

Langdon Park School



BUSINESS CONTINUITY / DISASTER RECOVERY PLAN

January 2024

BACKGROUND

A business continuity or disaster recovery plan sets out how the school would cope if some disaster happened – for example, the premises burning down or flooding, a large-scale theft of equipment or a total failure of the school's IT system.

A disaster in the school may seem very unlikely to happen. It is indeed unlikely to happen, but if it did happen the consequences would be very grave. It is therefore important that all schools have an adequate and up-to-date disaster recovery plan.

As a minimum, a plan needs to look at contingency arrangements for: if the school's premises were not available for an extended period (e.g. because of fire or flood); large scale loss of property (e.g. through fire or theft); loss of information through catastrophic failure of IT systems; mass unavailability of staff (e.g. through a pandemic).

The plan will need to cover:

- premises that could be used if the school's own premises became unavailable for an extended period;
- an asset register of items in the school that need to be recorded for insurance purposes, to be kept where it would not be vulnerable to a disaster in the school;
- adequate insurance for premises and contents;
- daily backing up off-site of the school's important IT systems; and
- contingencies for significant simultaneous absence of staff.

The plan must be kept up-to-date: any element of it that has become out of date is likely to be of no use in an emergency.

1. INTRODUCTION

1.1 As an essential part of their duty of care, managers of educational establishments are responsible for preparing emergency plans to deal with crises/emergencies and the business continuity of the establishment. It is self-evident that where an educational establishment has anticipated a major emergency and made plans for managing a response, it is likely to handle the actual event more effectively and confidently. To this end, where an educational establishment knows the following, the response to a crisis will be more assured than that based on improvisation:

- who will assume key roles
- that checklists and procedures are in place
- that contact lists are accurate
- that there is a tested framework for communications
- that the appropriate training has been undertaken

1.2 Handling crises is a normal part of life in educational establishments. Some emergencies, however, are more critical than others and tend to disorientate and overwhelm those involved, exposing staff, young people and parents to periods of prolonged stress. Each crisis/emergency is unique in its range and complexity, and there is no rigid formula for managing the consequences, but, by their very nature, the journey through this sort of event is always going to be difficult. Planning ahead, therefore, is a necessary precaution, and will greatly reduce the pressure on those managing the incident.

1.3 A crisis management team has been set up to assist in the reduction of major hazards and risks and to action a recovery plan in the event of a serious accident

The Crisis Management Team of Langdon Park School will consist of:

- 1x Chair of Governors
- 1 x Vice Chair of Governors
- 1 x Headteacher
- 1 x Deputy Headteacher
- 1 x Associate School Leader
- 3 x Assistant Headteachers
- 1 x School Business Manager

Function of the Crisis Management Team:

- to act as the decision-making authority for the management of an incident
- to develop the procedures and practices to be used for handling emergency situations and communicating these to all those involved or affected
- to establish and maintain a crisis management suite which will have the necessary equipment available for rapid activation during an emergency. The equipment includes communications equipment, emergency plans and procedures, a log to record all actions taken during the crisis, necessary office equipment/supplies and appropriate maps and building plans
- to test the Crisis Management Plan on a regular basis to ensure that it is suitable and sufficient and amend it as necessary

1.4 The constitution of the Crisis Management Team shown in paragraph 1.3 is listed at Appendix A, in case of absences or protracted incidents.

2. AIM

2.1 This plan aims to provide a basis for managing all levels of an emergency. A major emergency will, however, require the introduction of all the measures recommended in order to provide a satisfactory response.

2.2 For the purposes of this document, a major emergency during an offsite activity is defined as:

“When a member of Langdon Park School, in the course of officially recognised activities, has suffered serious injury, fatality or is missing from an off-site activity.”

3. OTHER TYPES OF INCIDENT

3.1 Some other types of incident that can result in a crisis are set out below:

- Explosion, fire or chemical hazard
- Building damage or destruction
- Loss of access to premises
- Intruder on premises/Hostage taking/Abduction
- Terrorist incident
- Serious health hazards or infectious outbreak
- Environmental disaster, severe flood, high winds, snow
- Vandalism
- Utilities failure (gas, electricity, water, phones, computer links) or loss of fuel supplies

3.2 Specific incidents may necessitate the closure of the School, the procedure at Appendix B, should be followed.

4. BUSINESS CONTINUITY MANAGEMENT

4.1 A business continuity incident is one which interferes with the ability of an organisation to deliver its goods or services.

4.2 Most of the incidents mentioned in Section 3 above could produce devastating effects in terms of the:

- Loss of students' coursework
- Loss of teaching material
- Loss of computer files/records/data
- Psychological impact on students and staff
- Disruption caused by transfer to temporary accommodation
- Loss of community facilities and income

4.3 A checklist is provided at Appendix C to ensure all aspects of the Business Continuity Plan have been considered.

5. ALERTING THE CRISIS MANAGEMENT TEAM

5.1 The Crisis Management Team will be alerted, according to the type of incident, whether it is on or off-site and whether it is in or out of normal working hours.

5.2 If the emergency occurs during normal working hours, the Headteacher, or in his absence, a member of the Senior Leadership Team, will alert the Crisis Management Team. See Appendix A for contact details.

5.3 If the incident is off-site or out of normal working hours and depending on the information received, it will be the duty of the Educational Visits Co-ordinator, Premises Managers or the Headteacher to initiate the Team callout.

5.4 The Pupil Accident Book can be found at Appendix H.

6. SUPPORT PROVIDED BY AGENCIES

6.1 Support from the London Borough of Tower Hamlets (LBTH) Children's Services Department will be provided in the event of a major emergency, but can also be requested for the co-ordination of, and recovery from, other emergencies. In addition to this the G4S can be contacted with regards to the buildings' insurance and maintenance

- **G4S Emergency Call Out:** The PFI Service shall offer an Emergency Contact and Call Out outside normal working hours for major incidents at school premises that require the provision of advice, assistance or action beyond the scope of the Site Manager or other named responsible person.

6.3 The LBTH Insurance Arrangements can be found at Appendix E.

- **LBTH Insurance and Risk Management:** The LBTH Insurance and Risk Management Team will be notified of the emergency as soon as possible and, if appropriate, will send a representative to provide support and guidance to the establishment in crisis.

6.4 The emergency telephone numbers can be found at Appendix F.

7. RECOVERY PERIOD

7.1 The recovery process must be considered by the Crisis Management Team immediately after the initial stages of the incident and, in the case of damage to buildings, a decision as to whether it is safe to remain or necessary to relocate will need to be made.

7.2. Appendix G details the actions for consideration focussed on property for the first 24 hours and from 24 hours to the next few days.

8. ASSET MANAGEMENT

8.1 It is an important requirement that there are updated stock books for all departments. The purpose of inventories/ stock books is to enable identification and establishment of ownership of equipment, identify missing items following burglary or other theft and support insurance claims when items are destroyed by fire. The Heads of Departments are completing/ updating their department stock books on an annual basis towards the end of the academic year (June or July) and they are then kept in the fire-proof safe in the school's office.

8.2 Guidelines regarding asset management:

- i. An inventory check should be completed annually.
- ii. All items with a purchase price of £200 or more should be recorded including date purchased, cost, location, serial numbers, make/ model.
- iii. Entries must be made in permanent marker; errors crossed out and not altered with correction fluid.
- iv. Disposal of redundant equipment: Where items have become redundant, Heads of Department should obtain authorisation from the Headteacher to arrange for the equipment to be written off. Obsolete equipment must be disposed of safely and the details entered in the Inventory Book.
- v. Where necessary equipment should be stored securely in lockable cupboards.
- vi. Items considered portable and attractive (for example DVD players, calculators, etc) with a value of less than £200 should be recorded in the stock control book and checked at regular intervals, at least annually. This need only to include make/ model and number in stock.

8.3 The ICT System Manager is in charge of keeping the school's ICT register up to date with all the computers (desktop and laptops), printers, scanners, computer speakers, projectors and whiteboards.

8.4 The SBM is completing the Annual Inventory Check which is an Excel document with the School's purchases. The document records the date of the purchase; quantity; supplier name; product code; description of product; unit price and the department/ location of the product.

8.5 The departmental stock books, ICT register and Inventory Check Report are kept in the safe.

8.6 The Schools Financial Procedures Manual by the London Borough of Tower Hamlets includes instructions on Asset Management. This can be found at Appendix I.

9. BACK-UP PROCEDURES

9.1 The school is registered under the Data Protection Act 1998.

9.2 The School's Accounts system (SIMS/ FMS Finance) is backed-up on a daily basis. A full back-up is also taken after the monthly reconciliation of the accounts. Separate full back-ups are taken before and after year-end closedown of the accounts. These back-up copies are retained with the accounts as well as at an off-site location.

9.3 The ICT Systems Manager takes a full back-up of the school's Central Management Information System (SIMS) on a weekly basis.

9.4 The data back-up service provided by CAPITA IT Services:

- i. provide a centralised back-up facility for the Central Server Farm (CSF) and the Schools from the Relevant Services Commencement Date in each School and the CSF;
- ii. create a full weekly back-up of system and User Data relating to the ICT Services. The full weekly back-up being created on a Friday and/or weekend days between the hours of 10pm and 6am;
- iii. create incremental daily back-ups of system and User Data relating to the ICT Services. The incremental daily back-ups being created on Business Days (excluding Friday) between the hours of 10pm and 6am;
- iv. implement three rotations of media upon which the back-ups will be stored. One rotation will comprise of a complete week's worth of incremental daily back-ups and the full weekly back-up.

9.5 The CAPITA IT Services Data Back-up Service can be found at Appendix J.

10. ALTERNATIVE PREMISES

10.1 In the unlikely event that the school premises became unavailable for an extended period of time because of fire, flood, bombing etc., the school will need to find alternative premises for the students and the staff members.

10.2 The School will liaise with the London Borough of Tower Hamlets in order to make arrangements for alternative provision of premises (such as local schools or other local venues) in case of a catastrophe.

APPENDIX A

Crisis Management Team Contact Details

Name	Role	Contact Number		
		Home	Mobile	Work
Nicholas Langham	Headteacher		07725695073	020 7987 4811 ext 1205
Helen Witty	Chair of Governors			
Paul Bargery	Vice Chair of Governors	01322 435322	07958 451547	01732 353544
Ayesha Miah	Deputy Headteacher	020 8530 8694	07984 403959	020 7987 4811 ext 1329
Kenneth Mackenzie	Deputy Headteacher		07495524933	020 7987 4811 ext 1229
Sacha Gillin	Assistant Headteacher		07914670151	020 7987 4811 ext 1351
Bryony Warren	Assistant Headteacher		07930254976	020 7987 4811 ext 1368
Thomas Woudhysen	Assistant Headteacher		07764495082	020 7987 4811 ext 1352
Tracy Parsley (from February 2024)	School Business Manager	020 7473 6601	07923121895	020 7987 4811 ext 1204
Millie Otieno-Storey	G4S		0738 4912994	0845 300 6560
	Premises Manager		07956 591980	020 7987 4811 ext 1232
	Capita			0845 120 0648
Edward Farrelly	LBTH Corporate H&S		07912480686	020 7364 4193, 020 7364 5008 or 020 7364 5000
Lisa Fraser	Director of Education			020 7364 5000

APPENDIX B

Emergency Closure And Adverse Weather Procedures

Notification of closures

1. Informing parents

There is going to be an announcement on the school's website (www.langdonparkschool.co.uk) and parents will also receive a text message on their mobiles.

2. School plans for adverse weather and other emergencies

The Headteacher will liaise with the Health & Safety Coordinator and the Premises Managers before taking a decision. If the Headteacher is not available, the acting Headteacher (one of the Deputy Headteachers in the absence of the Headteacher) may decide.

Arrangements with parents

Parents will have been advised by text message if the school will remain open and if lessons will take place.

Pupils arriving at school

The procedure for sending these pupils home will be as for closures during the day.

Staff arrangements

The Premises Manager will need to open the building. All staff members are required to make the effort and come to the School. Pupils arriving should be kept together unless numbers dictate otherwise, then into year groups and finally into form groups.

3. Closures during the day

Arrangements with parents

A text message will be sent to parents informing them of arrangements following an emergency closure and asking them to inform the school about special arrangements as below. The choices are:

- a) The pupil returns home as quickly as possible using public transport or walking.
- b) The pupil remains at the School until collected by the parents.
- c) Special permission for an alternative adult to collect the pupil (known in advance).
- d) Special permission for pupil to leave school and go to a relative or friend (known in advance).
- e) Emergency contact number for advice.

