



CUSTOMER SERVICE EXCELLENCE

Parents' Newsletter

Head Teacher's Letter

Dear Parent/Carer,

I am taking the unprecedented step of issuing an additional Newsletter to you, via email as usual but also paper copies to all pupils. There are 2 reasons for this :

- 1 We have already had emergency closures this session as a result of heavy snowfall and it is still just January. We could have more severe weather before this winter is over. As a result, I was keen for you to see our emergency evacuation

procedures and I also wanted to ask you to consider a few related issues.

- 2 We have updated our Risk Assessment document for school dances. Since our next disco is on 9th February I thought that you might be interested to see this document before that event.

Yours sincerely

Stewart Young

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School Disco Risk Assessment and Matrix

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Emergency Evacuation Procedures

Overleaf are the procedures that are currently being implemented within Clydebank High School.

These procedures seemed to serve us well in December when the school was evacuated safely.

However, there is always room for improvement and I would like to bring these 2 points to your attention:

- 1 If you have not already done so, I would strongly advise you to have your own plan for child care in place in the event of an emergency closure. Discuss this with your son/daughter and make sure that they know where to go/what to do.
This is in line with the practice in Aberdeenshire Council who have snow evacuations every year. They ask parents to allocate a "snow address" to their children i.e. usually a family member or fellow pupil who lives closer to the school. This means that pupils who are unable to travel home as a result of the poor weather conditions or because there is no adult supervision at home can still be evacuated quickly.
- 2 Again, if you have not already done so, please make sure that your child has your emergency contact details on his/her phone.

CLYDEBANK HIGH SCHOOL REUNION

A reunion of former pupils of Clydebank High School is being held on Saturday 16th April in the Radnor Park Hotel, tickets priced £10. Anyone who entered first year at CHS in 1985 is warmly invited to attend. Email 'chsreunion@hotmail.co.uk' for further information and to buy tickets.

Emergency Closure Procedures

- 1) As far as possible with input from DHTs, the Head Teacher takes the decision to close the school.
- 2) 2 text messages are sent to parents :
 "CHS is closing at (TIME) today".
 "Supervision of pupils will continue as necessary until 3.30 pm"
- 3) The same message is put on the school website.
- 4) Classes are brought down by their class teacher to the assembly hall, corridor by corridor, to be addressed by the Head Teacher.
- 5) Pupils are told that :
 - 1 the school is closing because of
 - 2 they must phone their parent/carer to confirm that they can make their way home or to an agreed place
 - 3 they must make their way home without delay and take care on treacherous pavements and roads
 - 4 they must wait in the dining hall if they are unable to leave (immediately)
 - 5 there will be an update of the situation on the school website, the WDC website and the Radio Clyde website
- 6) If the situation demands a quick evacuation, the above can be done via the school's tannoy system.
- 7) Once it is clear that only a few or no pupils are left in the building in need of supervision, staff are informed by their line manager that they may leave the building.
- 8) Staff know to check the school website, the WDC website and the Radio Clyde website for updates. There is also a cascade system of passing on information during a closure, namely: SMT > PTs > departmental colleagues.

School Discos

Health and Safety nowadays requires us to manage risk throughout the school. Of course, this includes evening events such as discos. Please see the following updated risk assessment document for this.

HSRA 1 WEST DUNBARTONSHIRE COUNCIL GENERAL RISK ASSESSMENT RECORD									
Department : Educational Services		Section: Clydebank High School		Location: CHS assembly Hall & Foyer		Activity : Public Entertainment (PEL)			
Ref N° :		Assessor Team : S Young, L Young				Responsible Person's Signature :			
Assessment Date : Jan 2011		Position(s) : Head teacher, Business Manager				Review Date : January 2011			
Task : Undertaking School Related Public Events (PEL)						Review Date : January 2011			
Note: Specific assessments will be required for those activities where: Young Persons are employed (copy of assessment to parent) or COSHH, Manual Handling, Personal Protective Equipment (PPE), Display Screen Equipment, Noise, Asbestos or Lead Regulations apply.									
No	HAZARD	EFFECT	RISK ANALYSIS			CONTROLLED MEASURES	RESIDUAL RISK		
			PROB	SEV	R.R		PROB	SEV	R.R
1	Lack of Fire risk assessment for Public entertainment in School	Failure to evacuate resulting in severe burns, smoke inhalation, Fatality	3	6	H	All events will be supervised by school staff. A minimum of 20 staff will be on duty. School staff are fully aware of emergency routes and procedures through fire drill and safety training.	1	6	L
2	No evacuation Plans	Failure to evacuate resulting in severe burns, smoke inhalation, Fatality	3	6	H	Current evacuation plans will stand however only the assembly hall and foyer area will be in use. Evacuation will be via exits at bleacher seating end of the assembly hall and through the main entrance to the assembly point or via the exits at either side of the stage and then to the assembly point via the dining hall quadrangle.	1	6	L



3	Excessive occupancy in hall	Crush injury, failure to evacuate resulting in severe burns, smoke inhalation, Fatality	5	6	H	Pupil attendance will not exceed 300	1	6	L
4	Noise levels in excess of legal minimum	Ear Damage	4	5	H	Staff will be on a rotating duty throughout the area therefore will not be exposed to excessive noise for lengthy periods. Likewise, pupils will be free to go in/out of hall as they wish.	1	2	L
5	Poorly maintained / blocked escape routes in establishment after school hours.	Failure to evacuate resulting in severe burns, smoke inhalation, Fatality	3	6	H	A dynamic assessment / pre-inspection of property will be carried out by (Depute) Head Teacher before event commences. Staff will be on a rotating duty throughout the area including escape routes	1	6	L
6	Faulty or locked fire escape doors.	Failure to evacuate resulting in severe burns, smoke inhalation, Fatality	3	6	H	A dynamic assessment / Pre Inspection of property will be carried out by Head Teacher before event commences.	1	6	L
7	Passageways to safe assembly points locked by gates.	Failure to assemble at correct point, bottleneck at side gate leading to potential crush injuries	3	4	M	BAM staff will open security gates immediately	1	4	L
9	Maximum numbers exceeded during activity.	Failure to evacuate resulting in severe burns, smoke inhalation, Fatality. Crush injury potential during event	3	6	H	All pupils will be allocated a numbered ticket which will be required for entry at event. No additional tickets will be sold at the event. Ticket sales will be capped at maximum occupancy levels.	1	6	L
10	Lack of assessment for people with an impairment	Failure to evacuate resulting in severe burns, smoke inhalation, Fatality	2	6	M	A list of individuals with impairment will be recorded and circulated to staff. School staff will be allocated by appropriate DHT to assist in evacuation. Individual will be advised of allocated staff member prior to commencement of event	1	6	L
11	Lack of control during disco (noise and notice in the event of a fire)	Failure to evacuate resulting in severe burns, smoke inhalation, Fatality	5	6	H	DJ/Concert Host/Stage Manager will be advised of the Escape Routes and evacuation plan at start of event by appropriate DHT. DHT / Head teacher will also advise from stage. Pupils will also receive information in advance via assemblies.	1	6	L
12	No alternative warning device (e.g. flashing lights) in premise for people with hearing problems.	Failure to evacuate resulting in severe burns, smoke inhalation, Fatality	6	6	H	A list of individuals with impairment will be recorded and circulated to staff. School staff will be allocated by appropriate DHT to assist in evacuation. Individual will be advised of allocated staff member prior to commencement of event. All pupils and staff in attendance are familiar with evacuation routes and procedures.	1	6	L

13	Incidents occur in dark and noise of assembly hall	Inappropriate behaviour resulting in violence, minor to major injuries, vandalism	4	6	H	Staff will be on a rotating duty throughout the area with a minimum of 8 staff in the assembly hall at all times	1	6	L
14	Event has to be cancelled or closed early unexpectedly – pupils only – unsupervised pupils	Minor to major injuries	3	6	H	Parental consent to send pupil home early will be gained in advance of event	1	6	L
15	Outsiders gain unauthorised entry while drunk or in possession of weapon and/or cause trouble at front gate potential violent or aggressive behaviour	Inappropriate behaviour resulting in violence, minor to major injuries, vandalism	3	6	H	Janitors will be on duty and will ensure all areas secured as per plan. All pupils will have an allocated ticket number. Doors will close one hour after the start of event	1	6	L
16	Pupils bring in or are under the influence of alcohol / drugs or display inappropriate behaviour.	Inappropriate behaviour resulting in violence, minor to major injuries, vandalism	4	5	H	Bag searches will be carried out by designated staff on entry. Cloakroom area will be staffed or locked at all times. Parental consent forms will be completed in advance and pupils sent home if necessary.	2	5	L
17	Hysteria from pupils	Pupil injury / collapse	3	6	H	All staff are fully conversant with appropriate procedures.	1	6	L

The above identified control measures will be implemented including, where appropriate, safe systems of work.

Director's or nominated Senior Manager's Signature :

Date :

Risk Matrix

PROBABILITY

1. Unlikely - not to be expected

2. Improbable - unusual

3. Possible - could happen

4. Likely - not surprised

5. Probable - to be expected

6. Certain - no doubt

L	L	L	L	L	L
L	L	L	L	M	M
L	L	M	M	M	
L	M	M	M		
L	M	M			
L	M				

SEVERITY

(Note: The undernoted references to injury/accident should also take into account ill health incidents).

1. Minor injury

2. First aid injury

3. Non-reportable, time loss accident

4. Reportable over 3 day accident

5. Specified major injury

6. Fatality

Parental Response

If you would like to comment on either document, please note your thoughts below and then send into the school office, marked for the attention of the Head of House:

- Arran – Mrs McLaughlin
- Bute – Mrs Cummings
- Cumbræ – Mr Hand
- Davaar – Mr Docherty

Comments on the school's emergency evacuation procedures:

Comments on the school's risk assessment for school discos:
