



## Health and Safety Policy

Prepared by: M Hudson, Head Teacher

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*\*N.B. this policy may be replaced or complimented by an overarching LPS policy in the forthcoming year.*

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### General Statement

Kew House School is committed to providing safe working conditions for its employees, students and members of the public and has a commitment to provide the necessary resources to carry out the requirement of this policy.

In accordance with the Health & Safety at Work etc. Act 1974 the employer will ensure, so far, as is reasonably practicable, the health, safety and welfare at work of its employees, particularly by:

- ❖ maintaining safe systems of work
- ❖ ensuring the safe use, handling, storage and transport of articles and substances
- ❖ providing adequate instruction, training and supervision
- ❖ maintaining safe premises

- ❖ providing a safe working environment and adequate welfare facilities
- ❖ Monitoring risks, reporting near misses and using CCTV to ensure site security.

It is the responsibility of both the employer and the employees to play their parts in keeping accidents in the workplace to a minimum.

In particular employees, students and members of the public must take reasonable care of their own health and safety and that of others who might be put at risk by what they do.

They must co-operate fully in helping the employer meet statutory requirements eg. wearing the protective clothing provided.

Kew House School is committed to promoting good communications on all Health and Safety issues. All staff have the opportunity to raise concerns to their respective Line Managers who discuss these issues at Senior Management Team meetings. Students and visitors' comments are also carefully considered in all matters of Health and Safety. A Health and Safety Committee meets twice per year.

The School considers the good health of its employees to be important in the successful teaching of its students. Mechanisms are in place through confidential discussions to ensure that employees who are suffering from health problems have this taken into consideration when carrying out their professional duties and responsibilities.

Such consultation and other specific meetings regarding changes in existing procedures are designed to fulfil the Health and Safety (Consultation with Employees) Regulations 1996.

### **Policy Organisation**

At Kew House School Health and Safety matters are managed by, Mr A Ritchie, who assists and advises the Headmaster in ensuring that all arrangements for managing Health and Safety are being maintained. Mr J Lowe manages evacuation and Visits policy and associated RA.

Key individuals in managing Health and Safety arrangements in main identified areas are:

Mr J Lowe	Specific responsibility for the School's Emergency Evacuation Procedures and School Visits.
Mr A Ritchie	School Safety Officer responsible for reporting to HSE in accordance with the guidelines in the accident boo. Specific responsibility for organising maintenance contracts, the School heating system and School Transport (including Minibus).
Ben Hall	Managing premises and fabric issues including cleaning

arrangements and maintenance work. Managing on-site contract work. Managing internal circulation space. Overview of CCTV.

Mr A Ritchie	Managing all aspects of Health and Safety relating to the fabric, grounds, grounds equipment and external circulation spaces.
**Ms S Andrews	Managing all Health and Safety issues related to the School Kitchens.
**Mr A Ritchie	Managing School site security issues.
Mrs S Donovan	Managing maintenance of and bookings for the School Minibus.
Front desk	Joanne Haywood (Nurse) Managing accident, illness and specific health related issues.
Mr A Ritchie	Line manager of the School Nurse. Specifically responsible
Ms B Farrell	For creation of policy eg. Asthma Policy and upkeep of the School's Special Needs Register.
**Mr R Lees	Managing COSHH, materials and equipment safety in Science.
**Miss S Hunt/DT technician	Managing all aspects of Health and Safety in Technology.
**Mr M Sweeney	Managing all aspects of Health and Safety in Physical Education.
Mrs C Wallace	Managing all aspects of Health and Safety in Performing Arts/Music.

\*\*These staff comprise the School's Health and Safety Committee.

## Policy Arrangements

It is the responsibility of the staff named to produce documentation of systems and procedures which ensure the health and safety of employees, students and others in relation to statutory regulations and identified risks for their area. It is also their responsibility, where necessary, to communicate details of such systems and procedures to other employees working in their area and to ensure opportunities for consultation are formally provided.

In accordance with the Management of Health and Safety at Work Regulations 1999, the named staff must set their systems and procedures against identified risks and monitor their effective control in this context.

The location of copies of documentation relating to the appropriate Health and Safety systems which are relevant to specific areas within the School are as follows:

First Aid and Accident Reporting	Staff ePortfolio/Handbook Q Drive
Emergency Evacuation Systems and Procedures	Staff ePortfolio/Handbook Q Drive
Electrical Issues	Domestic Bursars Office
Visitors to the School	School Reception (on display)
School Visits	Deputy Heads Office
School Fabric and Maintenance	Domestic Bursars Office
School Transport (including Minibus)	Deputy Bursars Office
School Security	Domestic Bursars Office
School Kitchens	Domestic Bursars/ Kitchen Office
Health and Safety in:	
Science	Prep Room
Technology	Design Technology Office
Physical Education	PE Office

**The school subscribes to CLEAPSS and will adapt and adopt the risk assessments produced by this recognised organisation for classroom activities in Science, DT, Food Tech, and Art.**

web site: [www.cleapss.org.uk](http://www.cleapss.org.uk)

The username is: carbon

The password is: 6c5h3d4b

## **Monitoring and Inspection**

Monitoring the effectiveness of Health and Safety systems and procedures across the School is the responsibility of the School's Safety Officer, Mr Ben Hall .

The procedural means of monitoring the effectiveness of the Safety Policy and the arrangements for adequate review including inspections and formal reporting are outlined in the table given below.

Teaching staff are required to:

- Ensure that all accidents are investigated with a view to preventing a recurrence
- Remove any piece of equipment deemed to be unsafe and inform the Deputy Head or a member of the Health and Safety Committee
- Inform the Deputy Head or a member of the Health and Safety Committee if any element of the school environment appears to pose a hazard to Health and Safety
- Ensure all students are given necessary Health and Safety instructions prior to commencing practical activities, which may involve some risk. It is the responsibility of subject leaders in practical subjects for example science and art to ensure that they keep up to date with good practice and ensure information is speedily and efficiently disseminated
- Know the location of the nearest fire-fighting equipment and first aid box and know the emergency procedures in respect of fire
- Propose for the consideration of the Health and Safety Committee any improvements, which they consider, would improve the health or safety arrangements made for students
- Complete internal and external risk assessments for allocated areas for example classroom and trips, including subject relevant risk assessments.

The importance of the role of H&S officer and Risk Management by monitoring on an annual basis and reporting independently to the Board on the effectiveness of our Health and Safety Management is integrated into the system.

<b>MONTH</b>	<b>AREA/ISSUE</b>	<b>ACTION</b>
August	Fire Alarm System	Contractor service system. Service logged
September	Emergency Procedures	

	Medical Register	Practice evacuation held and logged
October	Inspection of First Aid, electrical systems and School Visits procedures	Register updated and issued. Any necessary training given
December	<b>H&amp;S Committee Meet</b>	
January	Emergency Procedures	Practice evacuation held and logged. Termly report to Board.
February	Fire Alarm System	Service system. Service logged
March	Inspection of School security systems Minibus procedures.	Procedures and systems checked Service and MOT
April	<b>School Health and Safety Audit and Policy review</b>	<b>Safety and Risk Management Report. Full Report to Board.</b>
June	<b>H&amp;S Committee Meet</b>	Minutes and action plans presented to Board
July	Heating and School Fabric	Procedures and systems checked.

## Emergency Procedures

### WHAT ACTION DO I NEED TO TAKE?

Our job is to:

**Alert the School to any incident of fire, etc. as quickly as possible**

and / or

**assist in supervising the evacuation of the School as efficiently and safely as possible when the alarms sound**

The action required by you is as follows:

#### **If you witness a fire, etc.**

Sound the School's Alarm by accessing the nearest accessible alarm panel. The alarm is activated by firmly pressing against the centre of the glass panel.

If you hear the School's Alarm sounding

- 1 If you are with students you should head count your group and supervise their orderly movement to your assembly point via your designated route. One member of staff in each learning base will take responsibility for managing the exit from the base in a way which avoid backlog or panic on stairways or corridors. All windows should be closed before leaving each area - you must supervise this.
- 2 You should line-up the students under your supervision at your assembly point, repeat the head count and report any discrepancies to your Assembly Area Manager- SMT- Deputy Head who will report directly to the headmaster.
- 3 If you are with visitors to the School, you should keep your visitors with you and escort them to your designated area. Visitors waiting for you in reception area will be escorted safely as above by the School Office Staff.
- 4 If you are non-contact, on your break, or a member of Support Staff you should exit the School via your designated route but once at your assembly area should assist your colleagues in maintaining safety and good order.
- 5 You must listen to instructions given by your Assembly Area Manager and act upon them.

- 6 Disabled students should be escorted to the Safe Area personally by the teacher. The teaching group should be passed to a colleague with the count. The lifts **should not** be used in the event of an emergency procedure.
- 7 If an alarm sounds out of class hours i.e. before the start of school or during Session 3 at the end of the school day, the members of staff on duty and in charge of the students should escort them all to the all-weather pitch. In the absence of an evacuation officer, the HODs should take charge and ensure the building is swept for any person who has not evacuated the building.

**No group of students or members of staff should enter the building following an Emergency Evacuation until specifically given permission to do so by their Assembly Area Manager**

Each classroom displays:

- 1) Hard Play Area - Assembly Point Map *Hard Play Area*
- 2) MUGA – Assembly Point Map *MUGA*
- 3) Emergency Evacuation Notice *EmEvSign.doc*

## MINIBUS USAGE

Details of bookings for the minibuses are made through the A Richie (temp).

The vehicle is a diesel powered 16 seat minibuses.

Staff wishing to be added to the list of authorised drivers must undergo a satisfactory driving trial with the DVLA arranged by James Lowe. All staff will be asked to prove that they have a D1 entitlement on their driving license before driving any school vehicle.

Our Insurers insist that anybody with current driving convictions declare them prior to driving.

The vehicles use diesel fuel and an agency card for purchases is provided. All receipts should be forwarded to Mrs G Young in the Office, clearly marked PE, English, etc. **Please ensure that the fuel tank is full when you return the minibus after a longer journey.**

In the event of 'breakdowns', an RAC card is provided.

The driver for each journey is required to complete the log sheet and satisfy themselves that the vehicle is in suitable condition for its intended use.

When early morning departures or late returns are necessary, it will be the driver's responsibility to make arrangements with the School's Domestic Bursar regarding safety of the vehicle and access to car parks, etc.

All damage, no matter how trivial, will be reported to Mr A Ritchie without delay.

### IMPORTANT NOTICE

All journeys should be assessed on an individual basis taking into account the length of the day, the activities undertaken, the miles travelled and the time taken on the journey. Driver fatigue is the main cause of accidents and any journey which is late at night, all day or outside the area should be referred to James Lowe, who will decide on the number of drivers required for that trip, or may conclude that an external hire is a better alternative.

### NB

The School carries out and records a safety check on each vehicle each week.

*(Please see document entitled **LOG SHEET FOR MINI BUS** for a sample of the log sheet for use with the Minibus*

Risk Assessment for: \_\_\_\_\_ [Visit name..... Date.....]

Group Leader:		Department:			Date of Visit:	
Other Staff:		Group Size and ratio:			Year Group(S):	
Activity/process/operation	What are the Hazards to Health & Safety?	What risks do they pose and to whom?	Risk level H/M/L	What precautions have been taken to reduce the risk?	Risk level achieved H/M/L	What further action is needed to reduce the risk?
Transport to/from activity	Refer to Travelling to/from activity RA					

FORM	CHECKLIST FOR PROVIDERS OF RESIDENTIAL ACCOMMODATION TO Kew House School
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Name and Address of School/Group		Visit Leader/Contact			Intended Date(s) or Period			
Kew House School 6 capital Interchange Way London TW8 OEX								
Predicted number in group:	Boys		Girls		Male Staff		Female Staff	

Providers are asked to complete this questionnaire so that Educational Visit Co-ordinators can assess the suitability of premises. If you are unable to answer, “Yes” to any question please give details of any alternative arrangements. Premises will still be considered suitable provided the Visit Leader or Educational Visits Co-ordinator is able to make appropriate arrangements based upon risk assessment.

Sections 1 to 5 of this form are applicable to all providers including camping and self-catering accommodation. Mark any question N/A (not applicable) where you do not have this facility. Further sections are applicable where you indicate you are providing this service to the school or group. Wording in ***bold italic*** refers to UK law or guidance and is not applicable elsewhere.

Provider’s Establishment/Destination	Business Name and Address of Provider

1	General	Y or N
1.1	Is a contact person available 24 hours a day to assist with medical and other emergencies?	
1.2	Is a method provided (e.g. safe or locked room) to secure valuables and money?	
1.3	Are the rooms heated to maintain a temperature of 18°C or more in cold weather?	
1.4	Is a telephone available 24 hours a day for receiving incoming emergency calls?	
1.5	Is a telephone available 24 hours a day for outgoing emergency calls?	
1.6	Is there a suitable room, or indoor area, available where the whole group can be brought together (e.g. to enable the leader or staff to talk to the group without interfering with other guests or clients)?	
2	Insurance	Y or N
2.1	<i>Has the provider public liability insurance to at least £5,000,000?</i>	
2.2	Is the provider bonded or are clients billed after the event in order to protect participants’ money in case of provider financial failure? <b><i>In UK the Package Travel Regulations legally require the provider to be bonded if a second tourist service (e.g. transport or activities) is provided as well as board and accommodation.</i></b>	

<b>3.</b>	<b>Fire Safety</b>		<b>Y or N</b>
3.1	Does the premises have two floors or less (i.e. no more than a ground and first floor)?		
3.2	Has advice been received from the local fire authority and has its recommendations been fully adopted? <i>UK hotels (sleeping more than six persons) require a current Fire Certificate and other UK residential premises require a Fire Risk Assessment under the Fire Precautions (Workplace) Regulations 1997 (as amended).</i>		
3.3	Is there a fire alarm audible throughout the premises including the sleeping area?		
3.4	Does the premises have smoke detectors connected to the audible fire alarm?		
3.5	Are the premises fitted with emergency lights to assist in emergency escape at night?		
3.6	Is there a second exit route or fire escape (with door unlocked on the inside) from all parts of the premises?		
<b>4</b>	<b>Hygiene Arrangements</b>		
4.1	Is there a minimum ratio of one washbasin (with mirror plus hot & cold water) per 10 residents in close proximity to their sleeping area?		
4.2	Is there a minimum ratio of one WC for every 10 residents with at least one overnight WC for each sex in close proximity to their sleeping area?		
4.3	Is there a minimum ratio of one shower or bath (with H&C water) for every 15 residents?		
4.4	Are hot water supplies fitted with failsafe valves set at maximum temp of 43°C to ensure participants cannot injure themselves with hot water?		
4.5	Is the piped water supply treated, clean and safe for drinking?		
<b>5</b>	<b>Buildings Safety</b>		
5.1	Has the premises fixed electrical wiring been subject to a thorough safety inspection within the last five years and any faults found rectified?		
5.2	Is all the glass in windows, doors, cabinets etc. made of a safety material or suitably protected to prevent persons being injured if it is accidentally or otherwise broken?		
5.3	If the premises have lifts do they have inner doors and do they meet national regulations?		
5.4	Are all balconies soundly attached to the building structure and are the balcony walls or rails safe and strong enough to withstand persons falling against them?		
<b>6</b>	<b>Where the group may have wheelchair bound or semi-ambulant participants the leader will tick box.</b>	<input type="checkbox"/>	<b>Provider, please then answer section</b>
6.1	Are the premises buildings easily accessible by disabled persons from the outside?	Wheelchair bound	N/A
		Semi-ambulant	N/A
6.2	Are the rooms and facilities inside the buildings designed, adapted or suitable for access by disabled persons?	Wheelchair bound	N/A
		Semi-ambulant	N/A
6.3	Are there suitable WCs, showers or baths and washrooms for use by disabled persons?	Wheelchair bound	N/A
		Semi-ambulant	N/A
<b>7</b>	<b>Group Specific Questions. Any questions entered here are specific to this group or the particular needs of members of this group.</b>		<b>Y or N</b>
	N/A HOTEL IS ON 1 FLOOR		
<b>8</b>	<b>Gas Safety. Where the premises use mains or bottled gas please tick box</b>	<b>Y</b>	<b>And answer section</b>
8.1	Are all gas boilers and fires regularly safety checked by a qualified gas fitter and a safety certificate issued?		Y
8.2	Are all gas boilers and fires in public areas fitted with emergency cut out systems?		N/A (kitchen cooker only)

9	Bedrooms, dormitories etc. Where indoor (onboard) residential accommodation is provided tick box	Y	And answer section	Y or N
9.1	Is everyone provided with his or her own individual bed or bunk bed?			
9.2	Are upper bunks and any bed higher than 80cm fitted with safety rails?			
9.3	Is each person supplied with freshly laundered linen?			
9.4	Is there adequate circulation space around each bed/bunk?			
9.5	Do bedrooms have adequate external ventilation (e.g. at least one window)?			
9.6	Are ground floor bedroom windows small enough or securable to prevent access by unauthorised persons while still allowing ventilation?			
9.7	Are upper floor windows and/or balcony doors securable to prevent pupil access and falls while still allowing ventilation?			
9.8	Do bedrooms and washrooms have opaque blinds, curtains or other privacy screen?			
9.9	Do either the bedrooms or the sleeping areas of the premises lock (with emergency exit from the inside) to prevent unauthorised persons entering children's rooms?			
9.10	If bedrooms individually lock are accompanying staff provided with a master key for supervision and emergency purposes?			
9.11	Will the boys and girls' sleeping areas be separated so that access can be denied to the other sex (e.g. boys' and girls' rooms situated on separate floors)?			
9.12	Are the accompanying staff provided with separate sleeping, washing and toilet facilities adjacent to the students so that they may supervise and be contactable?			
9.13	Is there provision in the bedrooms for storing clothes and personal equipment?			
9.14	Are the beds/bunks and bedroom furniture sturdy enough for group use			
10	Food Safety. Where meals are included please tick	Y	And answer section	
10.1	Is the kitchen and food preparation area subject to and received inspection from the Local Environmental Health Authority and have any required actions been carried out? <i>In UK this is a function of District Council Environmental Health Dept.</i>			
10.2	Does a person trained and qualified in food hygiene oversee the food preparation? <i>In the UK this is to a minimum standard of holding a basic food hygiene certificate.</i>			
11	Self-Catering. Where this is provided please tick box	<input type="checkbox"/>	And answer section	
11.1	Does all catering equipment provided receive professional cleaning between groups?			
11.2	Are any fridges (capable of maintaining a temperature of between 1°C to 5°C) provided for perishable food storage?			
11.3	Is a freezer (capable of maintaining a temperature of -18°C) provided for frozen food?			
12	Transport. Where transport included please tick box	Y	And answer section	
12.1	Does any transport provided have a seatbelt for each passenger? Do not include slow speed short distance service or shuttle buses (e.g. airport shuttles or around a town).			
12.2	Are all vehicles provided roadworthy and do they meet the requirements of the law of the country in which they operate?			
12.3	<b>Do UK minibus drivers have additional testing beyond a standard car licence?</b>			
13	Swimming Pool. Where provided please tick box	<input type="checkbox"/>	And answer section	Y or N
13.1	Is the swimming pool subject to regular water testing and water quality control?			N/A
13.2	Is the swimming pool provided with qualified lifeguard cover when open for use?			N/A

13.3	Is the swimming pool locked to prevent unauthorised access when closed?	N/A
13.4	Are accurate signs displayed indicating the pool water depth?	N/A
<b>14</b>	<b>Camping. Where provided please tick box</b> <input type="checkbox"/> <b>And answer section</b>	<b>Y or N</b>
14.1	Is the camping site closed to members of the general public (unauthorised persons)?	NA
14.2	Will the group be able to mark out an area of the site and prohibit access to other campers on the site?	NA
14.3	Are accompanying staff tents positioned close enough to those of the group to give aid in the event of an emergency or presence of unauthorised person at night?	NA
14.4	Does the provider supply a staff member available instantly to the camping group to give added security at night?	NA
14.6	Is the speed of vehicles controlled on the campsite?	NA
14.7	Are vehicles prohibited from moving at night including means of enforcing this such as gates or barriers?	NA
14.8	Is a treated supply of safe drinking water available?	NA
14.9	Are all participants briefed on any emergency procedures (e.g. flood escape plans from camp sites on river flood zones)?	NA
14.1	Is the camping site closed to members of the general public (unauthorised persons)?	NA

Please also give the following details: -

<b>15</b>	<b>Sickness arrangements. Please give details if you have any arrangements to deal with sick or injured participants (e.g. a sick room to isolate ill children):</b>
	Ill persons could remain in their bedroom. If an outbreak of a contagious sickness occurs there is a possibility to reorganize rooming agents to contain.
<b>16</b>	<b>Please detail any specific hazards in or near the premises that the leader needs to be aware of in order to protect children from possible danger (e.g. a main road passing directly outside the entrance or an unfenced river flowing past the grounds):</b>
	None.
<b>17</b>	<b>If any of the above specifications cannot be met or are not applicable please give details. If space is insufficient please attach supplementary sheets.</b>
	Number of supplementary sheets
	2

<b>Signed</b>		<b>Name (Print):</b>	
<b>Position in Organisation:</b>	<b>HEALTH &amp; SAFETY MANAGER</b>	<b>Date:</b>	

### Post trip Evaluation Form

Name of event \_\_\_\_\_ Participating Group (S) \_\_\_\_\_ Date of event \_\_\_\_\_

Venue(s) \_\_\_\_\_

Name of Party Leader \_\_\_\_\_

Name(S) of Staff \_\_\_\_\_ other adults with responsibility \_\_\_\_\_

Evaluation / Review Form		
Self Evaluation Questions	Comments	Learning points and actions for next time
<b>Aims and objectives –</b> <ul style="list-style-type: none"> <li>• Were the learning outcomes met?</li> <li>• How successful were the programmed Activities?</li> <li>• Was it fun?</li> </ul>		
<b>Feedback</b> <ul style="list-style-type: none"> <li>• Will there be feedback to parents?</li> <li>• Will there be feedback to Governors?</li> </ul>		
<b>Pre Event</b> <ul style="list-style-type: none"> <li>• Were all the forms collected on time?</li> <li>• Was all the money collected?</li> <li>• Was everybody involved briefed?</li> <li>• Safeguarding/CRBs/ratios/telephone tree etc.</li> <li>• Risk assessment</li> <li>• Equipment/music (check list)</li> </ul>		
<b>During the Event</b>		

<ul style="list-style-type: none"> <li>• Was there an ongoing risk assessment?</li> <li>• Are all medical forms available?</li> <li>• Was first aid available – was it needed?</li> <li>• Accident reporting required?</li> <li>• Did the venue present any challenges you hadn't planned for?</li> <li>• Was downtime handled effectively?</li> <li>• Were there any near misses?</li> <li>• Were there any behavioural issues?</li> </ul>		
<ul style="list-style-type: none"> <li>• <b>Post Event</b></li> <li>• Did everyone get back safely?</li> <li>• Were any equipment or belongings left behind?</li> <li>• Has the event finances been audited/signed off?</li> <li>• Is there another event planned?</li> </ul>		
<ul style="list-style-type: none"> <li>• What went particularly well?(if not covered above)</li> </ul>		



## Bomb Scares and Emergency Evacuation Procedure – Sept. 2014

### *Appropriate procedure for bomb scares/emergency evacuation*

1. Immediately a bomb threat or suspicious parcel or envelope is received the police must be informed. Any suspicious articles should not be touched. If the Head, or the Deputy if the Head is not available, the most senior member of staff available will make the decision as to whether to make this call. Eg A Richie, a Director, Bursar.
2. This decision may be affected by:
  - (a) discussion with the police, who may have information on a series of calls from a hoaxer;
  - (b) the nature of the call (e.g. juvenile voices);
  - (c) the nature of the school site (e.g. only part of the school may have to be evacuated);
  - (d) the local or national political situation and level of civil order at the time.
2. Once it has been decided that the threat is serious, the school must be evacuated. This will be done with the use of the fire bell as this will provoke an immediate response from all occupants of the school. Fire Wardens BH/Jo'S, will check that no one is left behind in the building using the same procedure as for a fire drill. Students will assemble on the basketball court in the same way as they would during a fire drill, and await instruction. This movement will be supervised when all occupants are out of the building. Once all staff and students are in a position of safety a roll call will be taken. If any students marked as present at the beginning of the session are missing from the roll call, the individual Class teacher must immediately inform the Head or the Deputy before deciding to re-enter the school to search.
3. A search of the building will only be carried out once the police have arrived. Any participation by the teaching or non-teaching staff in assisting in a search would be entirely voluntary – no student must ever be allowed to join the search.
4. If the school building cannot be declared safe to enter, the Head will decide how the school should be dismissed.
6. It is possible that one or more of the student, visitors or members of staff evacuated in a bomb scare may be traumatised by the event. The Head must monitor this situation closely and ensure appropriate help is provided.