Internal arrangements

When a decision to close has been made:

- a) The school's website will be updated.
- b) All pupils will return with their Form Tutors to their form rooms.

At the agreed time pupils allowed to leave will do so. They will need to be informed to go straight home or to an agreed house. Pupils under sections b), c) and e) will need to be kept in school. Form Tutors will need to keep an accurate record of pupil departures. It is important that the whereabouts of these pupils is known, so that parents collecting them can do so quickly.

Staff

As the number of pupils decreases, staff will be given permission to leave.

Responsibilities

Overview	Headteacher
Text Messages to parents	School Liaison Officer
Website updates	ICT Systems Manager/Head's PA/SBM
Health & Safety	SBM & Premises Team
Site Maintenance	Premises Managers / Premises Team
Tutor groups	Form Tutors and Heads of Year

APPENDIX C

Business Continuity Management Checklist

Completed on	<i>Identify a Business Continuity Co-ordinator or team who will achieve the following</i>
	Consider what internal and external factors could impact on your school's ability to provide suitable education
	Identify the critical activities of your school and plan how you would maintain them during an emergency
	Identify staff who maintain and provide critical services
	Consider how non-critical staff could be used to support critical activities in an emergency including any additional training requirements (consultation with staff & representative bodies may be required)
	Identify critical utilities or services provided by sub-contractors and consider how you could provide alternatives at short notice
	Produce a communications plan including contact methods with staff, student, parents, media, emergency services, utilities, contractors, neighbouring schools or relevant occupiers
	Consider the options for reduced teaching and learning activities during an emergency and the acceptable time periods
	Identify precautions to reduce the spread of infection during an illness outbreak and plan how to invoke them
	Consider how to prevent the loss of students' coursework due to an emergency
	Consider how to guard against the loss of critical teaching and learning materials due to an emergency
	Consider how to guard against the loss of critical computer files/records by the provision of adequate backup systems
	Consider how you would deal with the psychological impact on students and staff following an emergency
	Consider how you would minimise disruption caused by a transfer to temporary accommodation
	Consider the effect of loss of income from being unable to rent out facilities due to an emergency

APPENDIX E
LONDON BOROUGH OF TOWER HAMLETS

SCHOOLS ALL RISKS AND LIABILITY INSURANCE PACKAGE (SARP)

INTRODUCTION

The London Borough of Tower Hamlets is now a member of the Insurance London Consortium, a consortium of nine London boroughs set up with the joint aim of improving risk and obtaining better value for insurance and related services for its corporate needs. As a result, the Council has seen an improvement in cover and has been able to keep premiums competitive within the insurance market.

SUMMARY OF COVER

SECTION 1: BUILDINGS & CONTENTS – ‘All Risks’ on all school property

Name of School: Langdon Park School

Cover includes: Fire, Lightning, Explosion, Aircraft, Riot or Civil Commotion, Earthquake, Storm Tempest or Flood, Escape of Water, Impact, Theft, Breakage or Collapse of TV or Radio Signal Receiving Apparatus, Accidental Breakage of Glass & Sanitary Ware, Accidental damage to supply pipes, Falling Trees & Branches, Leakage of oil from any fixed oil-fired heating installation, Subsidence Landslip or Heave, Theft, Replacement locks

New for Old cover
Computers and Office machinery
Contents taken off site
Debris Removal

N.B. The Council covers Terrorism up to £35 Million

Excess: The School is responsible for the first £250 of each claim unless it elects to take an excess of £1,000 of each claim in return for a premium discount.

SECTION 2: BUSINESS INTERRUPTION – Increase in Cost of Working

Cover includes: The additional costs necessary and reasonably incurred in the event that the school is unable to continue to provide the minimum required level of Educational Services following Loss or Damage to any part of the Buildings or Contents due to risks insured under this policy. Also includes losses arising due to the inability to access the School because of Fire or Explosion at adjacent sites or at suppliers premises.

SECTION 3: WORKS IN PROGRESS

Cover includes:

(Excludes PFI Schools) Damages whilst works are taking place at the school. Works in Progress herein after referred to as Contracts comprising new buildings in course of erection and alterations and additions to existing buildings.

Up to £5M (depending on event)

All works over £250,000 must be notified to the insurance section.

Excess: The School is responsible for the first £1,000 each claim

SECTION 4 –LIABILITY

Employers Liability	Limit of Indemnity:	£25,000,000
Public/Products Liability	Limit of Indemnity:	£25,000,000
Professional Errors & Omissions	Limit of Indemnity	£5,000,000
Libel & Slander	Limit of Indemnity	£5,000,000
Land Charges	Limit of Indemnity	£5,000,000

SECTION 5 – FIDELITY GUARANTEE

Cover Includes: Theft by Employees, including losses due to fraud or dishonesty of Governors
Limit of Indemnity - £2 Million

SECTION 6 – MONEY – Cash in Safes/Transit

Cover Includes: 'Money' means Cash, postal orders, stamps, travel tokens, British Rail Travel Warrants and Disabled Persons Fare permits, Electricity Payment Cards, or other the property of, or for which the Council is responsible, whilst anywhere in the United Kingdom, including whilst in transit.
Limit £500 each safe/premises (unless agreed otherwise by insurance section).
'Money' in the private residence of any employees - £500.
'Money' in transit in the custody of the Council's employees, or in transit by registered post or in Bank Night Safe - £200,000.

Limit any one crossed cheque - £150,000.

SECTION 7 – PERSONAL ASSAULT

Cover Includes: Bodily injury resulting in Death, Loss of Sight or Loss of Limb or other injury specified in the Scale of Compensation.
Includes all employees of LBTH, Governors and Volunteers

Based on a Capital sum of Six times Annual Salary (Minimum £25,000)

SECTION 8 – SCHOOL JOURNEYS

Cover Includes: Medical Expenses, Personal Property, Money, Personal Injury, Cancellation or Curtailment Expenses.

