10	100	10	100
Golden shiner	100	10	100	10	100
White bream	100	10	100	10	100
Roach	100	10	100	10	100
Perch	100	10	100	10	100
Crucian carp	100	10	100	10	100
Grass carp	100	10	100	10	100
Black bream	100	10	100	10	100
Yellow perch	100	10	100	10	100
Common carp	100	10	100	10	100
Golden shiner	100	10	100	10	100
White bream	100	10	100	10	100
Roach	100	10	100	10	100
Perch	100	10	100	10	100
Crucian carp	100	10	100	10	100
Grass carp	100	10	100	10	100
Black bream	100	10	100	10	100
Yellow perch	100	10	100	10	100
Common carp	100	10	100	10	100
Golden shiner	100	10	100	10	100
White bream	100	10	100	10	100
Roach	100	10	100	10	100
Perch	100	10	100	10	100
Crucian carp	100	10	100	10	100
Grass carp	100	10	100	10	100
Black bream	100	10	100	10	100
Yellow perch	100	10	100	10	100
Common carp	100	10	100	10	100
Golden shiner	100	10	100	10	100
White bream	100	10	100	10	100
Roach	100	10	100	10	100
Perch	100	10	100	10	100
Crucian carp	100	10	100	10	100
Grass carp	100	10	100	10	100
Black bream	100	10	100	10	100
Yellow perch	100	10	100	10	100
Common carp	100	10	100	10	100
Golden shiner	100	10	100	10	100
White bream	100	10	100	10	100
Roach	100	10	100	10	100
Perch	100	10	100	10	100

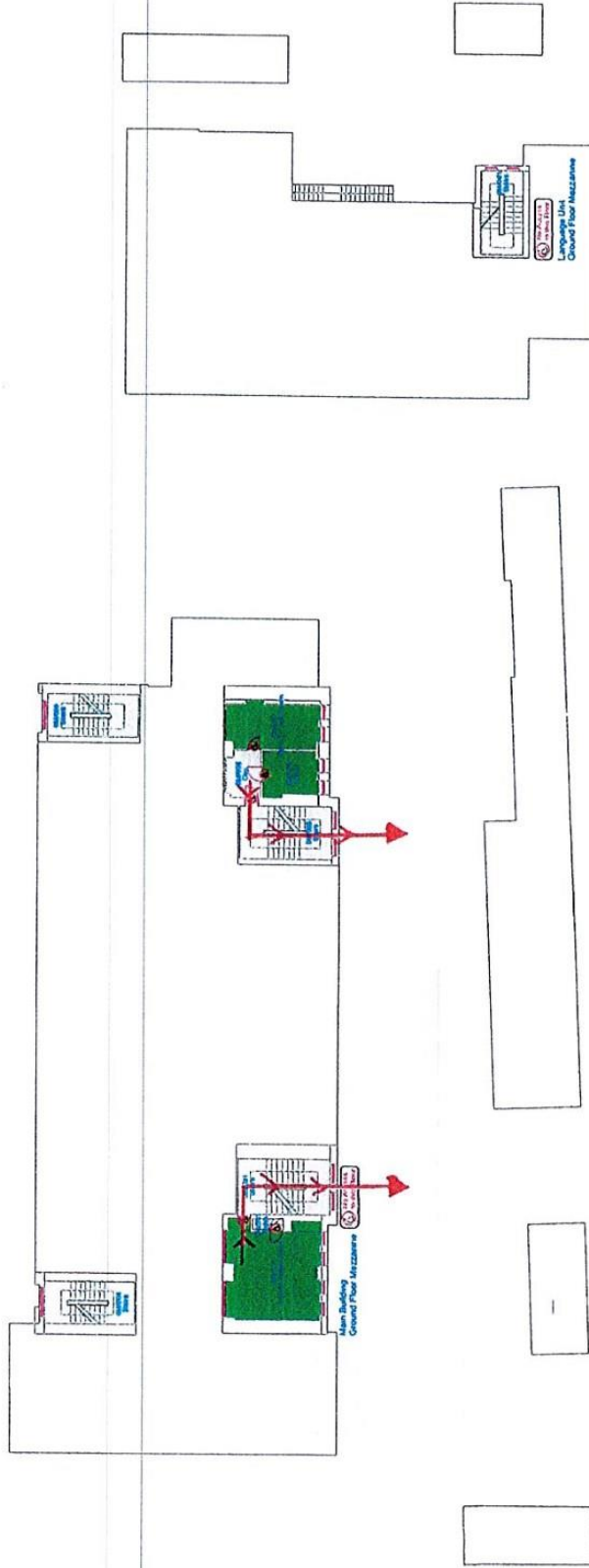
Q1	from Uptown	CC	ASB	15/6/2012
Q1	from Southy	CC	CC	26/12/2008

Rev	Description	On	Off	Date
	<i>Sophmark</i> Connect	• • • • •	• • • • •	• • • • •
				CAD-CAPTURE

Project:	John Ruskin Primary (and Language Unit) Third Floor Plan
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Area Information		Job	53105
Total 210 AGE	458 S	Subst	1402241 1202243
Crash External Area	439 S	Date	25-02-2008
Crash Internal Area	424 S	Survey	05104206
Total From Area	3733 I	Dwnt	CAD-CAPTURE
Total Internal Area	2202 I	Checked	GG
Remarks: 2102339			
Drawing No: 2102339			

