



Boarding Critical Incident Policy

2021 - 2022

THE HAMMOND SCHOOL LTD., MANNINGS LANE, CHESTER, CH2 4ES

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The Hammond School Limited is registered in England and Wales Number 838325. Registered office is above. Charity Number 1022427 incorporating the Betty Hassall Foundation. The school is accredited by the I.S.A and C.D.E.T. and is a member of the B.S.A and I.S.I.

Please remember that the children's safety always comes first.

Contact numbers for The Hammond staff can be located on the Emergency List located in the house office.

Incident	Action	Inform
Allegations or Complaints	Listen/make notes – do not discuss. Do not promise confidentiality.	Director of Boarding/Principal
Fire	Break glass, if necessary take the children to another boarding house. Take Register.	Phone 999 Head of Boarding/LMT
Gas	Turn off at main.	Gas Leak – 0800 111999 Head of Operations and Estates
Burst Pipes	Turn off at main.	Premises Manager/ Head of Operations and Estates. Plumber Head of Boarding.
Electricity Failure	Check fuse box.	Premises Manager/ Head of Operations and Estates. Head of Boarding.
Bomb Threat	As fire drill	Police Head of Operations and Estates/ Principal.
Intruder in Grounds	Check windows and doors	Police Head of Boarding.
Missing Child	Do as fire drill Check with child's friends	Head of Boarding/ Principal.
Infection Disease	Take advice from GP / Public Health Department	Head of Boarding/ Principal.
Serious Accident	999 Ambulance	Head of Boarding/ Principal.
Sick Child – Out of Hours	Phone GP you will be connected to an emergency	Head of Boarding

	doctor. If concerned phone 999.	
Head of Boarding	Jonathan Scruby	M: 07535 272163
Assistant Head of Boarding	Emma Greenough	
Principal	Jennifer Roscoe	M: 07834 832982
Head of Operations and Estates	Steve Ryan	M: 07896 243293
Facilities Manager	Ken McClelland	M: 07714 769884

Policy Details

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