SECTION 9 – ENGINEERING INSPECTION (Optional – Subject to additional premium being paid – This contract is amended for PFI Schools)

Contract Includes: Statutory Inspections of:
All Pressure Plant
All Lift and Lifting Equipment
Electrical and Miscellaneous Machinery

As per schedules supplied to the Insurer

ADDITIONAL SERVICES

Additional Services included in the above package:-

Claims Services

The Insurance Section will act in your interest on all claims matters. Of course, you will be asked to complete a claims form and provide documentary evidence or reports on your claim. However, we will be immediately available to provide advice on claims issues and will visit you to discuss these as required. We will attend on site for many, particularly larger, claims so that these can be dealt with more quickly. Where Loss Adjusters are appointed the Insurance section will negotiate on your behalf and ensure that you fully understand the process and any options available to you.

Risk Management Services

Risk Management is the process by which the risks at the School can be identified and, where possible, action taken to reduce the chance of injury, loss or damage arising. This can be very beneficial particularly if it averts a major disaster and, of course, if it results in lower insurance premiums.

The Council has been carrying out a Risk Management programme for several years. The Insurance Section has also provided funding for a variety of initiatives that will have affected Schools such as Personal Safety training and Risk Assessment training courses.

Some schools have had the benefit of a Fire and Security report prepared by the insurer Zurich Municipal at no additional cost.

These are long term projects designed to gradually improve the standard of risk in the Borough's Schools. **You will note in particular that you have not been told that your insurance cover or premiums are subject to you carrying out specific risk improvements.**

Risk Management is an important part of any Insurance programme but you need to be sure that you have control of the outcome.

General Advice and Assistance

The Insurance Section routinely provides a personal, local and professional advice service to Schools. Apart from all matters directly relating to any insurance or risk related problems, this often includes legal, contractual, Health & Safety and Personnel issues. Our detailed local knowledge, experience of your particular problems, and location in the Borough helps to ensure a high quality service for your School. The Insurance Section is solely concerned with ensuring that the School and the LA are adequately covered at an economic price and will provide impartial advice on all relevant matters. The Insurance section will be pleased to assist the School in reviewing any alternative insurance arrangements that may be under consideration.

FURTHER SERVICES

Further Services or Cover for which an additional charge will be made to the school:-

ENGINEERING INSPECTIONS OF LIFTS, BOILERS & OTHER PLANT & EQUIPMENT

The Council arranges for engineering plant to be routinely inspected to comply with Statutory requirements. You will be aware of the regular visits by the Zurich Municipal Engineers with whom the Council has a contract to carry out this work.

The Council requires you to continue to have these inspections carried out and if you wish will continue to provide this under its contract with Zurich Municipal.

If your school currently receives this service the cost of this will be detailed on Page 8.

PFI schools: you will continue to be charged for inspections on autoclaves and other educational use plant that is subject to statutory inspection. Your main lifts and boilers are, however, no longer included in this cover.

Note: inspections are carried out at the frequencies required by law. These vary for different types of equipment between six and eighteen months. For convenience the fees charged are worked out as an annual amount. This means that occasionally no inspections will be carried out in the year for which a fee has been paid.

Note: the cost quoted on Page 8 is based on the current schedule of plant held by the insurer. This may have changed since last year and if you have acquired or disposed of plant the cost will reflect this. The amount quoted will not take into account changes of plant that have occurred since the last inspection.

SCHOOL SICKNESS INSURANCE ABSENCE SCHEME.

Cover Includes: Costs incurred:
Illness and Accidental Injury

Stress and Related Illnesses
Jury Service
Pregnancy Related Illnesses
Phased Returns to Work
Suspension
Parental Leave
Emergency Care for Dependants
Injuries at Work
Non-medically necessary operations

MOTOR VEHICLE INSURANCE

If your School owns a Motor Vehicle you must insure this for at least Third Party Risks. Please contact the Transport Section to add your vehicles to the insurance. If you currently make your own arrangements for Motor cover or anticipate acquiring a vehicle in the near future, you may wish to contact Alan Beal at the relevant time to obtain an up to date quotation for cover.

LEGAL EXPENSES

In the past Schools have not shown interest in this type of cover and also have access to the SLA offered by the Council's Legal Services Section. Schools that wish to consider insuring this risk should contact Sid Exley for a quotation.

PERSONAL ACCIDENT

The Council operates a low-cost Voluntary Personal Accident Scheme for Staff. Premiums are collected through the payroll system. Quotations for personal accident cover for pupils are available on request.


APPENDIX F




Emergency Contact Numbers for Agencies

<i>Organisation</i>	<i>Phone Number</i>
<u>London Borough of Tower Hamlets</u> Health & Safety Co-Ordinator Insurance Sid Exley (Insurance Officer) Utilities (Gas & Electricity) Sian Pipe (Energy Manager)	020 7364 5000 020 7364 4193 020 7364 4493 020 7364 2512
<u>G4S</u>	0845 300 6560
Thames Water Utilities Account Number:	0845 9200 800
British Telecommunications Phone lines	0800 800 154
<u>LGfL</u> Broadband	020 8255 5555
EDF Energy (Electricity) Account Number:	0800 783 8838
Total (Gas) Account Number:	08442 64 64 64
CAPITA IT Services	0845 120 0648

APPENDIX G

Crisis Management Flow Chart

Incident Reported 
Establish the facts Inform Headteacher/ Health & Safety Coordinator Notify/request Emergency Services if appropriate

Immediate Action 	Short Term Action (first 24 hours) 	Next Few Days and Beyond 
Ensure safety of all personnel		Make any necessary recovery arrangements: repairs, replacements etc
Verify the facts		Continue regular updates for staff, students, governors, parents
Convene the Crisis Management Team and allocate tasks	Use radios for internal communication	Start putting together a full report of the incident and actions by the establishment
Start an Incident Log	Contact specialist contractors if required	
	Check psychological support is sufficient	
Contact other staff & Governors for support as required, particularly if out of hours.	Crisis Management Team meets at regular intervals	Make plans to mark the event: special assembly etc
Make arrangements to close/open establishment or cancel activities	Issue regular updates for: Staff, students, governors, parents etc. via: Staff meetings, Assemblies Letters home, Web-site	Evaluate the Crisis Management Plan and amend as necessary
Provide recorded message on answer-phone for parents etc	Start planning the return to normality	Formally thank those involved in supporting the Crisis.

APPENDIX H: **Accident Book**

LONDON BOROUGH OF TOWER HAMLETS CORPORATE HEALTH & SAFETY

ACCIDENT / INCIDENT REPORT (AIR) FORM (REVISED 2019)

All applicable fields **must** be completed on this report as the information is required under The Reporting of Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Types of reportable injury (legal requirement to report to HSE within timeframe limit)

The death of any person

All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

Specified injuries to workers

The list of '**specified injuries**' in RIDDOR 2013 replaces the previous list of '**major injuries**' in RIDDOR 1995. Specified injuries are (regulation 4):

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours

For further guidance follow link to [specified injuries](#)

Over-seven-day incapacitation of a worker

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven day period does not include the day of the accident, but does include weekends and rest days. The report must be made to Corporate Health and Safety within 5 days of the accident, as it will need to be processed to HSE within 15 days.

Over-three-day incapacitation

Accidents must be recorded on our database, but we do not need to report to HSE.

Non fatal accidents to non-workers (eg members of the public)

Accidents to members of the public (pupils) or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

Occupational diseases

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work: These diseases include (regulations 8 and 9):

- carpal tunnel syndrome/severe cramp of the hand or forearm/occupational dermatitis/hand-arm vibration syndrome/occupational asthma/tendonitis or tenosynovitis of the hand or forearm/any occupational cancer/any disease attributed to an occupational exposure to a biological agent.

Dangerous occurrences

Dangerous occurrences are certain, specified near-miss events. Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces, for example:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- plant or equipment coming into contact with overhead power lines;
- the accidental release of any substance which could cause injury to any person.

For further guidance on these follow link [dangerous occurrences](#)

A '**Near-Miss**' or damage only is any incident, where although on that occasion no one is injured, the circumstances are such, that if no action is taken, the incident is likely to be repeated and an injury is foreseeable e.g. trips on defective flooring, collapsing or falling objects or shelving. Monitoring 'near-misses' and taking appropriate preventative action will make a significant contribution to reducing injury and loss.

Distribution of completed forms:

- Original to be retained on site by Manager or Section Head,
- Copy to be emailed to healthandsafety@towerhamlets.gov.uk (see Page 8),
- the employee has consented, a copy should be forwarded to the appropriate T.U. Safety Representative or Employee Representative.
- If **Email completed AIR form to healthandsafety@towerhamlets.gov.uk**

SECTION 1: Origin of Report

1. Directorate: <i>(Please tick ONE appropriate box)</i>	Education Care and Wellbeing <input checked="" type="checkbox"/>	Social and Chief Executive's <input type="checkbox"/>	Other <input type="checkbox"/>	Resources <input type="checkbox"/>	Development & Renewal <input type="checkbox"/>	Communities, Localities & Culture <input type="checkbox"/>
2. Reporting Officer:				3. Employee No:		
4. School/Section:	Langdon Park School			5. Department:		
6. Workplace Address:	Bright Street London			Postcode:	E14 0RZ	
7. Work Telephone Number:	020 7987 4811					

SECTION 2: Type of Incident Being Reported

8. Type of Incident: <i>Please tick ONE appropriate box below (See notes on page 1)</i>							
Specified Injury (See Page 1)	<input checked="" type="checkbox"/>	Over 7 Day	<input type="checkbox"/>	Occupational Diseases	<input type="checkbox"/>	Minor Injury	<input type="checkbox"/>
Near Miss	<input type="checkbox"/>	Dangerous Occurrences	<input type="checkbox"/>	Bullying	<input type="checkbox"/>	Death	<input type="checkbox"/>
Over 3 Day	<input type="checkbox"/>	Verbal Assault	<input type="checkbox"/>	Physical Assault	<input type="checkbox"/>	Other	<input type="checkbox"/>

SECTION 3: Details of Injured Person / Victim

9. First Name:				10. Surname:			
11. Home Address:						Postcode:	
12. Home Phone Number:				13. Job Title: <i>(If applicable)</i>			
14. Gender:	Male <input type="checkbox"/>	Female <input type="checkbox"/>	15. Employee No: <i>(If applicable)</i>			MANDATORY FIELD	
16. Status of Injured Person: <i>(Please tick ONE appropriate box below)</i>				17. Date of Birth: <i>(DD/MM/YYYY)</i>			MANDATORY FIELD
Employee	<input checked="" type="checkbox"/>	Work Experience	<input type="checkbox"/>	Contractor	<input type="checkbox"/>	Trainee	<input type="checkbox"/>

Agency Staff	<input type="checkbox"/>	Member of Public	<input type="checkbox"/>	Client	<input type="checkbox"/>	Pupil	<input type="checkbox"/>
If Other, please specify:							

SECTION 4: Details of Accident or Incident

18. Incident Date:		Time:	(Please use the 24-hour clock e.g. 13:00)
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19. Did the injured person stop work due to the incident? <i>(Employees only)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	MANDATORY FIELD
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20. If Yes and known the date and time they resumed work?	Date: DD/MM/YY	Time: HH:MM
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(If the injured person is an employee an entry must also be made in the DSS statutory accident book)

21. Incident Address: <i>(If different from segment 6 above)</i>	Langdon Park School, Bright Street, Poplar, London Postcode: E14 0RZ
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22. Exact Location: <i>(e.g. Dining room, office etc.)</i>	
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23. About the kind of accident <i>Please tick the ONE box that best describes what happened</i>	<input type="checkbox"/> Contact with moving machinery or material being machined	<input type="checkbox"/> Struck by Object
	<input type="checkbox"/> Hit by a moving vehicle	<input type="checkbox"/> Struck against
<input type="checkbox"/> Fall from a height How high was the fall? metres	<input type="checkbox"/> Injured while handling, lifting or carrying	<input type="checkbox"/> Slipped, tripped or fell on the same level
<input type="checkbox"/> Trapped by something collapsing	<input type="checkbox"/> Drowned or asphyxiated	<input type="checkbox"/> Exposed to, or in contact with, a harmful substance
<input type="checkbox"/> Exposed to fire	<input type="checkbox"/> Exposed to an explosion	<input type="checkbox"/> Contact with electricity
<input type="checkbox"/> Injured by an animal	<input type="checkbox"/> Physically assaulted by a person	<input type="checkbox"/> Another kind of accident (described below on Q27's answer)

24. Was the injured person taken direct from the scene of an accident to hospital for treatment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	MANDATORY FIELD
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25. Did the injured person <i>(tick all the boxes that apply below)</i>	
<input type="checkbox"/> Become unconscious?	<input type="checkbox"/> Need Resuscitation?
<input type="checkbox"/> Remain in hospital for more than 24 hours?	<input type="checkbox"/> None of the above.

26. Names, addresses and status of any witnesses (Please attach witness statements on a separate sheet)

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**27. What happened:
(Please include details of any equipment or substances involved, the task being undertaken and any other contributory factors. Continue on separate sheet if necessary)**

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SECTION 5: Details of Injury

28. What was the injury / illness?:

(e.g. Fracture, Laceration etc.)

	Click here to Select	Click here to Select	Click here to Select
	You may select up to 3 different injuries above, if the form is being filled electronically else ignore and write by hand below. If the form is being filled electronically but the injury is NOT listed on the drop-down list or if any additional (more than 3) injuries occurred, please type these below:		
	Shoulder	Left <input type="checkbox"/>	Right <input type="checkbox"/>
	Click here to Select	Left <input type="checkbox"/>	Right <input type="checkbox"/>
	Please select if the form is being filled electronically else ignore and write by hand the part of body that was injured and if it is a limb, please state left or right below. If the form is being filled electronically but the injury is NOT listed on the drop-down list or if any additional injuries occurred, please type these below:		
		Left <input type="checkbox"/>	Right <input type="checkbox"/>
		Left <input type="checkbox"/>	Right <input type="checkbox"/>
		Left <input type="checkbox"/>	Right <input type="checkbox"/>

30. Was the injured person given first aid?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

31. Name of first aider(s):	
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SECTION 6: Supervision	Applicable		
<i>(To be completed by schools, youth clubs, play centres or day care centres <u>ONLY</u>)</i>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Yes <input type="checkbox"/></td> <td style="width: 50%; text-align: center;">No <input type="checkbox"/></td> </tr> </table>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Yes <input type="checkbox"/>	No <input type="checkbox"/>		

▶▶▶ If Yes, please complete the segments 32 – 34 below. If No, please go to SECTION 7:

32. Did the accident take place during a supervised activity?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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33. What was the nature of the activity or subject being taught:	
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34. Please give the name(s) and status of person(s) supervising:	
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SECTION 7: Incidence of Verbal or Physical Assault, including Bullying	Applicable		
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Yes <input type="checkbox"/></td> <td style="width: 50%; text-align: center;">No <input type="checkbox"/></td> </tr> </table>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Yes <input type="checkbox"/>	No <input type="checkbox"/>		

▶▶▶ If Yes, please complete the segments 35 – 40 below. If No, please go to SECTION 8:

35. Nature of incident: <i>(Please tick appropriate box)</i>					
Verbal Abuse	<input type="checkbox"/>	Physical Assault	<input type="checkbox"/>	Bullying	<input type="checkbox"/>
Victim Intervening	<input type="checkbox"/>	Damage to property	<input type="checkbox"/>	Other	<input type="checkbox"/>
35A. Hate incident / harassment on the grounds of: <i>(Please tick appropriate box)</i>					
Race	<input type="checkbox"/>	Faith	<input type="checkbox"/>	Sexual Orientation	<input type="checkbox"/>
Disability	<input type="checkbox"/>	Gender	<input type="checkbox"/>	Age	<input type="checkbox"/>

36. Status of assailant(s): <i>(Please tick appropriate box)</i>					
Employee	<input type="checkbox"/>	Member of Public	<input type="checkbox"/>	Agent	<input type="checkbox"/>
Agency Staff / Contractor	<input type="checkbox"/>	Client	<input type="checkbox"/>	Other	<input type="checkbox"/>

37. Name: (if known)	
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38. Address: (if known)	
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39. Description of assailants: <i>(continue on a separate sheet if necessary)</i>	
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40. Were the police summoned?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	41. Time of attendance:	(24-hour)	42. CAD No:	
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SECTION 8: Investigation checklist and action taken by Manager to prevent recurrence

*(This section **MUST** be completed by the appropriate Manager / Supervisor/ these forms will be returned if this is not completed)*

Please select as appropriate

43. Were you informed at the time of the incident? » » (If No please give date and time)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Date: (DD/MM/YYYY) Time: (Please use the 24-hour clock e.g. 13:00)			
44. Can you confirm the incident took place as alleged? » » (If No please indicate why)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
45. Did any defects in premises, plant or equipment contribute to the incident? » » (If Yes please give details)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
46. Did the incident involve exposure to any irritant, harmful or toxic substance? » » (if Yes please give details)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
47. Did the incident involve any lifting, handling or carrying? » » (If Yes give details including type of load, weight, size, distance carried etc.)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
48. Did the incident involve a fall from height? (If Yes give details including height fell, presence of guard rails / safety surfaces etc.)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
How high was the fall? metres			
49. Did the incident involve a slip, trip or fall on the same level? » » (If Yes give details of the condition of the surface, presence of tripping hazards, loose carpet tiles etc.)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>

50. Did the incident involve striking into or being struck by an object? ▶▶▶ (If Yes give details of object, whether the incident involved striking into or being struck etc.)		Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
51. Has any protective equipment been specified for the task? ▶▶▶ (If Yes give details, what type of equipment, was it being used correctly at the time of the incident etc.)?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
52. Has any training or instruction been given regarding the task or activity? ▶▶▶ (If Yes give details)		Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
53. Did any other factors or persons contribute to the incident? ▶▶▶ (If Yes give details)		Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Accident due to two students fighting				
54. Did the incident involve an assault? ▶▶▶ (If Yes, give details of security in place at the time, panic alarms, means to summon help etc.)		Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
55. Had a risk assessment been undertaken for the task / activity? Review risk assessment control measures decide if any further control measures are required and enter details in section 57		Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
56. If Yes, were the control measures in place at the time?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
57. Details of further measures / action you have or intend to take to prevent recurrence:				
Name of Manager:		Designation:		
Signature:		Date: (DD/MM/YYYY)		

▶▶▶ If returning by email, please type your name in the signature box, alternatively, if returning by post/fax, please ensure this form is signed.

For the employee only:

By signing & dating this form, I give my consent for my employer to disclose my personal information and details of the accident which appear on this form to the appropriate trade union appointed safety representative (and/or employee representative) to allow them to carry out their health & safety functions given to them by law.

Signature:

Date: (DD/MM/YYYY)

» » If returning by email, please type your name in the signature box, alternatively, if returning by post/fax, please ensure this form is signed.

Please tick appropriate box for Trade Union(s) to be sent to:

Unison	<input type="checkbox"/>	GMB	<input type="checkbox"/>	TGWU	<input type="checkbox"/>	NUT	<input type="checkbox"/>	NASUWT	<input type="checkbox"/>
NATFHE	<input type="checkbox"/>	SHA	<input type="checkbox"/>	NAHT	<input type="checkbox"/>	ATL	<input type="checkbox"/>	Other (Please state)	

Corporate Health and Safety contact details:

AIR forms should be emailed directly to healthandsafety@towerhamlets.gov.uk as soon as possible after the accident or incident.

Team Leader Corporate Health and Safety 020 7364 4193
Office Support 020 7364 5008

healthandsafety@towerhamlets.gov.uk

APPENDIX I

LONDON BOROUGH OF TOWER HAMLETS SCHOOLS' FINANCIAL PROCEDURES MANUAL

Assets

1. General

The main elements of an asset system are

- Purchase of Assets
- Asset Register
- Security of Assets
- Disposals

2. Purchase of Assets

Procedures relating to the purchase of assets should follow the procedures for all purchases with regard to limits, authorisations and tender policies. All assets purchased should be entered in the asset register if the cost is over £200 excluding VAT. Items donated to the school should also be included where the value upon acquisition exceeds this level. Schools may wish to include other items on the register for control purposes.

3. Asset Register

All schools must maintain an asset register that contains details of significant equipment and capital items. The register should be kept up-to-date and include the following information:

- date of acquisition
- description of the asset including a unique identification mark such as a serial number
- cost
- source of funding
- location of asset
- details of disposal or write-off.

The asset register can be maintained on the school's accounting software if such a facility exists, otherwise a spreadsheet register may be used subject to the following:

- Access is restricted
- Adequate backups are maintained
- Hard copies are printed at year end and retained with the financial records

The recorded cost is normally the cost of the asset as charged by the supplier excluding VAT. Occasionally, especially where a school has not maintained a complete record of acquired assets, the value of certain assets will not be known. In this case, an estimate will suffice with a note on the asset register to that effect.

Where items of equipment are donated to the school, the value shown in the asset register is the estimated value upon acquisition. This estimate need only be calculated to a degree of accuracy that is reasonable under the circumstances. Items used by the school but owned by others (such as items on a lease contract) should be included with a note of ownership.

The asset register can:

- form an important part of the school's procedures for ensuring that staff take responsibility for the safe custody of assets
- enable school management to undertake independent checks on the safe custody of assets, as a deterrent against theft or misuse
- help the school to manage the effective utilisation of its assets and to plan for their replacement
- support insurance claims in the event of fire, theft or other losses.

4. Security of Assets

- Stores and equipment should be secured by means of physical and other security devices. Authority to access must be clearly documented.
- All the items in the register should be permanently and visibly marked as the school's property

At least once a year, the assets on the asset register need to be verified, that is to say the asset register is a true and accurate record of equipment and capital items either present on the school site or owned by the school whether or not present on school premises.

In the case of a department which controls relatively few items of equipment, the bursar obtains a signature on an asset listing by the departmental head certifying the existence, condition and adequacy of security marking of each item prior to the end of the financial year. Where a department controls a significant amount of equipment, an ICT or technical department for example, the inventory count may have to be undertaken in stages. In this case, it is important that serial or asset numbers are logged on the register.

The head teacher, bursar or other authorised independent person should undertake test checks. This involves taking the asset register and verifying the existence of a sample of the items. It is particularly important to verify:

- All laptop computers
- All video cameras
- Other high value and desirable items such as digital balances
- Valuable items
- Computer related equipment
- Portable equipment
- Equipment located away from school premises

A test check means selecting an item on the asset register and being shown the item by a departmental staff member. The person carrying out the check should also select an item physically present and ensure that an entry exists in the register for it. Verification is evidenced by way of initials against the asset listing together with the date of testing.

Any discrepancies on asset verification are taken up with the departmental head and any significant losses reported to Governors.

Assets are not stock. Stock books are kept within departments and are subject to different procedures.

5. Losses

Governing bodies are responsible for the safe custody and control of the school's and the Council's assets, income and stores. However, there are occasions when losses arise. This eventuality is provided for in the Financial Regulations applying to Schools within the Scheme and detailed in the London Borough of Tower Hamlets Schools Delegated Funding – Arrangements for Financial Management which require formal write-off procedures where:

- Money due to the school is judged to be unrecoverable.
- Property has been lost, stolen, damaged or destroyed and the loss is not recoverable, in full or in part, from insurance or other sources.
- Damaged obsolete or redundant stock is disposed of at a price less than the value at the time of disposal.

Governors have the authority to write off losses, on any item up to a limit of £10,000.

Before agreeing to such a proposed write off the governing body must satisfy itself that all reasonable steps have been taken to mitigate the loss. These steps must include:

- Recovery of sums of money due from third parties.
- Claiming any insured sums due from the insurers.
- Obtaining the best price on any disposal having paid proper considerations to safety issues arising from electrically and/or mechanically unsafe items.

The sum written-off must take into account any disposal income.

The Governing body should also ensure that any practicable steps to be learned from a write off are incorporated into School Management systems.

The Governing body may choose to delegate the responsibility for approving write-offs of smaller sums, up to £1,000, to the Headteacher.

The Governing body shall maintain a register of all write offs and make periodic returns to the LEA.

Approval for any write-offs in excess of £10,000 rest with the Borough's Finance and Accommodation Committee.

6. Disposals

Items, which are to be disposed of by sale or destruction, must be appropriately authorised for disposal and, where significant, should be sold following competitive tender. Obsolete and/or broken equipment needs to be condemned by two independent officers (ie individuals who are not involved in the maintenance of inventory records for the school). For each item or each batch (eg pupil chairs) of assets a form must be completed which should be cross-referenced to inventory records.

All condemned equipment should be defaced to render it unusable.

The Scheme for financing schools specifies the requirements for obtaining consent and notifying disposals.

APPENDIX J

CAPITA IT SERVICES DATA BACK-UP SERVICE

Data Backup Service

1. In order to meet the requirement(s) set out in Schedule 1 the LEP shall procure that the ICT Contractor will provide a Data Backup Service.

2. The Data backup service provided by the ICT Contractor will:

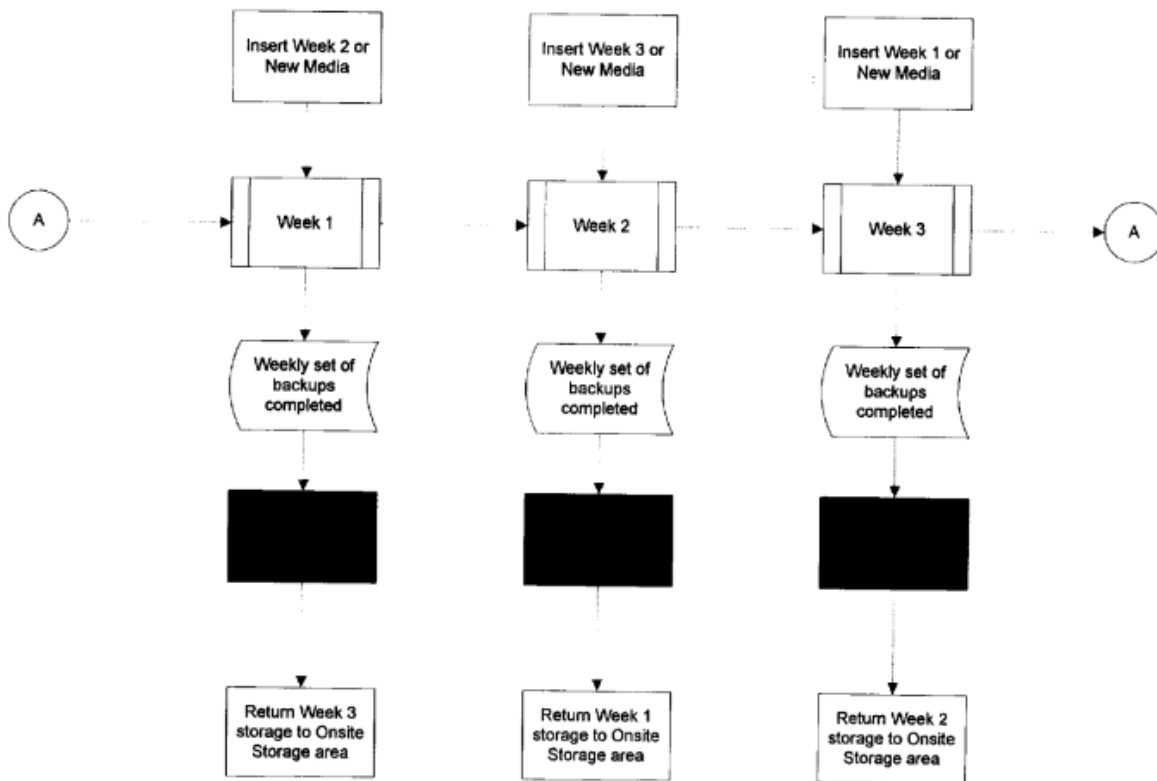
2.1 provide a centralised backup facility for the CSF and the Schools from the Relevant Services Commencement Date in each School and the CSF;

2.2 create a full weekly backup of system and User Data relating to the ICT Services. The full weekly backup being created on a Friday and/or weekend days between the hours of 10pm and 6am;

2.3 create incremental daily backups of system and User Data relating to the ICT Services. The incremental daily backups being created on Business Days (excluding Friday) between the hours of 10pm and 6am; and

2.4 implement three rotations of media upon which the backups will be stored. One rotation will comprise of a complete week's worth of incremental daily backups and the full weekly backup. See flowchart below:

3 Rotation Backup and Media Flow Chart



NB. There will be no Media to recover on the very first week the backup rotation starts

3. The LEP shall procure that the ICT Contractor will perform monthly cleaning of backup devices.
4. The LEP shall procure that the ICT Contractor will each week perform the restoration of a file from the current rotation set to prove the integrity of the backup and the ability to restore from the backup media.
5. The LEP shall procure that the ICT Contractor will provide exception reporting direct to the ICT Contractor's Helpdesk Service of any backup issues.
6. The LEP shall procure that the ICT Contractor will perform ad hoc restorations of backup or archive Data at the request of the Authority or School Representatives in accordance with KPI 8 in Schedule 5 (Payment Mechanism). Any Data restoration for instances falling outside the criteria defined in KPI 8 will be done following receipt of a Service Request Form agreed in accordance with the Urgent Service Request process.
7. The network backup for the school system and user Data will utilise the Microsoft Data Protection Manager product set.
8. The network backup solution will take an initial snapshot of the relevant Data located at the school upon each schools Relevant Services Commencement Date and store this Data within the CSF. This includes user and application Data stored on servers within the School.
9. The LEP shall procure that the ICT Contractor will create a full weekly backup of system and User Data relating to the ICT Operational Services for both centralised and localised backup facilities. The full weekly backup being created on a Friday and/or weekend days between the hours of 10pm and 6am.
10. The LEP shall procure that the ICT Contractor will create incremental daily backups of system and User Data relating to the ICT Operational Services for both centralised and localised backup facilities. The incremental daily backups being created on Business Days (excluding Friday) between the hours of 10pm and 6am.
11. The LEP shall procure that the ICT Contractor will each week perform a restoration of a file from the current school backup Data store to prove the integrity of the backup store.
12. The LEP shall procure that the ICT Contractor will provide exception reporting direct to the ICT Contractor's Helpdesk Service of any school backup issues.
13. The LEP shall procure that the ICT Contractor will provide periodic confirmation to the Local Authority of the efficiency of the backup facilities.
14. The LEP shall procure that the ICT Contractor will ensure that the backup services reflects guidance provided to schools by Becta including recovery from off-site resource/backup taken at agreed critical times.
15. The LEP shall procure that the ICT Contractor will follow Procedures and performance to meet the requirements set out in the ICT Payment Mechanism.