Emergency Escape Routes Main Building - Ground Floor Mezzanines



DO NOT SCALE FROM DRAWING. ALL DIMENSIONS MUST BE TAKEN FROM THIS

Legend:

- Library
- Reading Area
- Computer Room
- Workshop
- Office
- Kitchen
- Bathroom
- Storage
- Reception
- Waiting Area
- Staff and Admin Offices
- Reception/Waiting Area
- Training Rooms
- Meeting Rooms

4000 3 / 1000 1100

Room	Area (sqm)	Volume (cu m)	Height (m)	Notes
Library	100.0	1000.0	10.0	
Reading Area	200.0	2000.0	10.0	
Computer Room	150.0	1500.0	10.0	
Workshop	120.0	1200.0	10.0	
Office	80.0	800.0	10.0	
Kitchen	50.0	500.0	10.0	
Bathroom	30.0	300.0	10.0	
Storage	20.0	200.0	10.0	
Reception	10.0	100.0	10.0	
Waiting Area	10.0	100.0	10.0	
Staff and Admin Offices	10.0	100.0	10.0	
Reception/Waiting Area	10.0	100.0	10.0	
Training Rooms	10.0	100.0	10.0	
Meeting Rooms	10.0	100.0	10.0	

Property: John Runkin
Title: Primary (and Language Unit)
Ground Floor Mezzanine Plan

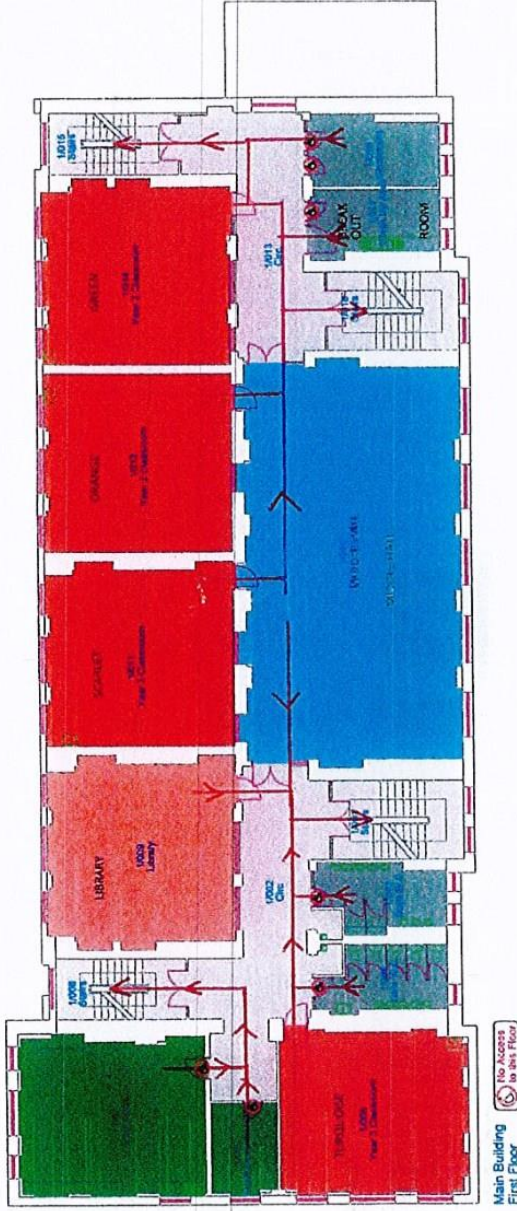
Area Information:

Area	Area (sqm)	Volume (cu m)	Height (m)
Total Area	1000.0	10000.0	10.0
Ground Floor	1000.0	10000.0	10.0
Mezzanine	1000.0	10000.0	10.0

Notes:

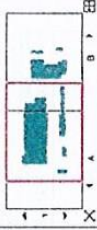
- 1. All dimensions are in meters.
- 2. All areas are in square meters.
- 3. All volumes are in cubic meters.
- 4. All heights are in meters.

Emergency Escape Routes Main Building - First Floor



Main Building
First Floor

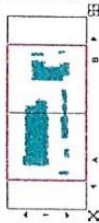
No Access
to this Floor



Legend	Room Number	Room Name
1000	1000	Library
1001	1001	Library
1002	1002	Library
1003	1003	Library
1004	1004	Library
1005	1005	Library
1006	1006	Library
1007	1007	Library
1008	1008	Library
1009	1009	Library
1010	1010	Library
1011	1011	Library
1012	1012	Library
1013	1013	Library
1014	1014	Library
1015	1015	Library
1016	1016	Library
1017	1017	Library
1018	1018	Library
1019	1019	Library
1020	1020	Library
1021	1021	Library
1022	1022	Library
1023	1023	Library
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1027	1027	Library
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1031	1031	Library
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1034	1034	Library
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1036	1036	Library
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1038	1038	Library
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1094	1094	Library
1095	1095	Library
1096	1096	Library
1097	1097	Library
1098	1098	Library
1099	1099	Library
1100	1100	Library

Room No.	Room Name	Area (sqm)	Volume (cu m)
1000	Library	1000	1000
1001	Library	1001	1001
1002	Library	1002	1002
1003	Library	1003	1003
1004	Library	1004	1004
1005	Library	1005	1005
1006	Library	1006	1006
1007	Library	1007	1007
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1100	Library	1100	1100

Room No.	Room Name	Area (sqm)	Volume (cu m)
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1321	Library	1321	1321
1322	Library	1322	1322
1323	Library	1323	1323
1324			



Learning	Management	Communication	Negotiation	Creativity	Ethics	Staff and Human Resources	Project Management	Teaching/Training	Information Systems	
General Training	Finance	IT	HR	Technology	Work	Quality	P.E.	S.E.N.	Project Status	

Case no.	Case description	Case duration		Case outcome
		From	To	
1	Case 1: A 45-year-old male with a history of chronic kidney disease (CKD) and hypertension (HTN) presented with a 2-week history of fatigue, weight loss, and intermittent fevers. Physical examination was unremarkable. Laboratory tests showed hemoglobin 10 g/dL, hematocrit 30%, and ferritin 100 ng/mL. A bone marrow biopsy revealed a hypercellular marrow with a 15% infiltration of atypical plasma cells. Immunohistochemistry (IHC) showed strong positivity for CD138, CD38, and kappa light chain. The patient was diagnosed with multiple myeloma (MM) and started on bortomycin, lenalidomide, and dexamethasone (VRD) therapy.	2018-01-01	2018-03-15	Partial response (PR)
2	Case 2: A 62-year-old female with a history of rheumatoid arthritis (RA) and osteoarthritis (OA) presented with a 3-week history of progressive weakness and numbness in both lower extremities. Physical examination showed mild weakness and sensory deficits. Laboratory tests showed hemoglobin 11 g/dL, hematocrit 33%, and ferritin 150 ng/mL. A bone marrow biopsy revealed a hypercellular marrow with a 10% infiltration of atypical plasma cells. IHC showed strong positivity for CD138, CD38, and kappa light chain. The patient was diagnosed with MM and started on VRD therapy.	2018-02-01	2018-04-10	Partial response (PR)
3	Case 3: A 58-year-old male with a history of chronic kidney disease (CKD) and hypertension (HTN) presented with a 4-week history of fatigue, weight loss, and intermittent fevers. Physical examination was unremarkable. Laboratory tests showed hemoglobin 9 g/dL, hematocrit 28%, and ferritin 120 ng/mL. A bone marrow biopsy revealed a hypercellular marrow with a 12% infiltration of atypical plasma cells. IHC showed strong positivity for CD138, CD38, and kappa light chain. The patient was diagnosed with MM and started on VRD therapy.	2018-03-01	2018-05-15	Partial response (PR)
4	Case 4: A 70-year-old female with a history of chronic kidney disease (CKD) and hypertension (HTN) presented with a 5-week history of fatigue, weight loss, and intermittent fevers. Physical examination was unremarkable. Laboratory tests showed hemoglobin 8 g/dL, hematocrit 25%, and ferritin 110 ng/mL. A bone marrow biopsy revealed a hypercellular marrow with a 14% infiltration of atypical plasma cells. IHC showed strong positivity for CD138, CD38, and kappa light chain. The patient was diagnosed with MM and started on VRD therapy.	2018-04-01	2018-06-10	Partial response (PR)
5	Case 5: A 65-year-old male with a history of chronic kidney disease (CKD) and hypertension (HTN) presented with a 6-week history of fatigue, weight loss, and intermittent fevers. Physical examination was unremarkable. Laboratory tests showed hemoglobin 7 g/dL, hematocrit 22%, and ferritin 100 ng/mL. A bone marrow biopsy revealed a hypercellular marrow with a 16% infiltration of atypical plasma cells. IHC showed strong positivity for CD138, CD38, and kappa light chain. The patient was diagnosed with MM and started on VRD therapy.	2018-05-01	2018-07-15	Partial response (PR)
6	Case 6: A 72-year-old female with a history of chronic kidney disease (CKD) and hypertension (HTN) presented with a 7-week history of fatigue, weight loss, and intermittent fevers. Physical examination was unremarkable. Laboratory tests showed hemoglobin 6 g/dL, hematocrit 20%, and ferritin 90 ng/mL. A bone marrow biopsy revealed a hypercellular marrow with a 18% infiltration of atypical plasma cells. IHC showed strong positivity for CD138, CD38, and kappa light chain. The patient was diagnosed with MM and started on VRD therapy.	2018-06-01	2018-08-10	Partial response (PR)
7	Case 7: A 68-year-old male with a history of chronic kidney disease (CKD) and hypertension (HTN) presented with a 8-week history of fatigue, weight loss, and intermittent fevers. Physical examination was unremarkable. Laboratory tests showed hemoglobin 5 g/dL, hematocrit 18%, and ferritin 80 ng/mL. A bone marrow biopsy revealed a hypercellular marrow with a 20% infiltration of atypical plasma cells. IHC showed strong positivity for CD138, CD38, and kappa light chain. The patient was diagnosed with MM and started on VRD therapy.	2018-07-01	2018-09-15	Partial response (PR)
8	Case 8: A 75-year-old female with a history of chronic kidney disease (CKD) and hypertension (HTN) presented with a 9-week history of fatigue, weight loss, and intermittent fevers. Physical examination was unremarkable. Laboratory tests showed hemoglobin 4 g/dL, hematocrit 15%, and ferritin 70 ng/mL. A bone marrow biopsy revealed a hypercellular marrow with a 22% infiltration of atypical plasma cells. IHC showed strong positivity for CD138, CD38, and kappa light chain. The patient was diagnosed with MM and started on VRD therapy.	2018-08-01	2018-10-10	Partial response (PR)
9	Case 9: A 80-year-old male with a history of chronic kidney disease (CKD) and hypertension (HTN) presented with a 10-week history of fatigue, weight loss, and intermittent fevers. Physical examination was unremarkable. Laboratory tests showed hemoglobin 3 g/dL, hematocrit 12%, and ferritin 60 ng/mL. A bone marrow biopsy revealed a hypercellular marrow with a 24% infiltration of atypical plasma cells. IHC showed strong positivity for CD138, CD38, and kappa light chain. The patient was diagnosed with MM and started on VRD therapy.	2018-09-01	2018-11-15	Partial response (PR)
10	Case 10: A 85-year-old female with a history of chronic kidney disease (CKD) and hypertension (HTN) presented with a 11-week history of fatigue, weight loss, and intermittent fevers. Physical examination was unremarkable. Laboratory tests showed hemoglobin 2 g/dL, hematocrit 10%, and ferritin 50 ng/mL. A bone marrow biopsy revealed a hypercellular marrow with a 26% infiltration of atypical plasma cells. IHC showed strong positivity for CD138, CD38, and kappa light chain. The patient was diagnosed with MM and started on VRD therapy.	2018-10-01	2018-12-10	Partial response (PR)

Plan	Plan Upstart	CC	APR	15/10/2012
	Initial Supply	CC	CC	20-000066
	Description	Des	Dis	Date

Softwork
Gordon

of birds produced more than 1000 eggs.

John Ruskin	Primary (and Language Unit)	First Floor Mezzanine Plan
-------------	-----------------------------	----------------------------

Job Information	Job: 55356.1
1514 Area:	4386.5
1514 Area:	1.54E+11 2006(A)
1514 Area:	DATE: 2006-06-06
1514 Area:	5.0000 2006
1514 Area:	3032.1
1514 Area:	2033.8

Name: 2290-9



**Main Building
Second Floor**

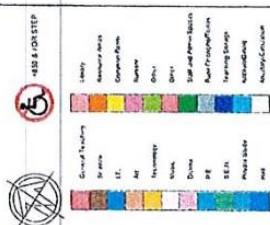
[illegible]

11	Part Update	CC	ASB	15-03-2012
12	Index Update	CC	CS	15-03-2012

SN	Description	Bm	Cls	Date
	Sophomore Comm 2			

John Ruskin
Primary (and Language Unit)
Second Floor Plan
Sheet 1

6a Information	Age	35388.1
	Scale	1.00E+00
1st Size Area	4811.5	1.00E+00
2nd Lateral Area	4811.5	2.70E+00
3rd Lateral Area	4213.9	0.00E+00
1st Room Area	2313.1	Draw: CAP-CAPTURE
2nd Room Area	2313.9	Checked: CG
3rd Room Area	2313.9	
4th Room Area	2313.9	
5th Room Area	2313.9	
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98th Room Area	2313.9	
99th Room Area	2313.9	
100th Room Area	2313.9	

[illegible][illegible]

County: John Ruskin
Primary (and Language Unit)
Ground Floor Plan
Sheet 2

Area Information	Area: 95298_3
End of File Area	Search: 1102 JAN 1 2008DMS
Internal Area	Date: 09/06/2008
External Area	Survey: 09/06/2008
Internal Area	System: CDD-CAPTURE
Internal Area	Created: GG
Internal Area	Created: 27/09/09

BY NOT SCALE FROM COLUMNS. ALL DIMENSIONS MUST BE TAKEN ON THE

[illegible]

Item	Unit	Qty	Rate	Amount	Date
1	kg	100	15.00	1500.00	15/06/2017
2	kg	100	15.00	1500.00	15/06/2017
3	kg	100	15.00	1500.00	15/06/2017
4	kg	100	15.00	1500.00	15/06/2017
5	kg	100	15.00	1500.00	15/06/2017
6	kg	100	15.00	1500.00	15/06/2017
7	kg	100	15.00	1500.00	15/06/2017
8	kg	100	15.00	1500.00	15/06/2017
9	kg	100	15.00	1500.00	15/06/2017
10	kg	100	15.00	1500.00	15/06/2017
11	kg	100	15.00	1500.00	15/06/2017
12	kg	100	15.00	1500.00	15/06/2017
13	kg	100	15.00	1500.00	15/06/2017
14	kg	100	15.00	1500.00	15/06/2017
15	kg	100	15.00	1500.00	15/06/2017
16	kg	100	15.00	1500.00	15/06/2017
17	kg	100	15.00	1500.00	15/06/2017
18	kg	100	15.00	1500.00	15/06/2017
19	kg	100	15.00	1500.00	15/06/2017
20	kg	100	15.00	1500.00	15/06/2017
21	kg	100	15.00	1500.00	15/06/2017
22	kg	100	15.00	1500.00	15/06/2017
23	kg	100	15.00	1500.00	15/06/2017
24	kg	100	15.00	1500.00	15/06/2017
25	kg	100	15.00	1500.00	15/06/2017
26	kg	100	15.00	1500.00	15/06/2017
27	kg	100	15.00	1500.00	15/06/2017
28	kg	100	15.00	1500.00	15/06/2017
29	kg	100	15.00	1500.00	15/06/2017
30	kg	100	15.00	1500.00	15/06/2017
31	kg	100	15.00	1500.00	15/06/2017
32	kg	100	15.00	1500.00	15/06/2017
33	kg	100	15.00	1500.00	15/06/2017
34	kg	100	15.00	1500.00	15/06/2017
35	kg	100	15.00	1500.00	15/06/2017
36	kg	100	15.00	1500.00	15/06/2017
37	kg	100	15.00	1500.00	15/06/2017
38	kg	100	15.00	1500.00	15/06/2017
39	kg	100	15.00	1500.00	15/06/2017
40	kg	100	15.00	1500.00	15/06/2017
41	kg	100	15.00	1500.00	15/06/2017
42	kg	100	15.00	1500.00	15/06/2017
43	kg	100	15.00	1500.00	15/06/2017
44	kg	100	15.00	1500.00	15/06/2017
45	kg	100	15.00	1500.00	15/06/2017
46	kg	100	15.00	1500.00	15/06/2017
47	kg	100	15.00	1500.00	15/06/2017
48	kg	100	15.00	1500.00	15/06/2017
49	kg	100	15.00	1500.00	15/06/2017
50	kg	100	15.00	1500.00	15/06/2017
51	kg	100	15.00	1500.00	15/06/2017
52	kg	100	15.00	1500.00	15/06/2017
53	kg	100	15.00	1500.00	15/06/2017
54	kg	100	15.00	1500.00	15/06/2017
55	kg	100	15.00	1500.00	15/06/2017
56	kg	100	15.00	1500.00	15/06/2017
57	kg	100	15.00	1500.00	15/06/2017

Signature: _____
Count: 8
GAD-CAPTURE

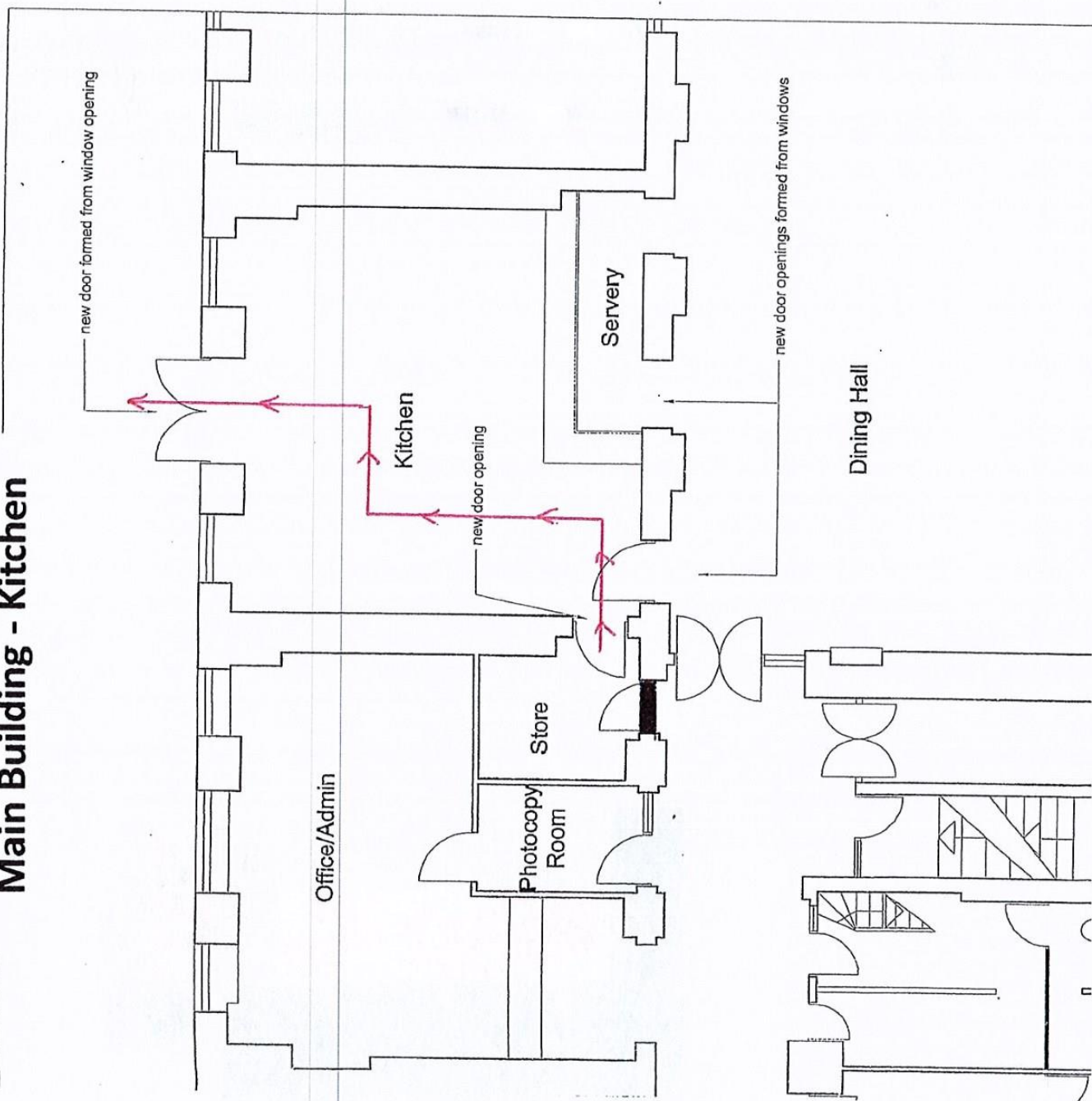
Property	John Rustin
Unit	Primary (and Language Unit)
	Site Plan

[illegible]

210/2339

Southwick plan.

Emergency Escape Routes Main Building - Kitchen



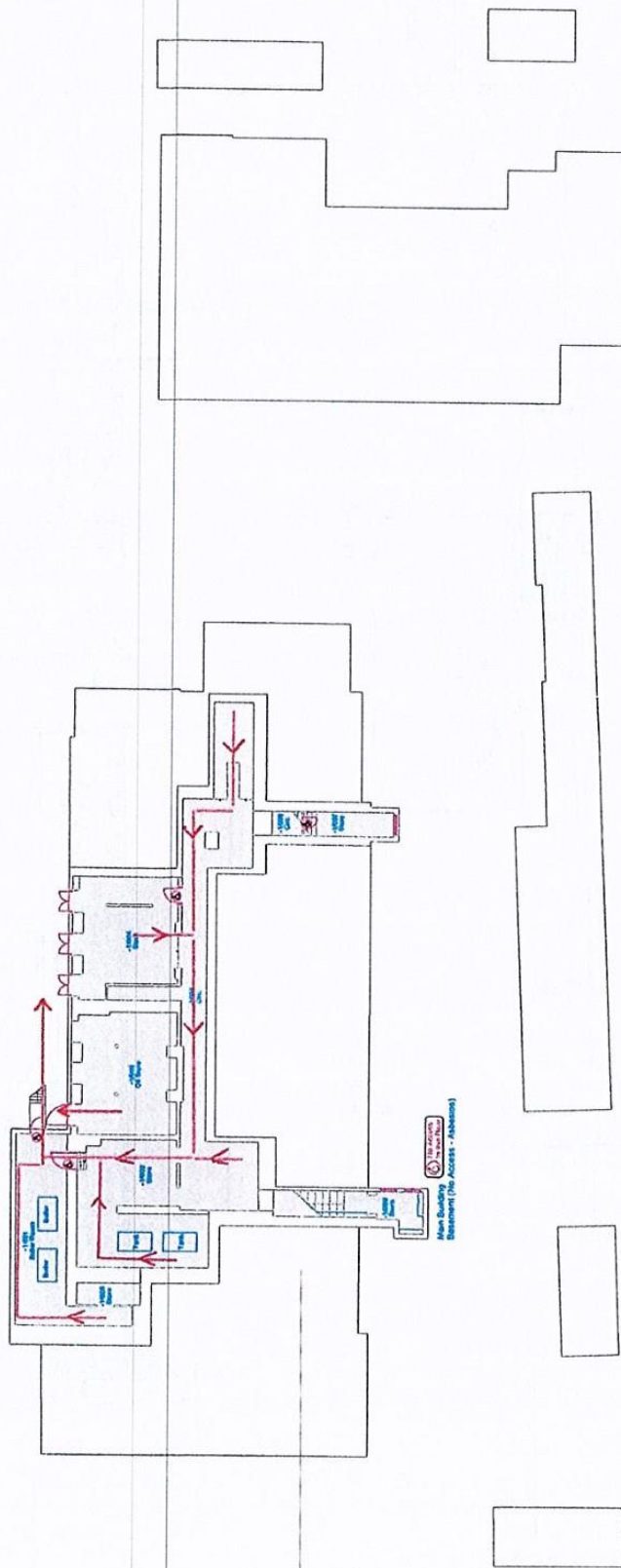
MAIN BUILDING

[illegible]

Paying:	John Ruskin	JAB	2026A-1
Primary (and Language Unit)	Primary (and Language Unit)	49763	Suite: 1 190, 241 20840
First Floor Plan	First Floor Plan	49113	Date: 1993-05
Sheet 2	Sheet 2	Survey Internal Area	Survey: 0000000
		Total Room Area	Room: CAD/CAPP/RE
		20103	Classified: CG
Location:	233 Burg		
Drawing No.	2100Z339		

Emergency Escape Routes Main Building - Basement

Primary (and Language Unit)
2102339
2102339
Site Area: 4986.5
Gross External Area: 4701.9
Gross Internal Area: 4243.9
Total Room Area: 3833.1
Net Internal Area: 2593.8



Legend	General	Structural	Services	Other
General	Room	Room	Room	Room
Structural	Room	Room	Room	Room
Services	Room	Room	Room	Room
Other	Room	Room	Room	Room

Room	Area	Volume	Height	Notes
Room 1	100.0	1000.0	10.0	
Room 2	200.0	2000.0	10.0	
Room 3	300.0	3000.0	10.0	
Room 4	400.0	4000.0	10.0	
Room 5	500.0	5000.0	10.0	
Room 6	600.0	6000.0	10.0	
Room 7	700.0	7000.0	10.0	
Room 8	800.0	8000.0	10.0	
Room 9	900.0	9000.0	10.0	
Room 10	1000.0	10000.0	10.0	

Room	Area	Volume	Height	Notes
Room 11	1100.0	11000.0	10.0	
Room 12	1200.0	12000.0	10.0	
Room 13	1300.0	13000.0	10.0	
Room 14	1400.0	14000.0	10.0	
Room 15	1500.0	15000.0	10.0	
Room 16	1600.0	16000.0	10.0	
Room 17	1700.0	17000.0	10.0	
Room 18	1800.0	18000.0	10.0	
Room 19	1900.0	19000.0	10.0	
Room 20	2000.0	20000.0	10.0	

Room	Area	Volume	Height	Notes
Room 21	2100.0	21000.0	10.0	
Room 22	2200.0	22000.0	10.0	
Room 23	2300.0	23000.0	10.0	
Room 24	2400.0	24000.0	10.0	
Room 25	2500.0	25000.0	10.0	
Room 26	2600.0	26000.0	10.0	
Room 27	2700.0	27000.0	10.0	
Room 28	2800.0	28000.0	10.0	
Room 29	2900.0	29000.0	10.0	
Room 30	3000.0	30000.0	10.0	

Property: John Ruskin
Primary (and Language Unit)
Title: Basement Plan

Room	Area	Volume	Height	Notes
Room 31	3100.0	31000.0	10.0	
Room 32	3200.0	32000.0	10.0	
Room 33	3300.0	33000.0	10.0	
Room 34	3400.0	34000.0	10.0	
Room 35	3500.0	35000.0	10.0	
Room 36	3600.0	36000.0	10.0	
Room 37	3700.0	37000.0	10.0	
Room 38	3800.0	38000.0	10.0	
Room 39	3900.0	39000.0	10.0	
Room 40	4000.0	40000.0	10.0	

PERIMETER / BOUNDARY FENCE

FENCE

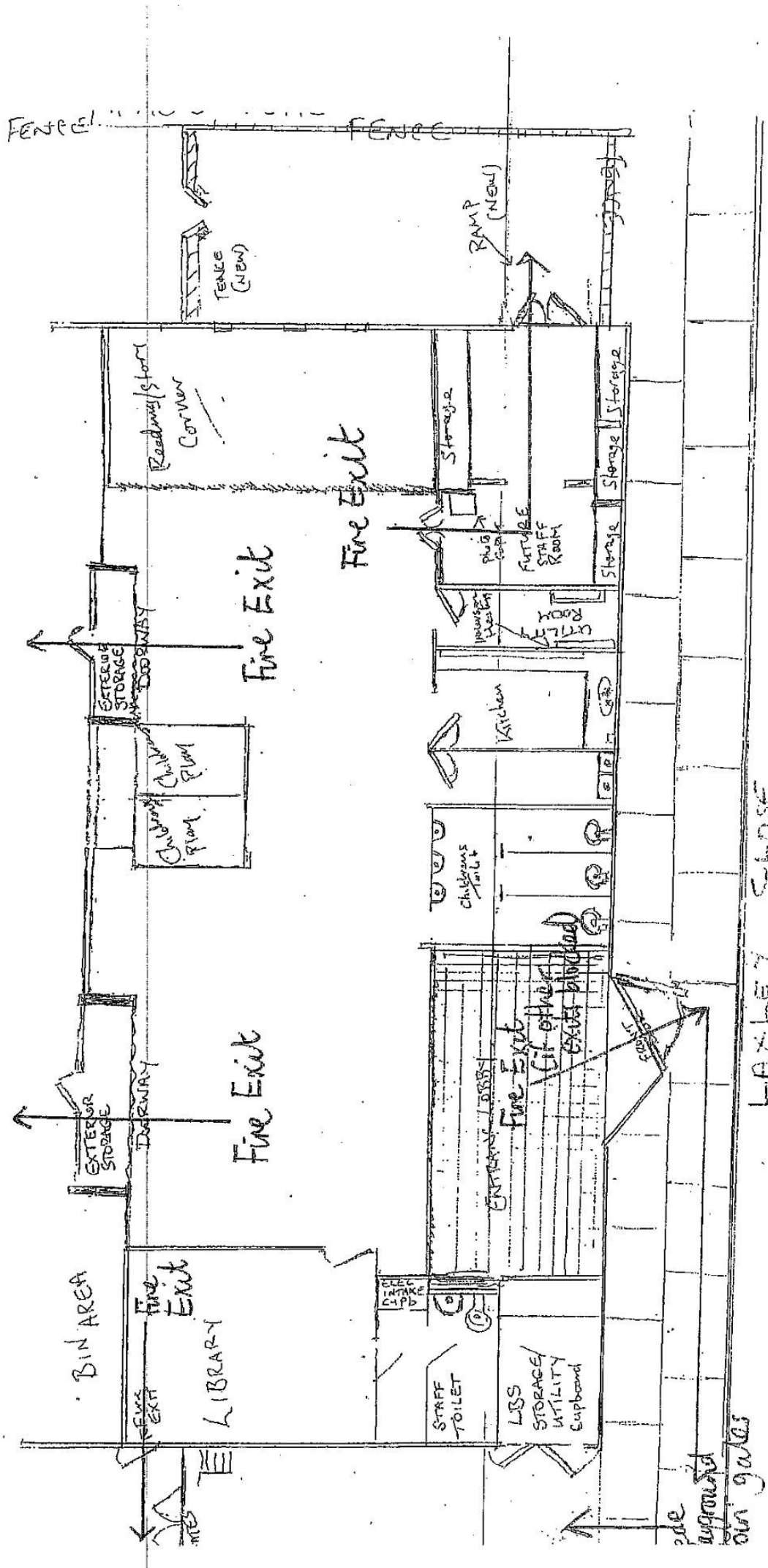
Across Michael Ramsey School

FENCE

School Sign

Emergency Escape Routes

Brandon Nursery



side approach on gates

LAUNDRY CLOSE

Appendix 2



Bomb threats

ACTIONS TO BE TAKEN ON RECEIPT OF A BOMB THREAT

1. Remain calm and talk to the caller
2. Note the caller's number if displayed on your phone
3. If the threat had been sent via email or social media, see appropriate section below
4. If you are able to, record the call
5. Write down the exact wording of the threat:

--	--

ASK THESE QUESTIONS AND RECORD ANSWERS AS ACCURATELY AS POSSIBLE:

1. Where exactly is the bomb right now?

--

7. What is your name?

--

2. When is it going to explode?

--

8. What is your address?

--

3. What does it look like?

--

9. What is your telephone number?

--

4. What does the bomb contain?

--

10. Do you represent a group or are you acting alone?

--

5. How will it be detonated?

--

11. Why have you placed the bomb?

--

6. Did you place the bomb? If not you, who did?

--

Record time completed:

--

**INFORM BUILDING SECURITY OR
COORDINATING MANAGER****DIAL 999 AND INFORM POLICE**

Name and telephone number of person informed:

Time informed:

This part should be completed once the caller has hung up and police / building security / coordinating manager have all been informed

Date and time of call:

Duration of the call:

The telephone number that
received the call:**About the caller:****Threat language:**☐ Male ☐ Female Age ☐ Well-spoken ☐ Irrational ☐ TapedNationality ☐ Foul ☐ Incoherent**Caller's voice**☐ Calm ☐ Slurred ☐ Lisp ☐ Familiar (If so, who did it sound like?)☐ Crying ☐ Excited ☐ Rapid ☐ Clearing throat ☐ Stutter ☐ Deep ☐ Accent (If so, what accent?)☐ Angry ☐ Disguised ☐ Laughter ☐ Nasal ☐ Slow ☐ Hoarse☐ Other (please specify)

Other sounds:

<input type="checkbox"/> Street noises	<input type="checkbox"/> Motor	<input type="checkbox"/> PA system	<input type="checkbox"/> Office machinery
<input type="checkbox"/> House noises	<input type="checkbox"/> Clear	<input type="checkbox"/> Booth	<input type="checkbox"/> Other (please specify)
<input type="checkbox"/> Animal noises	<input type="checkbox"/> Voice	<input type="checkbox"/> Music	<input type="text"/>
<input type="checkbox"/> Crockery	<input type="checkbox"/> Static	<input type="checkbox"/> Factory machinery	<input type="text"/>

Remarks

<input type="text"/>	<input type="text"/>
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Additional notes:

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Signature

Print name

Date / /

ACTIONS TO BE TAKEN ON RECEIPT OF A BOMB THREAT SENT VIA EMAIL OR SOCIAL MEDIA

1. do not reply to, forward or delete the message
2. if sent via email, note the address
3. if sent via social media, what application has been used and what is the username/ID?
4. dial 999 and follow police guidance
5. preserve all web log files for your organisation to help the police investigation (as a guide, 7 days prior to the threat message and 48 hours after)


Signature _____

Print name _____

Date ____ / ____ / ____

SAVE AND PRINT – HAND COPY TO POLICE AND SECURITY OR COORDINATING MANAGER

Retention period: 7 years

 **GO TO SECTION CONTENTS** Go to [Glossary](#)



PERMIT TO WORK

Permit to work date:		Ref:	
Location of the work:			
Work Description:			
Work Activity covered in this permit:			
Isolation Required: EG: Elec/Gas/Alarms			
Known Hazards:			
Risks:			

Section B- Control Measures:- Steps taken & steps to be taken to reduce risks

Work is to be performed by a competent person, If a method statement and risk assessment has been carried out, these must be attached to this permit.

Measures:

Issued by Site Authorised Person

As Authorised Person I confirm and understand the content of this permit and that no works than the work activity specified will be carried out.

Name:

Signature:

Received by Competent Person (Who will be carrying out the work)

As Competent Person I confirm and understand the content of this permit and that no works than the work activity specified will be carried out.

Name:

Signature:

