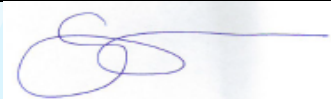# Forest Way School

Premises Management Policy

Name: GAIL SEATON
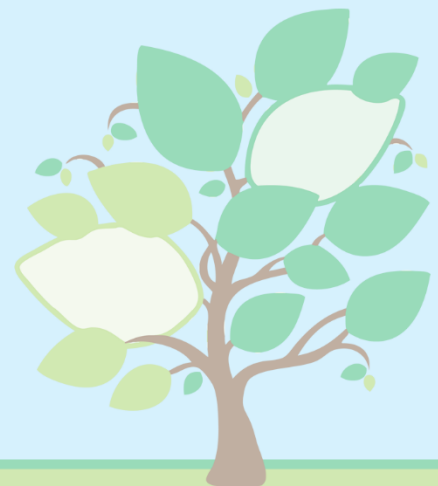
Signature:

Title: HEAD

Date: MAY 2024

Next Review Date: MAY 2025

[X] Statutory   [ ] Non-Statutory

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- Business Continuity Plan
- Emergency Procedures – Lockdown policy
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BUSINESS CONTINUITY PLAN

Forest Way School promotes lifelong learning and high achievement by working with pupils aged 3 to 19 years of age.

Our aims are to:
- Ensure that all our pupils, whatever their background or circumstances, will have the support they need to:
  - Be healthy
  - Stay safe
  - Enjoy and achieve
  - Make a positive contribution
  - Achieve economic well being
- Promote success by emphasising abilities, not disabilities
- Create a caring, stimulating, challenging environment, free from inhibiting pressures and restrictions, where students can grow in confidence and self esteem
- Value the contribution of parents, governors, the community and other agencies by involving them whenever possible in the life and work of the school
- Ensure that every student reaches their potential in all aspects of education
- Promote an atmosphere of openness, personal dignity and worth, tolerance and respect for others, (regardless of disability, race, colour, creed, gender or age).
- Encourage positive behaviour and attitudes
- Provide a wide range of relevant and motivating experiences
- Recognise achievements throughout the school, by the use of Individual Education Programmes and Records of Achievement
- Support the professional development of all staff
- Develop and work within clear policies and guidelines
- Encourage independence and involve students in making informed choices
- Equip students to use their leisure time effectively
- Integrate students with their peers and local community

Introduction and Purpose of the Plan

Forest Way School is exposed to a large number of events which have the potential to cause major disruption to our services. Although such events are rare, it is important we have in place plans to help us manage and recover from these situations as they arise. Not only is this good practice, it is also considered essential for an organisation responsible for delivering high quality education to the community.

One of the problems in planning for a disaster is that it is impossible to predict what that disaster might be or when it might happen. Past experience has identified some potential threats that have caused disruption to education services, including flooding and storm damage, fire, civil unrest and outbreaks of animal disease in rural areas. There are lessons to be learned from the COVID 19 Pandemic and terrorist events that have taken place over recent years

In developing these plans we need to be mindful of any particular vulnerabilities or risk to which our school is exposed.

Rather than developing many plans to deal with every foreseeable eventuality, our plan is structured around the concept of failure or loss of access to the key resources we need to be able to provide our services.

This means, irrespective of the cause, our plan focuses upon the loss of data, IT and communications systems, teaching spaces and equipment, office workspaces and facilities and our human resources. In this way, regardless of whether the adverse event is a major fire, terrorist action or an epidemic/pandemic, we have plans in place to effectively manage the loss of the affected resource.

The objectives of the plan are to ensure that, should an adverse event occur:

- ✓ We continue to protect the health, safety and wellbeing of our staff, students and users of our facilities
- ✓ We continue to provide critical services to our pupils and parents/carers
- ✓ We achieve full, effective and efficient restoration of all services
- ✓ We communicate in a clear and timely manner to all our stakeholders
- ✓ We protect and enhance the reputation of our school

The plan does not provide a definitive list of all actions needed to be taken during an adverse event affecting our continuity. However, by producing, maintaining and testing the plan, we will be more prepared and will enhance our own capabilities in order to protect the school, our students and stakeholders and to recover in a more efficient and effective manner.

The Business Continuity Plan is maintained through the full support and endorsement of the Leadership Team and The Governing Body of the School.

When and How to Initiate the Business Continuity Plan

A serious adverse event is:
Any event that results in the failure or loss of a key resource and which maintains the potential to cause total loss or severe disruption to the work activity of a section or whole of the school for a prolonged period, for example more than two working days.

Note 1: It may not be apparent at first how long the serious adverse event or loss of resource will endure. If in doubt, the Crisis Management Team (CMT) will decide, based on the information available, on the extent to which the Business Continuity Plan needs to be activated.

Note 2: Although in some circumstances the full Business Continuity Plan may not be activated, the plan may still help to reduce the disruption to work activities that may be caused by any number of more minor events.

Recovery objectives and priorities
The recovery objectives and priorities of this plan are based upon the nature of our business, and have been developed in direct accordance with the results of a services impact analysis. A service impact analysis is conducted to provide a specific insight into the criticality of the different components of the school, and to ensure that the response to an adverse event which may affect continuity is efficient, effective and is focused entirely in accordance with the needs of the school, its students and our stakeholders.

In the event of the need to invoke the Business Continuity Plan, our strategy will generally be based upon the following priorities:

Primary
- ✓ Information Technology and Communications
- ✓ Teaching activities and classroom accommodation
- ✓ School transport

Secondary
- ✓ Finance and Account Management, Human Resources
- ✓ Caretaking and Maintenance
- ✓ Catering

Tertiary
- ✓ Trips and visits, access to shared facilities e.g. sports
- ✓ Venue hire to community users

(The priority of some areas may be variable depending upon during which part of a curriculum cycle an event occurs in, e.g. accommodation is most critical during term time).

Recovery is based upon a:
(48 hour) Short term, '**Recover, Relocate or Close Plan'** designed to recover the most critical processes, to temporarily close the school, or to provide alternative temporary accommodation.

(10 Day) '**Disaster Recovery or Temporary Accommodation Plan'** which will be invoked on completion of the 48 Hour Plan to recover all other processes.

(11 Day) '**Long Term Recovery Plan'** which will generally be invoked in the event of serious and/or prolonged loss or disruption due to, for example, total loss of communication, epidemic, pandemic or fire, and when all other processes have been completed.

Plan Initiation - serious adverse events occurring during normal working hours

The first consideration should be to the welfare of our staff, students and visitors. Existing emergency response and evacuation procedures should be followed for any event requiring building evacuation signalled by an alarm or upon instruction received by the emergency services or other credible source.

For other types of adverse event, the person becoming aware of the situation should report their concerns immediately to a member of the Leadership Team.

If the information available indicates that the incident might constitute a serious event resulting in a severe disruption of service, then the member of the Leadership Team should immediately contact other members of the CMT.

A critical service analysis will be prepared by the Business Manager to indicate which resources, assets etc must be maintained or recovered (and by when) to allow the Business Continuity Plan to function. This will be maintained and regularly updated by the Facilities Administrator.

Plan Initiation - serious adverse events occurring outside of normal working hours
If the serious event arises outside of normal working hours then it may be discovered by the first employee arriving on site. In these situations, the employee should immediately notify a member of the Leadership Team. If neither are available, then their own line manager should be notified.

Serious adverse events which occur outside of normal working hours may also be notified to the Site Manager, who should be instructed to contact a member of the Leadership Team.

Once notified, if the information available indicates that the serious adverse event might result in the failure or loss of a key resource and cause total loss or severe disruption to the work activity of a section or division of the school, then other members of the CMT should be contacted.

Incident Log
A log recording, the sequence of events with times and records of action taken will be maintained throughout the management process.

Testing and Maintenance of the Plan
Key components of the plan will be tested on an annual basis, or sooner if significant changes to the school and/or its services are made. Records of all tests will be maintained and the results of the tests routinely analysed and used to make improvements to the plan.

Recording of Adverse Events
All adverse events which result in or at least create the potential for, significant disruption to service for a period of more than 0.5 days will be recorded and reported using the Disruption to Service Record Form. All events will be investigated and analysed and used to improve the robustness of the organisation and its response to such incidents where possible.

1. Aim of the Plan

The aim of the plan is to provide guidance and support to enable the school to tackle the impact of several disruptions due to a variety of one-off but credible causes.

The plan is designed to achieve the following strategic objectives:
   a. To safeguard the safety and welfare of students, staff and visitors
   b. To resume provision of education services at the earliest opportunity and, where possible, secure a continuation of learning
   c. To maintain the community and identity of the school
   d. To return the school to normality.

2. Plan Implementation

The responsibility for implementing this plan lies with the Head teacher or, if not available, another designated member of the Leadership Team.

3. Initial Actions and Emergency File

Evaluation is dealt with in accordance with the School's Emergency Evacuation Plan.

Upon activation of this plan, the Head teacher, or nominated deputy, will form a Crisis Management Team (CMT) with designated responsibilities.

The primary objective of the CMT is to manage the developing situation and minimise harm and danger to:
- Pupils
- Staff
- Visitors
- Buildings, contents and other assets
- The school's ability to provide education and other services

Emergency files will be stored in the Fire Box located at the Main School and the Croft, Main Office and Site Managers' Office.
Paper/Electronic copies will also be held by each member of the Leadership Team.

The files should contain the following items:
- A copy of this Business Continuity Plan
- Copy of Fire/Evacuation Procedures
- A site plan including the location of emergency isolation and shut-off valves for electricity, gas and water
- A Site Plan detailing the location of fuel boilers, fuel storage tanks and stored hazardous substances e.g. chemicals and radioactive material
- Any other critical items

Up to date contact information for parents/carers will be available via any internet enabled computer via the Teachers to Parents Texting system or via access to remote back up records.

The emergency file will be checked termly for accuracy of information by the Business Manager.

4. Assessment/ Containment

As soon as practical, the CMT will meet to consider what resources are available to continue normal business as far as possible.

Potential resources are:

Staff, vehicles, equipment still at the scene
Staff, vehicles, equipment located elsewhere
Current IT and telephone capability
Alternative accommodation
Relief staff, post 16 students and volunteers (subject to appropriate safeguarding procedures)

If the disruption has resulted in the loss of the school site, the CMT meeting should be held at The Croft Bungalow, The Old House Conference Centre, Premises owned by Apollo Trust or an alternative location to be determined by the CMT if these locations are also unavailable.

5. Potential Disruptions

5.1 Loss of Premises
The CMT will assess the seriousness of any loss of premises in the first instance. In the event of serious loss, guidance should be sought immediately from the Local Authority, who retain a statutory duty to provide education to our students. Advice should also be sought from the School Insurers.

Local Authority Switchboard 0116 2323232

Insurers LAIS James Colford 0116 3056516 or 07834177201 james.colford@leics.gov.uk

5.2 Virtual Teaching
If there is a serious disruption virtual education systems may be looked at as a short term, alternative for some pupils. A Remote Learning Policy is available for this purpose
Guidance should be sought in the first instance from Gail Seaton - Head teacher

5.3 Loss of Communication
Telephone lines and equipment have support contracts with:

British Telecom (Telephone Network/Line Provision)
Tel 0800 800 154 Option 3

Connaught Communications Ltd
Tel 0121 311 1010

Computers:
In the event of replacement computers being required, the school will contact main suppliers and assess which contractor can replace equipment at the quickest/ cheapest rate.

TECH Source – IT Solutions Ltd Tel: 01604936027
AMC Computer Supplies Ltd
Tel 01536 513679

Network Infrastructure:
The network is currently maintained by:

Alex Fielding – Network Manager – 0771 955 9061
ERGO – 01159 144 140

Server Infrastructure:
The Server infrastructure is currently maintained by:

Alex Fielding – Network Manager – 0771 955 9061

Internet Access:
Internet Access is currently maintained by:

Alex Fielding – Network Manager – 0771 955 9061
BT Business 0808 1002440

5.4 Loss of Data
In the event of data loss, contact:

Alex Fielding - Network Manager 0771 955 9061
ERGO – 01159 144 140

LEAMIS 0116 231 1280 (Administration including all SIMS and CAPITA programmes)

5.5 Back up
In the event of data loss and the need for a back up to be retrieved, contact:

Alex Fielding - Network Manager 0771 955 9061
(Mobile and Personal numbers are available from Leadership Team)

5.6 Staff Shortage
The most likely scenarios involving a significant loss of staff are:

- Outbreak of disease (e.g. influenza epidemic/pandemic)
- Fuel Shortage
- Industrial Action

In all of these events, there is likely to be a period of notice in which arrangements may be made to mitigate the effects:

Epidemic/Pandemic:
An influenza epidemic/pandemic or similar occurrence may jeopardise staffing levels, directly through fear of infection or through caring responsibilities for sick relatives.

It is essential that information is disseminated about how to identify symptoms of flu and what to do in the event of a member of staff becoming ill with suspected flu.

Information may be sourced from:

- NHS Direct 111 nhsdirect.nhs.uk
- Department for Education Updates/Bulletins/News Items
- Public Health England Announcements
- Local Authority - Resilience Partnership is 07786 198283
- School Effectiveness Partner -0116 305 0725/07920 530748
- DFE Coronavirus hotline (0800 046 8687)

Local Media:

- Leicester Mercury 0116 251 2512   www.thisisleicestershire.co.uk/
- Radio Leicester 0116 201 6672 104.9fm
- Oak FM 01530 835108 107 and 107.9fm

- Central News www.itv.com/news/central
- BBC Midlands Today 0121 567 6000 midlandstoday@bbc.co.uk

and/or:

- Leicestershire County Council 0116 232 3232

Fuel:
During widespread fuel shortage, options will include:

- Increased use of public transport
- Car sharing
- Walking or Cycling

When information indicates that a fuel shortage is expected, a list of staff living remotely from their place of work and with particular difficulties in accessing any of the above options will be compiled.

Industrial Action:
As far as possible, without attempting to influence staff member's legal rights to take industrial action, managers should try to estimate the proportion of staff that may be available to work in order to plan work in accordance with priorities.

Emergency Contact Details
Emergency Services 999

NHS Direct 111

Local Authority - Resilience Partnership is 07786 198283
School Effectiveness Partner -0116 305 0725/07920 530748

Roberts Coaches (school buses) 01530 817444

Electricity Emergency Western Networks 0800 056 8090
Electricity supplier Total Gas & Power Account Number 3006027574 Tel: 01737275626

Gas Emergency 0800 111999 www.nationalgrid.com
Gas supplier ESPO Gas 0116 265 7884 ESPO rmarshall@espo.org account number 131461005275

Water Emergency 0800 783 4444
Water supplier Severn Trent Water 0845 6007405 account number 4060027633

Leicestershire County Council Main switchboard 0116 232 3232

Leicestershire County Council Property Control Desk 0116 305 5000 Ref 3

Leicestershire County Council Insurance Services 0116 305 6516 jamescolford@leics.gov.uk

Alarms and Protection Systems:
NBE Fire & Security Ltd 01773 513529 (Daytime)
NBE Fire & Security Ltd 0845 1088 999 (Out of Hours)

Regent Security 0247 6549030/0773 987 0077

East Midlands Control Services – 0844 80 999 80/abort Fire Alarm 0800 716460

Electricians:

MPB Electrical Services……………………..07960423441

Plumbing and Heating:

A T Services - 0116 2835999

Roofing Contractors:
Elhance Ltd – 0116 2779577/0797 904 2959

Other Maintenance emergencies:
Air Conditioning – G & R Refrigeration Ltd 0116 2882625

Midlands Pest Control 0783 186 7208

County Drains Ltd 01530 510571

Maintenance Equipment Hire:

Hirebase 01530 837264

J B Tool Hire 01530 510240

IT emergencies:

Leicestershire County Council LEAMIS 0116 231 1280

ERGO RM (Network and IT infrastructure) Telephone: 01159 144 140
Email: is-support@ergo.co.uk

Staff:

A comprehensive list of staff contact details is held by the Head and Deputy Head teacher(s). Staff contact telephones numbers are also listed on the Staff Contacts Database.

Working Recovery Plan in the event of a Crisis

Roles and Responsibilities within operating the plan

Role	Details of Responsibilities	Person Identified for the Role
Incident Manager	• Co-ordination of CMT • Liaison with Emergency Services • Evacuation • Transport • Direction of Duties • Assessment of situation • Restoration of Utilities	• Designated members of CMT/LT
Information technology co-ordinator	• Assessment of crisis severity and duration • Liaison with network support • Liaison with technology providers • Liaison with CMT/LT	• Alex Fielding
Parent Liaison	• Safeguarding activities • Transport arrangement • Compilation of information for parents	• Designated members of CMT/LT • Admin support staff
Administrators /Office Staff	• Contact to all relevant parties • Co-ordination of replacement staff and resources • Incident Log	• Designated members of Admin support staff

Crisis Management Team

Role of the CMT
The role of the CMT is to minimise the impact of the serious adverse event on people, the environment and the activities of the school. They are responsible for assessing the potential impact of the event, and for directing the implementation of the Business Continuity Plan. Decisions will be made by the team regarding the level to which the plan needs to be implemented depending on the nature and scale of the event.

Permanent members of the CMT will be the Senior Management Team namely:
Head teacher
Deputy Head teacher
Assistant Head teachers
Business Manager

Depending on the type and nature of the adverse event, other members of staff maybe required to provide advice to the CMT. Not exclusively, this may include:
Premises:

Site Managers

Information Technology:
IT Manager

First Aid:
Staff from Medical Room

Finance:
Business Manager
Assistant Business Manager
Finance Administrator

Formation of the CMT
The CMT will convene at an agreed location at the earliest opportunity. As a benchmark, this should be within 2 hours of the notification being received. Those members who are unable to attend in person should make someone in the CMT aware.

The CMT will meet at the following location should an adverse event occur:
The Croft Bungalow – Warren Hills Road
The Old House Conference Centre or designated premises owned by Apollo Trust including Newbridge High School

Other alternative meeting place to be determined if the above locations are unavailable

Staff and Student Welfare Issues

Support during recovery process
Deputy Head teacher and/or other nominated staff will be responsible for co-ordinating and advising the CMT on staff and pupil support requirements during any service recovery operation. Issues that may need to be considered include (but are not restricted to):

- ✓ The provision of welfare services
- ✓ Flexible and home working arrangements
- ✓ Alternative transport arrangements
- ✓ Website and internet information provision and support
- ✓ Exceptional staff expenses (travel, subsistence etc.)

Communication Plan

Liaison and Communication with Emergency Services
If the emergency services are involved in the adverse event, then the CMT will appoint an individual from within its membership to act as a liaison officer.

Communicating with employees
At the earliest opportunity, all staff should be provided with information regarding the adverse event and instructions on further actions being taken. CMT should arrange for a message to be sent to all staff informing them of the adverse event and the perceived impact on the operational effectiveness of the school.

If the adverse event has arisen during normal working hours, then a staff briefing should be held at the school staff room, if available, or the notified alternative venue if the school building is unavailable.

If the adverse event has arisen outside of normal working hours, then staff should be contacted on their home numbers or mobiles using the school texting service.

Emergency contact lists have been circulated to all staff as a back up to the texting system.

All staff that are affected but are off site for any reason should be informed of the adverse event without delay.

If the decision is taken to send staff home, or to ask staff to wait at home while the situation is assessed, then arrangements should be made to contact them again within a specified time period to provide an update and fresh instructions. The texting communication system should again be used.

Communicating with Pupils, Parents and Carers
The CMT will develop a message to be communicated to pupils/others and instruct appropriate individuals within the organisation to communicate this message. This will include a statement posted on the school website and information to local radio stations. This message may also be included in other media and written information.

Information to be communicated may include:
- ✓ Information on the adverse event and perceived impact on the operational effectiveness of the school
- ✓ Action being taken to recover services
- ✓ Advice and instructions on closure, alternative arrangements and temporary procedures
- ✓ A commitment to keep interested parties informed and the schedule for further updates on communications

Responsibility for maintaining contact details
Responsibility for maintaining up to date contact information for staff, pupils and others is as follows (Note: All contact information must be accessible outside office hours):

Administration Officers

Communicating with other stakeholders

CMT will identify other persons and organisations who need to be informed of the event and will appoint a member of staff to keep these persons informed.

It will be the responsibility of the Business Manager to maintain contact details of

- Insurers
- Other users of site facilities
- Contract cleaners
- Contract caterers
- Equipment, resource and service suppliers including equipment hire providers
- Finance, payroll and banking
- Current IT suppliers (infrastructure, hardware and software) and consultants relevant to IT performance and its efficient functioning

The Business Manager will be responsible for making contact/notifying the relevant insurance companies and for collating the information required to lodge a claim under any relevant insurance policy.

Communicating with the Media

The CMT will appoint one person from within the team to liaise with and answer any questions/information requests from the media.

In recognition of the importance to communicate a clear, concise and consistent message at a time when many stakeholders may be concerned with the school's operational effectiveness, all staff should refrain from answering any media enquiries. These enquiries should be referred directly to the appointed CMT member, the Headteacher

Service Recovery Plans

On the following pages are plans and activity checklists associated with recovering the service in the event of loss or disruption to one or more of the key resources required to provide our services.

An adverse event may impact on one key resource, or it may impact on several at the same time.

The type and nature of the adverse event will directly influence the course of action we take to recover the service. In certain circumstances it will be necessary to recover the service in phases (short/medium/long term). The priority for service recovery will be based upon the criticality of the service or function to the provision of our key services as mentioned previously.

Plans are developed around recovery of operations in the event of loss of the following key resources:

- IT systems, data and communications
- Teaching space, workspace and office support systems/facilities/physical assets and equipment
- Staff resource

IT Systems Recovery - Loss of IT Systems (See IT Disaster Recovery Plan September 2014 at the end of this document for more details)

IT systems are critical to the operation of the school and critical functions must be recovered within 48 hours of any significant loss. Full recovery will take place within 10 days.

Development of a '48 Hour IT Disaster Recovery Plan' to recover the most critical service processes and a separate '10 Day IT Disaster Recovery Plan' is the responsibility of the Head of IT and The Network Manager. The plan contains the following elements:

- ✓ Identification of critical and secondary IT needs
- ✓ Arrangements for managing the complete loss of all or part of the system within the school and recovery of IT systems for staff relocated into other areas, alternative sites or working from home. This presumes that no equipment or material of any kind is available from the lost area
- ✓ A strong back up policy that provides complete backup, on at least a daily basis and includes the removal of back up media to an off-site location

✓ A detailed plan for restoring power, equipment, software, data communications and ancillary equipment to the identified location within specified times

Accommodation and Office Support Systems Recovery/Relocation

In the event that any space cannot be accessed for a period of time the following space recovery plan will be invoked.

Short term plan:
(0-48 hours)

- Relocate within the site where possible
- Close the site for up to 2 days (term time)
- Relocate pupil groups to partner site (Other local Special school, Castle Rock/Newbridge)
- Relocate staff to partner site (Castle Rock/Newbridge)
- Suspend use of non-critical staff groups for up to 2 days to free up work space and/or IT equipment
- Provide temporary accommodation on site
- Use home working where possible

Medium/Long term plan:
(49 hours+) The CMT will be responsible for assessing the situation and where necessary making arrangements for more permanent relocation. Members will:

- Arrange redirection of telephone numbers – managers will be responsible for providing information on the numbers to be redirected
- Arrange redirection of mail
- Arrange supply of additional furniture or equipment – financial purchasing and tendering limits may be suspended during the recovery period
- Continue ICT recovery
- Arrange transport
- Plan for reoccupation of restored site or use of alternative accommodation

Alternative accommodation will be arranged through contact with the following:

- Ashmount Special School 01509 268506
- Castle Rock High School (Lionheart Trust) - 01530 834368
- Newbridge High School (Lionheart Trust) - 01530 831561

In certain circumstances the possibility of using the facilities of other schools outside of normal hours may be explored, subject to appropriate insurance, occupation and staffing restrictions.

Suppliers of Alternative Curriculum Provision – refer Gail Seaton - Headteacher

Portable Offices Ltd 0800 169 4288

Portakabin Ltd 0845 1545106/0333 363 4514 Leicester Hire Centre 01159 228221

LAIS Insurance 0116 305 6516 James Colford James.Colford@leics.gov.uk

Appropriate resources e.g. text books and stationery will be sourced through the usual school suppliers, or other suppliers new to the college, if appropriate.

Guidance and direction will be sought from the insurers and underwriters.

Contact with the Governing body will be maintained throughout the process via the CMT and Chair of Trustees/Directors.

Financial purchasing limits and tendering procedures may be suspended to facilitate restoration and resource purchase during the recovery period.

Additional staff may be devolved the power to make purchases on behalf of the school.

Human Resource Recovery
Loss of people/human resource is perhaps the most difficult type of loss to plan for as skills, knowledge and experience cannot be easily replaced, particularly in a short space of time.

Below are listed a number of key actions needed to reduce the risks associated with significant loss of human resource and mitigate against the impact of such an occurrence on the operational effectiveness of the school.

Planning actions prior to the adverse event
It is important to ensure that critical jobs and function have been identified within each area and that adequate numbers of staff have the knowledge, skill and experience to perform these critical jobs and functions and thereby maintain the provision of the critical services.

Furthermore, it is important that a number of key staff have the skills, resources and relevant authorisations in order to work from remote locations. Mobile communication devices and access to relevant information to allow for service delivery are critical components of the resource requirements.

Actions to be taken/ considered in the event of a significant HR shortage
- ✓ Overtime payments or time off in lieu with be offered as appropriate
- ✓ Temporary redeployment of staff between partner or buddy sites
- ✓ Temporary relocation of work activities within the school
- ✓ Temporary employment of agency staff/contractors and associate consultants
- ✓ Prioritisation of work activities
- ✓ Temporary suspension of non-essential work activities

Infectious disease adverse events
For adverse events such as epidemic/pandemic flu and other infectious diseases/ viruses, the following measures may also be considered/implemented:
- ✓ Staff (and pupils) will be instructed to stay at home if they are ill, or displaying certain symptoms to suggest they are becoming ill and are likely to spread the infection
- ✓ Use of personal protection equipment and anti-bacterial hand-wash/wipes may be implemented
- ✓ None essential internal and external meetings/ forums/ training courses will be postponed, or where possible, held using remote electronic communication methods (web meetings, conference calls etc.)
- ✓ Flexible working arrangements will be introduced on a case by case basis to cater for temporary changes in individual staff's personal circumstances (e.g. provision of care to ill family member)

Additional Supply staff may be sourced and the use of staff from other local schools considered, if appropriate.

Checklist of Actions: Crisis Management Team

Before the event / Planning and Preparation:
- Ensure all contact details are available, up to date and accessible at all times
- Ensure relevant staff are familiar with procedures and well-practiced

During an adverse event:
- Establish contact and lines of communication with other CMT members
- Evaluate the impact of the adverse event and decide on the extent to which the plan will be invoked
- Direct actions of appropriate managers and staff to implement the crisis management and recovery plans
- Nominate a person to liaise with the emergency services (as necessary)
- Nominate a person to liaise with the media (as necessary)
- Develop and agree on internal communications/messages to affected staff
- Nominate a person to act as focal point for internal communications in relation to the adverse event, and provide regular news updates as required
- Develop and agree on external communications/messages to pupils, parents and guardians, external stakeholders (Trustees/Directors, partners, suppliers etc.)
- Nominate a person to act as focal point for external communications in relation to the adverse event, and provide regular news updates as required
- Nominate a person to co-ordinate and arrange the transfer of telephone numbers

Emergency Plan for Forest Way School

The school's emergency response to an incident is based on the following key factors:

1. There is always a nominated emergency base contact for any visit (during school hours this is the office). This contact has access to all pupil and staff details and for residential visits will have copies of all trip paperwork.
2. This nominated base contact will either be an experienced member of the senior management team, or will be able to contact an experienced senior manager at all times.
3. For activities that take place during normal school hours, the visit leadership team will be aware of any relevant medical information for all participants, including staff.
4. For activities that take place outside normal school hours, the visit leadership team and the emergency contact/s will be aware of any relevant medical information and emergency contact information for all participants, including staff.
5. The Headteacher knows to request support from the local authority in the event that an incident overwhelms the establishment's emergency response capability, involves serious injury or fatality, or where it is likely to attract media attention.
6. For visits that take place outside the School Learning Area, the visit leader will carry:
    - A copy of the model emergency procedures for visit leaders (OEAP guidance 4.1g)
    - This will be pre-populated with emergency contact numbers (see document)
7. This Emergency Procedure is tested through both desk top exercises and periodic scenario calls from visit leaders.

Contact telephone numbers in the event of an emergency 24 hours

Gail Seaton	0786 095 4541 (work) 0773 751 7708 (personal)
James Shanley	0782 722 3001
Sarah Wallace	0793 092 9413/07500050312
Rachael Mortimer	0787 049 2964/07771942662
Neil Armstrong	0776 827 8110 (work) 0790 160 0696 (personal)
Forest Way School	01530 831899 office hours 8-4.30
First Response	0116 305 0005

These numbers should be carried by leaders at all times during an off-site activity but should only be used in the case of a genuine emergency. **Under no circumstances should these numbers be given to young people or to their parents or guardians.**

Critical Incident:
A critical incident is an incident where any member of a group undertaking an off-site activity has:

- either suffered a life-threatening injury or fatality;
- is at serious risk;
- has gone missing for a significant and unacceptable period.

An incident which overwhelms the coping mechanisms of both the visit leadership team and the establishment, and which requires the employer's Critical Incident Plan to be initiated in addition to the establishment's Emergency Plan. The employer takes control of the situation and supports the establishment and the visit staff and participants. Where the establishment is also the employer, or where the employer has limited capacity to provide support, the establishment's Emergency Plan should include alternative support arrangements to increase its resilience, e.g., through clusters of schools, which should be agreed in advance. The headteacher would inform the Chair of Trustees in the event of a critical/major incident.

Local Authority Major Incident Line **To be used by the Headteacher only**	0765 917 0195 (24 hours) 0116 331 0135 (office)

Major Incident
An incident which (if in the UK) is declared as a major incident by the police, who will take control, and where the relevant Local Authority's Major Incident Plan is initiated, or where (if outside the UK) the relevant authorities take control. Both the establishment's Emergency Plan and the employer's Critical Incident Plan will be required in order to coordinate with the police or other authorities.

Refer to OEAP National Guidance section 4.1 a to i **Emergencies and Critical Incidents**

Checklist of Actions: Deputy Heads/Business Manager

Before the event / Planning and Preparation:
Ensure:
- Office evacuation procedures have been developed, communicated to all staff, and practiced 6 monthly
- Staff are aware of contact details for SLT or other designated staff upon discovery of an adverse event
- Contact details for all associated staff are held by relevant managers and designated staff, with copies held securely off-site
- Contact details for pupils and relevant stakeholders are available with copies held securely off-site
- Contact details of all associated staff members, pupils and other relevant stakeholders are updated regularly
- SMT and designated staff maintain access to the contact details for all members of The CMT, copies of which are held securely off-site
- Paper based files are stored in fire proof cabinets which are locked out of hours
- Back up procedures are reviewed and data checked regularly to ensure systems work appropriately

During an adverse event:

- Undertake further actions intended to safeguard the health and welfare of staff, students and visitors
- Assess the initial impact of the adverse event on the operational effectiveness of service delivery and report the results of the assessment to other members of CMT
- Provide information and instructions to all affected staff on the nature and scale of the adverse event and any actions they are required to undertake
- If instructed by CMT, issue approved communications/messages to internal and external stakeholders

Conference Call Cascade Information

- Text system to be followed (as for closure due to adverse weather conditions)

- Call Teachers2Parents System 0207 237 8456 (refer to Administration staff for further information)

CMT Contact Details

In the first instance, contact with members of The CMT should be made using the numbers detailed above. Each member of The CMT holds the contact information of the other members and will make appropriate contact.

Head teacher
Deputy Head teacher
Business Manager

(Contact details available from Headteacher or Staff Contacts Database (restricted access)

Disruption to Service Record Form

Record of Incident Form to be completed by CMT/SMT/Designated Staff to record all incidents which result in significant disruption to service for a period of more than 0.5 days:

Start date of Incident:	
Start time of Incident:	
Date restoration of normal service:	Time:
Description of Incident:	
Impact on service:	
Summary of actions taken to restore normal service and minimise impact:	
Date Incident debrief completed:	Time:
Persons included in debrief:	
Actions required:	Completion Date:
1) 2) 3) 4) Continue on additional sheet if necessary	
Incident Co-ordinator/CMT Member Responsible for implementation of Plan:	
Additional comments/recommendations:	
Signed Off:	Date:

Standard Messages and Communications

Decisions will be made at the time of the first CMT meeting regarding the content of messages and communications and will be dependent on the nature of the incident.

Messages and Communications will be delivered via the following media:

- Website Statement: 22

- Pre-recorded telephone message:

- Call Parent Facility

- Statement to media:

- Newsletter to Parents/Carers

- Letter to Parents re Incident and its effects

Useful contact numbers:

Aquateq Pools	0141 648 1820
A T Services	0116 283 5999
ATG UV Technology	0194 221 6161
British Telecom	0800 800 154
Browne Jacobson Quick call	0161 300 8037
Chubb Fire & Safety/ Stephen Tiernan	0844 879 1666/0746 923 4192
Connaught Communications Ltd	0121 311 1010
Connaught Technology	0121 224 7224
County Drains Ltd	0153 051 0571
E2BN	0146 283 4588
Elhance Ltd (Roofing)	0116 277 9577
ERGO	0115 914 4144
ESPO Gas Supply	0116 294 4040
Evoqua Water Technologies	0845 450 2882
G & R Refrigeration Limited	0116 288 2625
Hygiene Solutions	024 7635 4700
Insurers LAIS James Colford	0116 305 6516
LCC Legal Services	0116 232 3232
Local Authority Switchboard	0116 232 3232
Merton Group UK Ltd	0116 231 4040
MPB Electrical Services Ltd	0796 042 3441
NBE Fire & Security	0177 351 3529
NHS Direct	111
R & H Services Ltd – Andy Ray	0759 091 1675
Regent Sansmic	0116 235 2730/ 0777 500 1438
Severn Trent Emergency	0800 783 444
Tech Source IT Solutions Ltd	0160 493 6027
Total Gas & Power	0173 727 5626
Viola Waste Disposal	0771 780 7425
Vipond (Sprinkler system)	0874 561 9851

Critical Service Analysis:

Resource	Minimum requirement	Alternative	Co-ordinator	Actions Required
Electricity	Safe level of heating and lighting	Generated power	CMT	• Call Electricity Emergency/ • supplier lines • LCC Control Desk • Hire Station/JB Tool Hire
Gas	Safety	Alternative heating	CMT	• Call Gas Emergency/ • supplier lines • LCC Control Desk • Evacuate premises if necessary
Water	Accepted level of sanitation	Standpipe or geyser supply	CMT	• Call Water Emergency line • Call supplier
Telephones	Availability of alternative contact facility in the event of an emergency	Internet or use of personal mobile telephones	CMT	• Call Telephone Maintenance and Service Providers
ICT	Network use and efficiency	Home working	Network Manager	• Call supplier • Call support provider
Transport	Safety of pupils	Alternative Provider	CMT	• Arrange alternative transport provider
Accommodation	Safety and welfare of staff and pupils. Acceptable standard of accommodation	Alternative location, temporary accommodation on site, home working	CMT	• Call partner sites, County Hall and providers of temporary office and classroom buildings
Staff	Staff safety and Safe ratio of staff to pupils	Agency Suppliers	CMT	• Call supply agencies • Volunteer staff

Forest Way School IT Disaster Recovery Plan Aoril 2024

In the event of disaster, the following plan ensures that Forest Way School will suffer minimal data loss. The plan ensures that no more than 24 hours' data will ever be lost. The following outlines the details:

In the event of hardware failure:
Forest Way School operates a virtual infrastructure with built in redundancy. The following explains the redundancy:

- We have 2 virtual hosts running Microsoft Hyper V in Failover Cluster utilising Storage Spaces Direct. In the event of failure of one of the hosts, the virtual machines will automatically move across to the remaining host.
- All of our data is stored on the 2 virtual hosts – both are identical meaning we have 2 copies of the data.
- We have 2 UPSs which will gracefully shut down the servers in the event of power failure. There is 2 for redundancy.
- All of the above is monitored, and the Network Manager is notified in the event of issues / failure.

Backups
Forest Way School has a fully comprehensive, automated, backup routine that adheres to the 3-2-1 rule - 3 Copies of the data - 2 onsite - 1 offsite.

Local Backups
- VEEAM:
  - Daily Backups:
    - Non file servers retention – 4 weeks
    - File server and SIMS server retention – 8 weeks
  - Forest Way School utilises a backup server running VEEAM. This uses the virtual technology the infrastructure is built on to take nightly snapshots of all of the virtual machines.
  - The VEEAM backup server has RAID (Redundant Array of Independent Disks) configured to offer some redundancy of the backups.
  - This backup system covers:
    - Virtual infrastructure hardware failure
    - Accidental Deletion
    - Virtual Machine failure
  - In the event of backup issues/failure the Network Manager is alerted automatically.

Cloud Backups
- VEEAM:
  - Weekly Backups – 2-week retention
  - Our data is backed up to the cloud using VEEAM, like the local backups, using VEEAM Cloud Connect to Nexstor cloud.
  - Nexstor cloud is highly secure, UK based datacentres and GDPR compliant.

Data Backup Paths

The data is backed up in the following way:

FWS Servers with Microsoft S2D
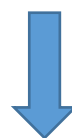
Virtual Machines	Staff/Student Data
⬇	⬇
Backup Server	Microsoft SharePoint/OneDrive
⬇	⬇
Nextor Cloud backup	Barracuda Cloud backup (All data in Office 365 is backed up)
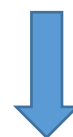
SIMS & FMS

SIMS and FMS are backed up by LEAMIS as a dedicated backup provider for SIMS and FMS. They are also backed up by VEEAM.

Network and Wireless Switches

Network Switch configurations are backed on the network. When changes are made, more backups are taken.

Phone System

The phone system is backed up on the network. When changes are made more backups are taken.

Adverse Weather Event/Snow Clearance

During times of adverse weather conditions the CMT team will be in close contact with each other and make reference to where possible all available weather forecasting. In all decisions made the safety of pupils and staff will be the priority based on available weather reports.
.
Forest Way School is a special school and therefore by its nature will have to take considerable care when deciding whether to keep the school open during adverse weather conditions. It will also take into account the impact of adverse weather conditions on travel to and from school for pupils, particularly as in a lot of cases our pupils require medication packages.
The decision to open or close the school will be the responsibility of the Headteacher. In their absence the decision will be with the Deputy Headteacher designated to be in charge in the Headteacher's absence.

It is important that every attempt is made to clear the snow/ice as quickly as possible and on the first day of any snowfall. The severe nature of Coalville's local climate means that failure to clear the snow at the earliest opportunity will result in the school not being able to be opened due to frozen and unsafe conditions. To this end every available resource will be used to ensure that as much snow as possible is cleared as quickly as possible.
Snow clearing duties in the main will be conducted by the Site Managers, supported by the Business Manager where possible. Volunteers from the staff will be encouraged and in some cases where practical, safe and necessary insisted upon by the Headteacher. Snow clearing will commence as early as possible. All Site Managers will receive training in the use of snow clearing equipment.

The local authorities risk assessment for snow clearing will be adhered to and applied in all cases.

FIRE PROCEDURES MAY 2024
(NOTE: IT IS ONLY NECESSARY TO EVACUATE THE BUILDING WHERE THE INCIDENT OCCURS. THE ALARM SOUND IS DIFFERENT FOR THE MAIN SCHOOL TO THE LODGE/CROFT/DEN)

FIRE ALARM ACTIVATIONS MAIN SCHOOL	
Name	**Responsibility**
Headteacher or SLT in charge	Collect Head/SLT Emergency Trolley from Admin Team (Separate Class Lists, Supply Lists, Pens, Note Pads, Premises Management Policy (inc. BCP), Teachers2Parents Sign In Details) Lead Roll Call in the ball court on main playground to account for all assembly areas. Nominate a SLT member to check off using the class for staff (single list to avoid user error) Paxton will only be used to complete a staff roll call in the event of a fire at the start or end of the school day when only staff are present. Liaise with front of school by telephone (Outgoing Calls only to be made by Head or SLT in charge) to complete Whole School Roll Call (including Pupil Sign In/Out Sheets, Supply Staff, Contractors, other support Staff etc) Liaise with Emergency Services Continually assess safety of assembly locations in relation to the current situation (e.g. A1, A2, A3 etc)
DHT or SLT	Support collection of information to complete Roll Call of all Assembly Points on ball court by Head or SLT Assist with reconciliation of Whole School Roll Call including liaison with Admin Team where appropriate Directed by Head of School
Site Manager 1/ Site Manager 2/ SLT	On hearing alarm activation check location of fire on the panel and if possible establish cause. Open Side gates at Plant Room and End of Playground. Call out or stand down the Fire Brigade as appropriate 0800 716 460 (Requires password) Liaise with Emergency Services on site where applicable Carry out an <u>external visual check</u> where possible of the classrooms A1 to A9 to confirm all rooms are clear Move round to complete an <u>external visual check</u> on the other side of school starting at O8 to A7 If safe to do so return to the Head/SLT in charge to the rear playgrounds
BM/SLT	Check all areas of the building where possible for complete evacuation. (Admin block/around the tree) Assist with evacuation to nearest fire exit if required. Liaise with and Headteacher or SLT in charge, Site Manager as required with any concerns.
Admin Team	Collect Admin Team Emergency Trolley. Collect Staff Daily Absence Report, Contractors Sign In Register, Daily Pupils Sign In/Out Register (inc. KEVII /Stephenson's College), Supply Staff Sign In Sheets, Visitors Sign In iPad, Vehicle Keys Admin Team lead staff roll call at front of school. Complete roll call of visitors on the sign in app on iPad and account for all, contact HT to account for any missing visitors. Liaise with Head or SLT in charge
ADMIN TEAM	Advise all visitors and contractors of fire procedures on their arrival. Ensure Side gates at Plant Room and End of Playground have been opened. Control assess/egress through automated Main School Gates at front of school (use code to open the gate - #XXXX)
PERSON IN CHARGE of SWIMMING POOL AREA AT TIME OF ACTIVATION	Person in charge contacts member of SLT/Admin Team and provides information of pupils and staff in area Pupils and staff to remain in area until assistance provided by Emergency Services if required or told otherwise.
FIRE ALARM ACTIVATIONS THE CROFT/FOREST LODGE/THE DEN	
ADMIN TEAM	On hearing activation notifies Head or SLT in charge
Headteacher or SLT in charge	Collect Emergency Trolley from Office. Lead roll call in the car park Liaise with Emergency Services. Liaise with Admin Team by telephone (outgoing Calls to be made by Head or SLT in charge) to account for Daily Pupils Sign In/Out Sheet Confirm with Admin Team that all Contractors/Visitors on Site have been accounted for
DHT or SLT	Support roll call checks for staff and pupils on the Car Park Assist with reconciliation of Roll Call including liaison with Admin Team where appropriate Directed by Head of School
Site Manager/ BM	On hearing alarm activation check location of fire on the panel and if possible establish cause. Call out or stand down the Fire Brigade as appropriate Liaise with Emergency Services on site where applicable
Croft/Forest Lodge/The Den Teacher/STA in charge	Collect Croft/Forest Lodge/The Den Daily Pupil/Contractors and Visitor Sign In iPad. Ensure all pupils and staff are evacuated and assembled on the car park. Liaise with Head or SLT in charge leading the roll call.

FIRE ALARM ACTIVATIONS KEVII/STEPHENSONS COLLEGE	
Teacher in Charge STA	Follow the premises specific fire procedures and instructions
	At the earliest opportunity contact Head or SLT in charge at Forest Way School
	Provide confirmation of safety of all staff and pupils involved.

FIRE ALARM ACTIVATIONS OUTSIDE OF SCHOOL HOURS (8.45AM TO 3.15PM)	
Headteacher Or SLT in charge	Collect Emergency Trolley from office.
	Lead roll call at front of school using PAXTON app and liaise with Admin Team to ensure building
	Evacuation is complete (inc After School Clubs, Contractors, Visitors etc)
	Contact missing staff members by mobile to ensure safe and sound
Site Manager 1/ Site Manager 2	On hearing alarm activation check location of fire on the panel and if possible, establish cause.
	Call out or stand down the Fire Brigade as appropriate 0800 716 460 (Requires password)
	Liaise with Emergency Services on site where applicable
BM/Admin Team	Collect Contractors/Visitors Sign In iPad, After School Clubs Registers, Vehicle Key Packs
	Liaise with Gail or SLT in charge

Designated Evacuation Areas

CLASS	Assembly Point Location
Acorns 1-5	Assemble in individual classroom playgrounds – AC1/2/3/4/5
Acorns 6/7/8/9/10/11/The Nest	Designated area in Ball Court
Oaks 1	Bike Track
Oaks 2	Bike Track
Oaks 3	Bike Track
Oaks 4	Assembly point on car park
Oaks 5	Slide
Oaks 6	Slide
Oaks 7	Assembly point on car park
Oaks 8	Sensory Playground
Oaks 9/10/11 (If at Croft)	Designated assembly point on car park
Group Rooms/Leadership Team/Willow	Ball Court/Playground with class
Food Tech/Science Rooms	Ball Court/Playground with class
Studio/Soft Play/ Starlight/Lavender	Ball Court/Playground with class
Library	Ball Court/Playground with class
Moonlight	Grass area in front of the school
Staff & Work Room/Conference Room	Grass area at front of school
Flat	Grass area at front of school
Medical Room	Grass area at the front of school
Hall/Dining Room/Cooking Kitchen	Grass area in front of the school
Offices	Grass area in front of the school
The Croft	Assembly point on car park
Forest Lodge/The Den	Tennis Courts
Swimming Pool	Stay in pool area until advised to leave

NOTE: ASSEMBLY POINTS MAY BE SUBJECT TO CHANGE DEPENDING ON THE DEVELOPMENTS DURING THE INCIDENT

GAIL SEATON 01530 277360	SARAH WALLACE 01530 277361
RACHAEL MORTIMER 01530 277367	BETH TOCKER 01530 277364
NEIL ARMSTRONG 01530 277366	NEIL BARNETT 01530 277369
SAM WOODWARD 01530 277362	LEANNE LARDER 01530 277363
STEPH MEEK 01530 277365	ALEX FIELDING 01530 277368

THE LAMINATED CLASS REGISTER MUST BE KEPT UP TO DATE AT ALL TIMES AND TAKEN FROM THE CLASSROOM IN THE EVENT OF ACTIVATION FOR ROLL CALL PURPOSES

Fire Safety Management Plan

Fire Safety Plan
Person with overall responsibility
for fire safety

Responsible person:
Headteacher

Fire Risk Assessment
Person responsible for carrying out
and reviewing

Responsible person:
Headteacher/Business Manager

Maintenance Programme
Person responsible for:
- Maintenance of fire safety provisions
- Fire alarm
- Emergency lighting
- Firefighting equipment
- Escape routes
- Fire safety signs and notices
- Call out or stand down fire brigade
- Inform Fire Brigade that we have oxygen on site

Responsible person:
Site Managers

Business Continuity Plan
Person responsible for
Production and review.

Responsible person:
Headteacher/Business Manager

Staff Training
Person responsible for:
- Fire safety training of all staff
- Implementing fire drills

Responsible person:
Head Teacher/Deputy Headteacher's

.
Isolation Points

Gas	Pool Plant Room
Water	Pool Plant Room
Sprinklers	Pool Plant Room
Electric Meter	Swimming Pool Main Entrance (first door on the left hand side)
Telephones	In Electric meter cupboard as above
Red Care Line	Above ceiling – located in the hall

Major Hazards

Petrol and diesel stored in locked flammable store cupboard in the garage on the car park

Oxygen stored in medical room, in admin block to right of reception

Forest Way School – Major Hazards

1. Access to roof – Upstairs Plant Room
2. Access Control Monitor – Visiting Professionals Room
3. Air Conditioning Units – Starlight, Moonlight, Soft Play, Leadership, ICT, Upstairs Conf Room, Server room, Studio
4. Boilers – Upstairs Plant Room
5. Building Management System –Visiting Professionals Room
6. CCTV Monitor – Visiting Professionals Room
7. Circuit Boards – Upstairs Plant Room, Garage
8. Cleaners Chemical Storage – Upstairs store room
9. Cleaners Cupboards – opposite swimming pool, Spruce
10. Distribution Boards (6) – Pool Plant, Parents, Office Kitchen, A3, A6, Food Tech Store
11. Electric Mains/Meter – Swimming Pool Store
12. Fire Alarm Control Panel – Main entrance
13. Fire Shutter – outside A2 & Cooking kitchen
14. Garden Chemical Storage – Garage on car park
15. Garden Equipment Storage – chainsaws, strimmer's etc. – Garage on car park
16. Gas Valve – Pool Plant Room
17. Intruder Alarm Panel – Outside Site Managers
18. Intruder Alarm Controls - in roof above chair store in hall
19. Key Box – Main Office
20. Kitchen – off Hall
21. Kitchen Fire Shutter- Hall
22. Lifts (2) – by Site Managers room, by main office reception
23. Lift Control Panels – Lavender, under stairs by main office reception
24. Main Entrance Doors
25. Medical Room – Drug Cabinet
26. Oil Storage – Garage on car park
27. Oxygen Storage – Medical Room
28. Petrol Storage – Garage on car park
29. Photocopiers (6) – lobby by main office, main office, upstairs by Conf Room, Library, Common Room, Group Room 1, The Croft and Teaching School Office
30. Pool Chemicals – Acid, Chlorine – Pool Plant Room
31. Pool Chemical Store – Outside store by Site Manager
32. Pool Plant Room – at front of school by bin store
33. Rain Water Storage Tanks – on playground by ball court
34. Rain Water Control Panel – Upstairs Plant Room
35. Salt Store – Outside store by Site Manager
36. Server Room – Upstairs opposite Plant Room
37. Sprinkler Panel – Main entrance
38. Sprinkler Water Tanks – on car park
39. Sprinkler Valve – Pool Plant Room
40. Telephone incoming point – Swimming Pool store with electric meter
41. Tractor Storage – Garage on car park
42. Vehicles – 5 minibuses, 2 cars – Garage on car park
43. Water Main – Pool Plant Room
44. Water Tank for Science Room – Upstairs Plant Room
45. Wind Turbine Panel (needs to be isolated) – in Staff Resource Room

Emergency Procedures and Instructions

1. Firearms and Weapons Attack

In the event of an attack a radio call of 'Code Red' together with an announcement "Code Red" will be put out by a member of the Senior Leadership Team alerting all staff to respond immediately.

If there are reports of shots fired at or near our school we must consider our safest option, following the stay safe principles – RUN, HIDE, TELL. (See Appendix 1)

RUN
Escape if you can.
If you are in the administration area try to go to the Conference Room.
Do not expose yourself to greater danger.
Insist other people around you leave with you.
Leave your belongings behind.
Have your pass with you.

HIDE
If in classrooms, lock all doors, insert a door wedge on the inside of the door so it cannot be opened from the outside.
Close curtains
Move pupils and staff behind main wall away from playground door
If possible, move desks and furniture to provide cover from view
Try to keep those around you calm and quiet
Keep everyone away from doors and windows
Do not engage with any suspects
Any suspect should be considered armed, unstable and extremely dangerous
Stay where you are until you receive the safe signal (a radio call of Code Green) from the Senior Leadership Team or the Police. **(*98 on the phone to broadcast a message)**

TELL
Call 999 – inform the Police that there are armed people in the school (FOREST WAY LE67 4UU)
If possible, provide a brief description of the people
How many there are
Where was the last place you saw them
Any casualties, types of injury

All staff should be aware that armed Police Officers will respond to the call.
Remain calm and follow Police Officers instructions.
Police Officers may not be able to distinguish who the attacker is, therefore avoid any sudden movements.
Keep hands in view.
If possible, stay out of the way.

2. Lockdown – Code Red (use radio/internal phones *98 on the phone to broadcast a message)

If possible, the perimeter gates should be locked
Front door to be kept locked at all times, and only opened when the internal door is closed?
Second internal door to be locked during lockdown
Reception screens to be closed
Doors to the administration areas to be locked
Reception, administration, medical, SLT and anyone in the Admin area, to withdraw to the upstairs conference room, together with any visitors using the conference facilities.
Door to the kitchen to remain locked, kitchen staff should withdraw to the dry goods store and lock the door.
All external doors to remain locked
Roller shutters in the hall and main corridor to be lowered
All classroom entrance doors and any other rooms in use prior to lockdown to be locked and a door wedge placed on the inside of the door.
Any groups using the woodlands – Forest Schools will stay where they are or try to get to the boot shed store and lock the door if safe to do so.
The Croft will lockdown and all persons at the Croft will stay in the identified secure designated areas.

3. Evacuation
If the decision is made to evacuate the school, instructions will be given via radio or verbally in person.

4. Mutual Aid/Place of Safety

In the event that the school needs to be evacuated for a prolonged period of time, a decision from the Senior Leadership Team will be taken as to whether staff and pupils are moved to King Edward VII College or Castle Rock High School, as per the Business Continuity Plan.

If the decision is taken to move to another school, then a designated safe route to the place of safety will be given at the time.

The use of the designated school will enable staff and pupils to stay warm, use toilets and have access to food and water.

Medical and medication issues will be dealt with separately.

If Forest Way School is used by another school as a place of safety, instructions will be given to staff at the time.

5. Bomb Threats

Although bomb threats usually turn out to be hoaxes, they must always be taken seriously. All staff need to be aware of the actions to take if they receive a message from someone claiming to have information about a bomb.

Annex A

6. Staff Training and Awareness

Due to the fast moving nature of incidents that require lockdown, it is important that all staff are able to act quickly and effectively.
Staff will be briefed using the principles of Stay Safe (see Annex A), to ensure everyone knows what is expected of them, their roles and responsibilities.
Regular refresher training will be undertaken and it is recommended that staff access the 'Citizen Aid' app for further information.

Staff Training and Awareness for Firearms, Weapon Attack and Lockdown
Due to the fast moving nature of incidents that require lockdown, it is important that all staff are able to act quickly and effectively.
In the event of a CODE RED being given all staff will carry out the following procedures:

Reception Staff

Call Police 999 - inform the Police that there are armed people in the school (FOREST WAY LE67 4UU)
If possible the perimeter gates should be locked
Tannoy call to be put out across school confirming what action should be taken (*98 on the phone to broadcast to the school)
Front door to be kept locked at all times, and only opened when the internal door is closed?
Second internal door to be locked during lockdown
Reception screens to be closed
Doors to the administration areas to be locked
Reception, administration, medical, SLT and anyone in the Admin area, to withdraw to the upstairs conference room, together with any visitors using the conference facilities.
Door to the kitchen to remain locked, kitchen staff should withdraw to the dry goods store and lock the door.
All external doors to remain locked
Roller shutters in the hall and main corridor to be lowered

All Staff

Safety is the main concern.
Keep everyone in an area under cover and concealed if possible.
If in classrooms, lock all doors, insert a door wedge on the inside of the door so it can't be opened from the outside.
Close curtains
Move pupils and staff behind main wall away from playground door
If possible move desks and furniture to provide cover from view
Be aware of exits and try not to get trapped
Try and keep those around you calm and quiet, silence your phone.
Keep everyone away from doors and windows
Do not engage with any suspects, this could generate a hostage situation
If the suspect is outside, try to keep him/her outside.
Any suspect should be considered armed, unstable and extremely dangerous
Stay where you are until you receive the safe signal (a radio call of Code Green or a phone Tannoy announcement) from the Senior Leadership Team or the Police.

Visitors

All visitors will follow the instructions from members of staff and are not to leave the premises until the safe signal code green had been given.

Citizen Aid App.

This application can be downloaded for free and can be very useful in an emergency situation.

Appendix 1 outlines the immediate actions staff should take upon receiving a bomb threat. It might be useful to retain a copy of this form in the office (but preferably out-of-sight of pupils) for quick reference. Whilst most threats are made via a telephone call, there is the possibility they may be delivered through different means (e.g. email).

Bomb threats can come from a variety of sources, including truants, former pupils or strangers. A threat is more likely to be real if:

A code word is used that is known to the police.

The police are aware of potential terrorist activity in the area.

The threat is specific rather than general.

The threat is credible.

Whilst it is not reasonable for staff to assess the accuracy or validity of a threat, employees should record as much detail about the call as possible; this information will prove useful to the police.

Upon being notified of a bomb threat, the police may ask staff to check the premises for a suspicious package. This is because employees will be more familiar with the building and any items or equipment that might look out-of-place.

A bomb threat is a crime, so even if employees are confident the call is a hoax they must still report the incident to the police.

The school does not need to complete a bomb search, as this will be dealt with by the Police.

Stay Safe Principles – Run, Hide, Tell

RUN
Escape if you can,
If you are in the administration area try to go to the Conference Room.
Do not expose yourself to greater danger.
Insist other people around you leave with you.
Leave your belongings behind.
Have your pass with you.

HIDE
Safety is the main concern.
Keep everyone in an area under cover and concealed if possible.
If in classrooms, lock all doors, insert a door wedge on the inside of the door so it can't be opened from the outside.
Close curtains
Move pupils and staff behind main wall away from playground door
If possible move desks and furniture to provide cover from view
Be aware of exits and try not to get trapped
Try and keep those around you calm and quiet, silence your phone.
Keep everyone away from doors and windows
Do not engage with any suspects, this could generate a hostage situation
If the suspect is outside, try to keep him/her outside.
Any suspect should be considered armed, unstable and extremely dangerous
Stay where you are until you receive the safe signal (a radio call of Code Green) from the Senior Leadership Team or the Police.

TELL

Call 999 – inform the Police that there are armed people in the school (FOREST WAY LE67 4UU)
If possible provide a brief description of the people
How many there are
Where was the last place you saw them
Any casualties, types of injury

All staff should be aware that armed Police Officers will respond to the call.
Remain calm and follow Police Officers instructions.
Police Officers may not be able to distinguish who the attacker is, therefore avoid any sudden movements.
Keep hands in view.
If possible stay out of the way.

Armed Police Response

Once the emergency services have been contacted, staff should be prepared for armed police response. It is important to remain calm and follow Officers' instructions. Officer's may be unable to immediately distinguish who the attacker is, therefore it is advisable to avoid any sudden movement that may be considered a threat and keep your hands in view. Officers will evacuate persons within the school when it is safe to do so.

Bomb Threat Prompt Card for Reception Staff

If you take a phone call from someone who claims to have information about a bomb.

Instructions: Be Calm, Be Courteous. Listen. Do Not Interrupt the Caller.

Your Name:			Time:	Date:
Caller's Identity/Sex:	Male ☐	Female ☐	Adult ☐	Juvenile ☐
Approximate Age:				
Origin Of Call:	Local ☐ Long Distance ☐		Telephone Booth ☐	Mobile ☐

VOCAL CHARACTERISTICS		SPEECH		GRAMMAR	
☐ Loud	☐ Soft	☐ Fast	☐ Slow	☐ Excellent	☐ Good
☐ High Pitched	☐ Deep	☐ Distinct	☐ Distorted	☐ Fair	☐ Poor
☐ Raspy	☐ Pleasant	☐ Stutter	☐ Nasal	☐ Foul	☐ Other
☐ Intoxicated	☐ Other	☐ Slurred	☐ Other		
ACCENT		**MANNER**		**BACKGROUND NOISES**	
☐ Local	☐ Breathless	☐ Calm	☐ Angry	☐ PA System	☐ Trains
☐ Middle Eastern	☐ Talk Fast	☐ Rational	☐ Irrational	☐ Machines	☐ Animals
☐ Hispanic	☐ Talk Slow	☐ Coherent	☐ Incoherent	☐ Music	☐ Quiet
☐ African	☐ Crying	☐ Deliberate	☐ Emotional	☐ Office	☐ Voices
☐ Slavic	☐ Laughing	☐ Righteous	☐ Jovial	☐ Factory	☐ Airplanes
☐ Other	☐ Scared			☐ House (TV)	☐ Party
				☐ Traffic	☐ Other

Bomb Facts

Pretend Difficulty Hearing - Keep Caller Talking - If Caller Seems Agreeable To Further Conversation, Ask Questions Like:

When will it go off?	Certain hour/time remaining?
Where is it located?	Which building/area?
What kind of bomb?	What kind of package?/ What does it look like?
How do you know so much about the Bomb?	What is your name and address?

If school building is occupied, inform caller that detonation could cause injury or death. Write out their reply.

Call the Head Teacher on _____ or Police Department on 999, and relay information about call.

Did the caller appear familiar with building (by his/her description of the bomb location)? YES / NO

Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist.

Notify the Head Teacher immediately

Other Comments:

....

....

STAY CALM

Signature ....

Date ....

Print name ....

Lockdown Procedure for Main School

All staff must be familiar with Stay Safe Principles and have already identified a designated secure area to relocate to in the event of an incident

These procedures should be adopted <u>immediately</u> on hearing a CODE RED radio call/Tannoy call (*98 on the phone to broadcast a message)

- **If there is time ensure all windows are closed**
- **External Doors should always be kept locked when not in use**
- **Close curtains at all windows if safe to do so**
- **Re-locate to the designated secure location (secure locations should have already been identified for this purpose)**
- **Keep a radio with you at all times if possible**
- **Ensure mobile phones are turned to "silent" (Leadership Team members only)**
- **If safe to do so call 999 and inform the Police that there are armed people threatening the school and provide any relevant additional information.**
- **Within each designated secure there will be a door stop on a hook only to be used in lockdown procedures where possible. A door wedged from the inside is extremely difficult to break down**
- **In the event that Police provide an armed response, It is extremely important that their instructions are followed carefully. The Police Officers will not know who the perpetrators look like.**
- **Unless it becomes unsafe to do so, staff should remain in the Secure area until the CODE GREEN radio/Tannoy broadcast is heard. (*98 on the phone to broadcast a message)**

<u>PLEASE ENSURE THAT DOORSTOPS ARE NOT REMOVED FROM SECURE AREAS UNDER ANY CIRCUMSTANCES</u>

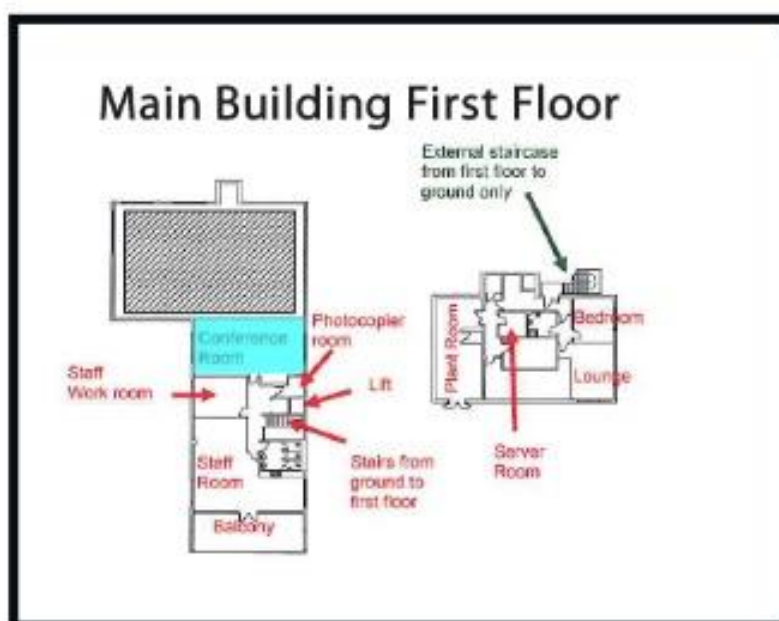Secure Zones -

Main Building Ground Floor

Lockdown Procedures for Main School – 1st Floor

All staff must be familiar with Stay Safe Principles and have already identified a designated secure area to relocate to in the event of an incident

These procedures should be adopted <u>immediately</u> on hearing a CODE RED radio call.

- If there is time ensure all windows are closed
- External Doors should always be kept locked when not in use
- Close curtains at all windows if safe to do so
- Re-locate to the designated secure location (secure locations should have already been identified for this purpose)
- Keep a radio with you at all times if possible
- Ensure mobile phones are turned to "silent" (Leadership Team members only)
- If safe to do so call 999 and inform the Police that there are armed people threatening the school and provide any relevant additional information.
- Within each designated secure there will be a door stop on a hook only to be used in to be used in lockdown procedures where possible. A door wedged from the inside is extremely difficult to break down.
- In the event that Police provide an armed response, It is extremely important that their instructions are followed carefully. The Police Officers will not know who the perpetrators look like.
- Unless it becomes unsafe to do so, staff should remain in the Secure area until the CODE GREEN radio broadcast is heard.

<u>PLEASE ENSURE THAT DOORSTOPS ARE NOT REMOVED FROM SECURE AREAS UNDER ANY CIRCUMSTANCES</u>

Lockdown Procedure for The Croft

All staff must be familiar with Stay Safe Principles and have already identified a designated secure area to relocate to in the event of an incident
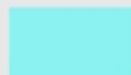
These procedures should be adopted <u>immediately</u> on hearing a CODE RED radio call/Tannoy call (*98 on the phone to broadcast a message)

- **If there is time ensure all windows are closed**
- **External Doors should always be kept locked when not in use**
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- **Re-locate to the designated secure location (secure locations should have already been identified for this purpose)**
- **Keep a radio with you at all times if possible**
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- **If safe to do so call 999 and inform the Police that there are armed people threatening the school and provide any relevant additional information.**
- **Within each designated secure there will be a door stop on a hook only to be used in lockdown procedures where possible. A door wedged from the inside is extremely difficult to break down**
- **In the event that Police provide an armed response, It is extremely important that their instructions are followed carefully. The Police Officers will not know who the perpetrators look like.**
- **Unless it becomes unsafe to do so, staff should remain in the Secure area until the CODE GREEN radio/Public Address (PA) broadcast is heard. (*98 on the phone to broadcast a message)**

<u>PLEASE ENSURE THAT DOORSTOPS ARE NOT REMOVED FROM SECURE AREAS UNDER ANY CIRCUMSTANCES</u>
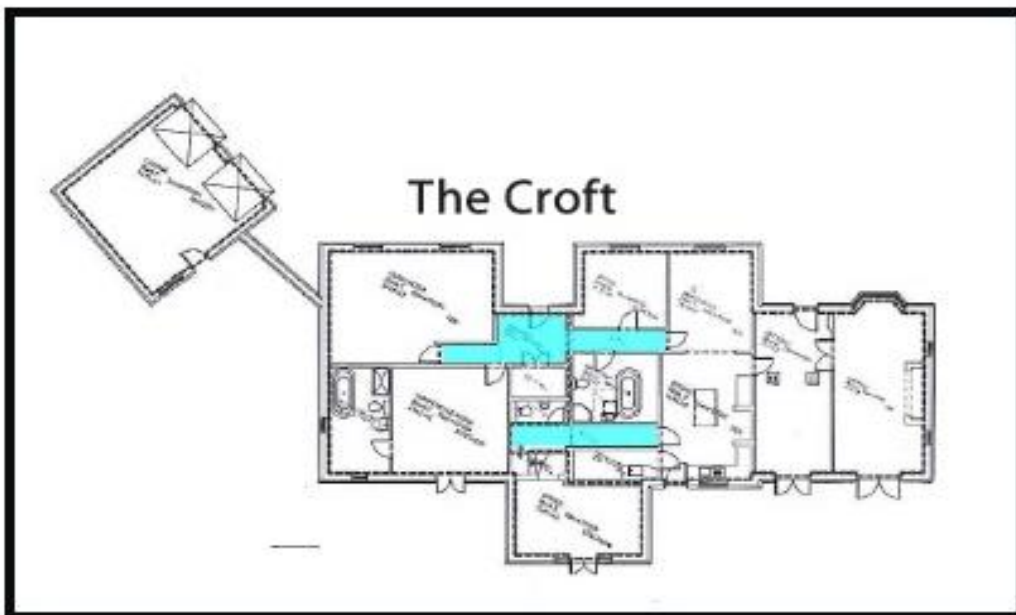

The Croft

Secure Zones -

Lockdown Procedure for The Lodge

All staff must be familiar with Stay Safe Principles and have already identified a designated secure area to relocate to in the event of an incident

These procedures should be adopted <u>immediately</u> on hearing a CODE RED radio call/Tannoy call (*98 on the phone to broadcast a message)

- **If there is time ensure all windows are closed**
- **External Doors should always be kept locked when not in use**
- **Close curtains at all windows if safe to do so**
- **Re-locate to the designated secure location (secure locations should have already been identified for this purpose)**
- **Keep a radio with you at all times if possible**
- **Ensure mobile phones are turned to "silent" (Leadership Team members only)**
- **If safe to do so call 999 and inform the Police that there are armed people threatening the school and provide any relevant additional information.**
- **Within each designated secure there will be a door stop on a hook only to be used in lockdown procedures where possible. A door wedged from the inside is extremely difficult to break down**
- **In the event that Police provide an armed response, It is extremely important that their instructions are followed carefully. The Police Officers will not know who the perpetrators look like.**
- **Unless it becomes unsafe to do so, staff should remain in the Secure area until the CODE GREEN radio/Public Address (PA) broadcast is heard. (*98 on the phone to broadcast a message)**

<u>PLEASE ENSURE THAT DOORSTOPS ARE NOT REMOVED FROM SECURE AREAS UNDER ANY CIRCUMSTANCES</u>

Secure Zones -

Lockdown Procedure for Den

All staff must be familiar with Stay Safe Principles and have already identified a designated secure area to relocate to in the event of an incident

These procedures should be adopted <u>immediately</u> on hearing a **CODE RED** radio call/Tannoy call (*98 on the phone to broadcast a message)

- If there is time ensure all windows are closed
- External Doors should always be kept locked when not in use
- Close curtains at all windows if safe to do so
- Re-locate to the designated secure location (secure locations should have already been identified for this purpose)
- Keep a radio with you at all times if possible
- Ensure mobile phones are turned to "silent" (Leadership Team members only)
- If safe to do so call 999 and inform the Police that there are armed people threatening the school and provide any relevant additional information.
- Within each designated secure there will be a door stop on a hook only to be used in lockdown procedures where possible. A door wedged from the inside is extremely difficult to break down
- In the event that Police provide an armed response, It is extremely important that their instructions are followed carefully. The Police Officers will not know who the perpetrators look like.
- Unless it becomes unsafe to do so, staff should remain in the Secure area until the **CODE GREEN** radio/Public Address (PA) broadcast is heard. (*98 on the phone to broadcast a message)

<u>**PLEASE ENSURE THAT DOORSTOPS ARE NOT REMOVED FROM SECURE AREAS UNDER ANY CIRCUMSTANCES**</u>

The Den Secure Zones
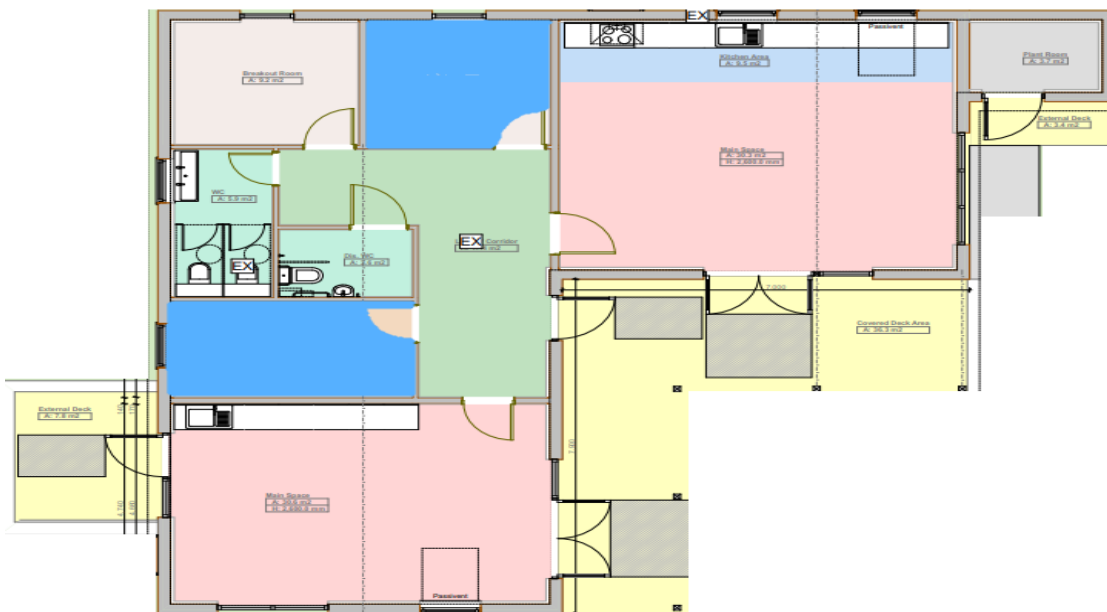
SWIMMING POOL

<u>Normal Operating Procedure</u>

All persons supervising in this pool must be familiar with and comply with the procedures laid down.

Under the Health and Safety at Work Act 1974 all employees have a duty to take reasonable care of the health and safety of themselves and of any other person that may be affected by their acts or omissions.

The Normal Operating Procedures (NOP) and Emergency Action Plan (EAP)will be referred throughout this document as NOPs and EAPs.

The NOP outlines the day to day operational procedures for the swimming pool.

These procedures set out the arrangements for users' safety and should be followed by whoever is responsible for any group using the pool.

The EAP outlines what emergency action to take and who assumes leadership in the event of unforeseeable emergency situations arising.

All persons either working for the school, LA or individuals/organisations hiring the pool must be made aware of the NOPs and EAPs and must be given a copy.

This document will be reviewed on an annual basis or following an incident/accident.

DETAILS OF THE POOL

Refer to plan of building - see Appendix 1

Size: 12 metres x 6.5 metres
Depth: 0.9 metre leading to 1.2 metres

Definition of the areas of the Swimming Pool

Swimming Pool – all areas accessed from male/female changing rooms and main entrance door to the pool

Changing Rooms – Male/Female/Staffing changing rooms

Poolside – the area around the pool, Jacuzzi, including shower area and the disabled changing area

The entrance for swimmers from the changing rooms is 2 metres up from the shallow end of the pool.

The remote controlled pool cover is situated at the deep end of the pool.

There is a key operated Fire Call Point situated to the left of the main entrance door at the shallow end of the pool and four Pool Alarm Push Buttons (blue) located around the pool walls, which sound in the main office. A Fire Call Point key is on the same key ring as the swimming pool door key and is signed in and out by the Pool Watch at reception.

Exits to be used in an emergency are situated as follows:

- Leave by the nearest exit, either through the changing rooms or the main entrance of the swimming pool and then follow the fire exit signs leading to outside the building.

There are depth markers situated along the poolside indicating water depth of 0.9 metre and 1.2 metres.

A First Aid box is situated at the right of the pool.

A blanket box is also situated in the equipment store room.

A telephone is located near the male changing rooms. For emergency dial 100 for reception.

The intruder alarm for the school is situated at the main entrance of the school.

The light switches are situated by the 2nd door at the main entrance to the pool.

Staff on Pool watch must have a radio with them at all times.

POTENTIAL RISK AREAS

2.1   Awareness of Risks - Main Hazards and High Risk Users

- Prior health problems e.g. heart trouble, asthma, epilepsy etc.
- Unauthorised access to the pool when not in use
- Weak or non-swimmers straying out of their depth
- Unruly behaviour and misuse of equipment
- Unclear pool water, preventing casualties from being seen
- Absence of, or inadequate response by staff in an emergency

2.2 Pool and Pool Hall Hazards

- The person in charge of the group will control entry to the poolside and make sure that no one enters until they receive permission from the teacher/pool watch.

- Be conscious of the likelihood of slipping accidents on the poolside. Do not allow running or any other activity which could lead to injury
- Be aware of young children exiting from the changing rooms and jumping into the pool
- Young children may run to the deep end of the pool
- Know the pool's water depth and make people aware of the dangers - particularly those about to get out of their depth
- Be aware of the possible entrapment dangers arising from inlets and outlets. Pool tank drain covers are situated at the deep end of the pool, on no account should bathers be allowed to dive, touch or attempt to remove these covers. The water inlet jets are situated at the shallow end half way up the wall. No attempt should be made by bathers to block these inlet valves.
- Be aware of children trapping limbs behind the pool rail
- Be aware of pool users slipping on the pool steps and possible limb entrapment
- Be aware of the possibility of pool users losing their balance at the pool edge.
- Due to water movement, artificial lighting and reflection, constant repositioning of the Pool watch will be necessary to ensure all areas of the pool are visible.

2.3 **People at Risk**

Once swimmers are in the water, it is much more difficult to spot potential problems. Those who need to be carefully watched include:

- People with disabilities/special needs
- Epileptics who have one-to-one
- Weak swimmers
- The boisterous and show-offs
- Those wearing armbands and other forms of buoyancy aid
- People using floats, inflatables and other such equipment

2.4 **Risk Assessments**

The Management of Health and Safety at Work Regulations require that employers assess the risks arising from their activities both to members of staff and customers. The risks of providing a pool facility have been assessed. The operating procedures and emergency action plans have been formulated to ensure control of and/or a reduction in the risk present.

Staff training is undertaken on a regular basis to ensure staff are familiar with the safety procedures. However, all staff have a responsibility to contribute to ensuring that procedures for safe operation maintain their relevancy over time.

3. **Dealing with Bathers**

3.1 **Safety**

Any pool will be safer if customers are aware of potential risks and act responsibly. Notices and signs are displayed in the pool area.

They include:

- Water depths
- No Diving
- No eating or drinking on the poolside

Reference to safety aspects are incorporated into booking forms and contracts with clubs, schools, and other organisations hiring the pool.
Verbal reminders are given where necessary by pool staff.

3.2 **Poolside Rules for Bathers**

- No running on the poolside
- No fighting, bullying, pushing or throwing other bathers into the pool
- No shouting
- No jewellery to be worn in the pool
- Long hair must be tied back

- No eating or drinking on the poolside
- No smoking
- No outdoor shoes permitted in the pool area
- Shower before entering pool

4   Pool Staff Duties and Responsibilities

4.1   Key Tasks

The key tasks of the Pool Watch are:

To count all pupils into the water and enter details onto the sheet on the poolside
At the end of the session all pupils are counted out of the water and escorted to the changing rooms
At the end of the session the pool bottom is checked by the teacher and the person designated as pool watch

- To maintain concentrated observation of the pool and pool users
- To anticipate problems and to identify any emergency quickly
  Some bathers in difficulty may shout and splash, others may give little indication of a problem, but simply sink below the water. Both types of behaviour may be found during normal activities, concentrated vigilance is needed to detect the genuine emergency.
- Carry out rescues and initiate other emergency action, as and when necessary
- Evacuate the pool and inform site manager in the event of the release of faecal or cryptosporidium into the pool
- Call for first aid, in the event of injury to a bather, or other emergency
- Communicate with bathers and other pool staff on duty to fulfil the above tasks
- Ensure all emergency first aid equipment and poolside emergency equipment is present and working correctly
- Maintain safe, clean and hygienic conditions on the poolside
- Operate at all times according to the details and instructions contained in the School's Normal Operating Procedures **(NOP)** and Emergency Action Plans **(EAP)**
- It is the responsibility of the Teacher- this may be delegated to the Pool Watch to ensure that the pool main door, male and female changing room doors are locked at the end of each pool session
- Staff need to collect the pool and fire alarm key from the office and it is their responsibility to ensure the pool is left safe and secure at the end of each session and the key returned to the office

4.2 Bather Observation

A key element in pool staff duties is bather observation. Pool staff must be aware of warning signs that a potentially dangerous situation is developing. Look out particularly for the following:

- Worried expression of a bather
- Pupils with epilepsy
- Cries for help
- Crowd gathering
- Deliberate waving of an arm
- Sudden submerging
- Two or more swimmers in very close contact
- A bather in a vertical position in the water
- Hair over the eyes or mouth
- The release of faecal or cryptosporidium into the pool

By remaining constantly vigilant and continuously scanning the water, pool staff can detect a problem in its early stages and be ready to take the appropriate action.

4.3   Rules for Pool Watch and Teacher

- Pool watch must make themselves known to the teacher and staff at the start of the session to ensure that they are easily recognised
- Pool watch shall maintain an alert, upright posture and a vigilant demeanour during their time on the poolside, they should not sit down
- Pool watch must <u>never</u> leave the pool side unattended while pupils/staff are in the water
- Pool watch must carry a radio with them at all times

- Pool watch shall not take part in social conversation with colleagues or pupils when on poolside duty
- Food or drink (with the exception of water in a plastic bottle) must not be brought onto or consumed on the poolside
- Pool watch must be on the poolside before staff and pupils are permitted to enter the pool area
- Pool watch must remain on the poolside at the end of a session with pupils in the water, until all staff and pupils have left the poolside
- Premises staff undertaking Pool watch hand over responsibility for the swimming pool to the teacher, once staff and pupils have left the water
- The Teacher is in charge of the pool until all staff and pupils have left the pool area/changing rooms
- Pool watch staff must ensure all rooms are empty and doors locked before leaving the swimming pool. It is the teacher's responsibility to ensure the rooms are empty and all the doors to the swimming pool area are locked.
- Pool watch must complete the whiteboard located by the entrance door with the number of people entering the water during each session
- Pool Watch must not engage in hoisting pupils

4.4 Staff Training

Lifeguard Training Sessions will take place on a regular basis. Staff will be required to maintain their National Pool Lifeguard Qualification.

Training sessions will ensure that pool staff:

- Know and understand Pool Operating procedures as far as their role may require
- Understand the safety aspects of their own duties and be fully competent to deal with these

Pool staff should ensure that they maintain the necessary knowledge, rescue skills and fitness to pass all elements of the RLSS National Pool Lifeguard Qualification, the Swimming Teacher Rescue Test or LA equivalent at any time.
Training sessions are designed to teach and reinforce skills so that pool staff are able to:

- Operate the pool's Normal Operating Procedures and Emergency Action plans
- Assess potential risk factors
- Work effectively as a member of a team
- Observe the water and carry out a prompt rescue. This requires an ability to use the emergency equipment provided for this purpose, enter the water safely, swim, dive to the deepest part of the pool, recover and land a bather in difficulty
- Perform rescue breathing and cardio pulmonary resuscitation (CPR)
- Give emergency first aid
- Maintain your personal water fitness

4.5 Secondary Drowning

If a PMLD pupil goes underwater or any ambulant students unexpectedly submerge and are unable to get their footing in the pool, staff must immediately seek medical advice. If the submersion is for several seconds or longer, the medical team/SLT will call 111 for further advice or in severe cases ring 999.

You may have heard of the terms "dry drowning" and "secondary drowning." Those aren't actually medical terms. But they do point to rare complications that you should know about and that are more common in children.

With so-called dry drowning, water never reaches the lungs. Instead, breathing in water causes the vocal cords to spasm and close up. That shuts off the airways, making it hard to breathe. You would start to notice those signs right away - it wouldn't happen out of the blue days later.

"Secondary drowning" is another term people use to describe another drowning complication. It happens if water gets into the lungs. There, it can irritate the lungs' lining and fluid can build up, causing a condition called pulmonary edema. It is likely that you would notice a pupil having trouble breathing right away, and it might get worse over the next 24 hours.

Both events are very rare. They make up only 1%-2% of all drowning cases.

Symptoms

Drowning complications can include:

- Coughing
- Chest pain
- Trouble breathing
- Feeling extremely tired

A pupil may also have changes in behaviour such as such as irritability or a drop in energy levels, which could mean the brain isn't getting enough oxygen.

What to Do

If a pupil has any breathing problems after getting out of the water, get medical help immediately and notify SLT. Although in most cases the symptoms will go away on their own, it's important to get the pupil checked out.

5 Systems of Work

5.1 Call Out Procedure

1. Contact the School Office by dialling **100** using the swimming pool phone situated on the wall by the male changing room at the shallow end of the pool.
2. To contact a Site Manger use the two-way radio which must be carried by the Pool Watch

5.2 Maximum Bather Loads

A ratio of 1 adult to 6 pupils and 1 to 1 for epileptics, and the maximum bather load for the pool is 25.

6 Operational Systems

6.1 Preventing Unauthorised Access

All external pool doors (main entrance and changing rooms) must be locked when not in use to prevent unauthorised access.

6.2 Pool Hygiene

All bathers to shower thoroughly before entering the pool to reduce the amount of pollution, and consequently chemicals, added to the pool. T-shirts should not be worn in the water except for cultural reasons agreed with the Headteacher. Long hair should be 'put up'.

It is particularly important to emphasise the aspect of visiting the toilet to pupils, who should be encouraged to empty their bladder prior to entering the pool.

Incontinent and pupils likely to have accidents must wear swim nappies at all times.

7 Detailed Work Instructions

7.1 Pool Hygiene - Cleaning Procedures

The changing rooms and toilets are cleaned once a day. Please ensure that the changing bed is cleaned after each use. The Site Manager will hose the poolside floor surface down daily. Pool water will be used to clean the lip of the pool. Three times a week or more often if required the poolside will be cleaned using the scrubbing machine and chemical – Tile and Liner Cleaner, diluted to manufacturers recommendations.

Site Managers are responsible for cleaning scum lines, handrails, and steps. This work will be shared between Site Managers on duty during quiet times with scouring pads and pool water. Stainless steel is cleaned with soapy water. Poolside seating should be washed weekly or when required with the cleaning solution 'lifeguard' and hosed down. The bladed squeegee can be used to remove excess water. Signs and

paint work should be wiped with a damp soapy cloth and dried with a clean cloth ensure they are smear free.

A thorough cleaning of the swimming pool tank and surrounding areas will be carried out by jet wash during pool closure.

The staff on duty are responsible for checking toilets and changing facilities frequently. Where necessary, staff on duty will inform the office if the area requires cleaning.

7.2 Faecal and Cryptosporidium Procedure
In the event of a release of faecal or cryptosporidium into pool:

i)   Pool watch to clear the pool of people immediately and all bathers should shower thoroughly
ii)   Pool Watch to inform the site manager/office of the incident by radio or telephone
iii)   The site manager to hold the disinfectant residual at the top of it set range for the pool (eg 1.0 to 2.0mg/I free chlorine) and the pH value at the bottom of its range (eg pH 7.2-7.4).
iv)   Ensure that the coagulant dose is at least 0.1mg if PAC.
v)   Filter for six turnover cycles (12 hours) and ensure UV light is working at correct level.
vi)   Monitor disinfection residuals throughout this period.
vii)   Vacuum and sweep the pool.
viii) Ensure the pool treatment plant is operating as it should (filters, circulation, disinfection)
ix)   After six turnovers, backwash the filters.
x)   Allow the filter media to settle by running water to drain for a few minutes before reconnecting the filter to the pool.
xi) Circulate the water for 8 hours. This will remove any oocyst contamination of the pool caused by imperfect backwashing.
xii)   Check disinfection levels and pH. If they are satisfactory re-open the pool.

7.3 General Maintenance – Plant & Equipment

The Site Managers will be responsible for water testing and recording the results in the 'log book'. Water testing takes place every four hours during pool operation Monday – Friday. A water balance test is carried out once a week, the sample is tested for corrosion and scale forming.

The results are recorded in the logbook situated in the pool testing case, in the pool plant room. Care should be taken to record the readings accurately.

The school have instructed Initial to carry out a monthly test for Coliforms, E.coli, Pseudomonas aeruginosa and TACC, results are filed by the Site Manager.
A water test should also be undertaken morning and evening form the automated dosing system in the plant room. The readings are to be checked against the readings from the pool test. If necessary the automated dosing system should be calibrated as per the dosing system guidelines. Only authorised staff, who hold the ISRM Pool Plant Operators Certificate qualification, are permitted to enter the plant room and test/calibrate the dosing system.

7.4 Backwashing

Backwashing is carried out when required, normally once a week.

7.5 Chemical Delivery & Storage

Chemicals should be kept in the original containers received from suppliers or containers intended for that purpose and correctly marked with the safety information and product identity.
Suitably designed trolleys or similar equipment should be used to transport cylinder and heavy drums, which should be kept upright. Containers should not be rolled or dragged; Site Managers should refer to their Manual Handling Training when moving heavy products.
Empty containers should not be left on site or used for other purposes but be disposed of following procedures as soon as possible.

When chemicals are delivered to the school, materials should be moved into the storage area as soon as possible, the delivery should never be left unattended in a public area.

8 First Aid Kit

8.1 First Aid Supplies

A first aid kit is located in the equipment store at the shallow end of the pool.

The School Nurse is responsible for checking the contents of the first aid box and re-stocking when required.

9 Details of Alarm Systems/Emergency Equipment – Maintenance

9.1 Fire Alarm System & Drown Alarm

Fire Call Point

A 'Fire call point' located by the pool exit door at the shallow end of the pool is operated by a key which is collected by the Pool Watch, along with the swimming pool door key.

In the event of a fire

- Staff and pupils to stay in the pool area until advised by a member of SLT to leave the area.
- If asked to vacate pool area, leave by the exit to front of pool (school car park)
- Pool watch to check the pool area, pool floor, changing rooms and report to the Headteacher/person in charge of the school to complete a roll call.
- Wrap anyone who is wet in a survival blanket.

Drown Alarms

The Drown Alarm – Blue Box (4 call points) are situated on the walls around the pool. The alarm will sound in the main office.

Procedure for Testing

The School Fire Alarms are tested every week and logged in the Fire Book.

9.2 Pool Emergency Equipment

Equipment is provided for the use of pool staff in an emergency situation including reaching poles, ropes and nets. The location of these items are around the pool side.

Pool staff, are required to check these items at the start of their shift for their integrity and suitability for use. Any items missing or damaged should be reported to the Site Manger.
Any item not considered safe to use shall be clearly marked 'out of order' and removed from the poolside. Whenever possible a replacement should be provided, failing this, staff should be advised on the non-availability of safety equipment.

Only for Pool Watch

Please read the Operating Procedures (NOP & EAP) carefully. If there are any parts what so ever that you do not understand please contact the Office for clarification.

Please sign and date that you have read and fully understand the Operating Procedures. <u>DO NOT</u> SIGN IF THERE IS ANY PART OF THIS DOCUMENT YOU DO NOT UNDERSTAND.

I (print name) _____ have read and understand the 'Operating Procedures' for Forest Way School Swimming Pool.

School/User group: _____

Signature: _____

Date: _____

- Please note:

Each person from your school or user group with responsibility for any other persons must sign to say that they have read and fully understood the contents of the 'Operating Procedures'. This sheet may be photocopied for other members of your staff/helpers.

Please return this form to

Forest Way School
Warren Hills Road
Coalville
Leicestershire
LE67 4UU

Emergency Operating Procedures for Swimming

Fire Procedures for All Pool Users

On Hearing the Alarm:

During School Hours:

- Staff and pupils to stay in the pool area until advised by a member of SLT to leave the area.
- If asked to vacate pool area, leave by the nearest exit, either through the changing rooms or the main entrance of the swimming pool and then follow the fire exit signs leading to outside the building.
- Pool watch to check the pool area, pool floor, changing rooms and report to the Headteacher/person in charge of the school to complete a roll call.
- Wrap anyone who is wet in a survival blanket.

Emergency Action Plan

Swimming Lessons

- The telephone is situated on the wall outside the male changing rooms (pool side).

- There are **4 blue push button emergency alarms/drowning alarms situated centrally on each wall, this will ring out in the main office.** If pressed the Headteacher/Deputy Headteacher/First Aiders will respond immediately by going to the pool. The fire alarm call point is situated on the left hand side of the main exit door at the shallow end and is operated by a key, which is signed out by Pool Watch with the main entrance door key.

- If the alarm sounds – please clear the pool immediately. Move away from the water and stand or sit by the walls – the swimming teacher will give instructions.

- Leave the pool area and walk quickly to the nearest exit doors, either through the changing rooms or the corridor, whichever is safer. Wrap a towel or survival blanket around yourself.

- Would adults please be prepared to help the teacher

- If emergency first aid is needed, mouth to mouth/nose to mouth resuscitation by a trained person should be the first option. This is to be continued until a First Aider arrives in the pool area.

See plan for all fire exits. The fire exit is either through the changing rooms or the main entrance door to the left of the swimming pool and then follow the fire exit signs leading to outside the building.

- Cars should not be parked immediately outside the main entrance in order to leave clear access for emergency services.

- The marshalling point in the event of a fire alarm is outside the main entrance at the front of school.

General Rules
- Please ensure that all pupils and staff entering the pool shower before they enter the water.

- Would adults please ensure that children's clothes are left tidily in the changing rooms. Access may be required by the Emergency Services.

- Please do not allow children to run in the pool area or around the school area. The corridor floors may become slippery when wet.

- Please close the pool and changing room doors immediately after entering or leaving the pool – do not leave it open for the next person, a child may enter unattended.

- The main pool entrance doors must not be locked during a swimming session, but the outer changing room doors should be locked whilst a session is taking place.

- The last adult out must ensure all doors including the male and female changing rooms are locked.

General Rules for Outside Users
- Please do not enter any other part of the building.

- Please do not allow children to climb on furniture or equipment.

- Please use your own arm bands and other flotation aids unless you have an agreement with the school.

- Please tidy all equipment away – the two changing beds need to be clear for changing pupils.

- Please take away your own disposable nappies etc.

Rules for all Users

- Count all pupils into pool and count all pupils out.

- Teacher and person as pool watch to check bottom of the pool, once all pupils are out.

- No jumping into the water.

- No diving

- No one should enter the water until told by the organiser that this is OK and the pool watch must be in position with a whistle.

- Whistles should only be blown if there is an emergency.

- No pushing or ducking.

- All adults in charge of using the pool during dark hours must bring a torch.

- Goggles - parental permission must be obtained prior to use. Refer to letter sent to parents regarding Safety information for parents regarding the use of swimming goggles.

- Be aware of the difference between fire and pool bell alarm – ask for a sounding if you are not sure.

Emergency Action Plan

Fire Emergency
- Tell the adults where the fire alarm is

- Tell the adults where the pool alarms are

- Tell the adults about the difference in the sound of the two alarms

- Tell staff and children the signal for an emergency

- Explain what to do if they hear the signal

- Ask the adults to explain the signal to the children

- Tell the adults where the telephone is and how to use it

- Tell the adults where the emergency exits are.

- Ask the adults to be prepared to help in an emergency

- Tell the adults how they can help the person in charge.

General Rules
- Ask the adults to keep changing rooms tidy – access may be required by emergency services personnel

- Ask the adults not to let children run around the school area – it is dangerous and expensive equipment and art work may get damaged.

A plan of the show showing emergency exit routes and a sheet of designated evacuation points is attached. (Appendix 1)

Plant Failure

It is quite difficult for the staff to know when the plant has either developed a fault or stopped completely, however there are certain 'symptoms' that you can detect while carrying out your normal duties.

- You hear an unusual sound coming from the plant room.
- If the poolside temperature, or the water in the pool, is unusually hot or cold (note during the summer the poolside temperature can get very hot)
- If the pool looks very murky or has a white cloudiness to it
- If the poolside is getting misty, with steam.

If you get two or three complaints from people that they feel extremely itchy and/or they have developed a rash, clear the pool immediately, check to see if any of the public have severe symptoms and if so call an ambulance. Tell the public to have a good shower, take the names and telephone numbers of all the public and inform the public that if they get severe symptoms or their symptoms last more than 24 hours to seek medical advice.

If you have reason to believe that the plant is not operating correctly – please evacuate the pool and inform the Office.

Emission of Toxic Gases

Probably the only toxic gas likely to appear on the poolside is chlorine. This usually only occurs when chlorine disinfectant e.g. sodium hypochloride and acid mix together. This can occur when water circulation has stopped or been reduced i.e. pump failure. The sodium hypochloride and acid can build up and react to form chlorine. This is then discharged when the water circulation system is restarted.

Chlorine gas is odourless and virtually colourless – in heavy concentrations it can have a greenish hue. It is heavier than air and so it will concentrate on floor and pool level especially over water. Liquid chlorine and water are **LETHAL** as it rapidly converts to chlorine gas. It may form as a cloud over the water.

Signs of chlorine gas are: coughing, spluttering, complaints of sore eyes, throats and noses (chlorine gas is an extreme irritant). In extreme cases breathing difficulties and unconsciousness may follow.

Action:
i)   **Clear the pool immediately**
ii)   Evacuate the building – let no-one back in
iii)   Contact the emergency services
iv)   Treat casualties i.e. resuscitation

Electricity Cut

The procedure in failing light or in the dark because of an electricity cut is:

i)   The person in charge on the poolside should ask everyone to stay calm and quiet and to swim until they reach the pool edge and then climb out, those that are in difficulty should call out one at a time so that they can be guided to the edge.

ii)   The person in charge should guide people out of the pool, clear the poolside immediately and check the pool bottom

iii)   Direct everyone to the corridor if the lighting is working there or else let people get changed using the light of the torches in the corridor.

iv)   Evacuate the building as soon as possible and contact the Office.

Faecal and Cryptosporidium Procedure

In the event of a release of faecal or cryptosporidium into pool:

- Clear the pool of people immediately and all bathers should shower thoroughly
- Pool Watch to inform the site manager/office of the incident by radio or telephone
- The site manager to hold the disinfectant residual at the top of it set range for the pool (eg 1.0 to 2.0mg/I free chlorine) and the pH value at the bottom of its range (eg pH 7.2-7.4).
- Ensure that the coagulant dose is at least 0.1mg if PAC.
- Filter for six turnover cycles (12 hours) and ensure UV light is working at correct level.

- Monitor disinfection residuals throughout this period.
- Vacuum and sweep the pool.
- Ensure the pool treatment plant is operating as it should (filters, circulation, disinfection)
- After six turnovers, backwash the filters. Allow the filter media to settle by running water to drain for a few minutes before reconnecting the filter to the pool.
- Circulate the water for 8 hours. This will remove any oocyst contamination of the pool caused by imperfect backwashing.
- Check disinfection levels and pH. If they are satisfactory re-open the pool.

Outbreak of Fire
If there is an outbreak of fire in any part of the school the place must be evacuated immediately. This can be done in the following manner.

- To set off the fire alarm, activate the fire alarm call point which is located to the left of the main entrance door at the shallow end of the pool.

- Use any of the blue call points located around the walls of the pool, to set off the alarm in the main office.

- Evacuate all people from the building. Check the changing rooms to make sure that nobody is left in the building. Try to account for everybody by making a head count.

Fire Extinguishers
If the fire is small and can be contained use fire extinguishers located outside the Site Managers Room.

If the safety tags are off the extinguishers, let the supervisor know as soon as possible.

Structural Damage
If any part of the building is damaged structurally, then the same procedure should be carried out as for fire.

- If the building has been damaged before the lessons start, then lock the main doors and put up a sign stating that it is closed. Do not try to enter the building if there is any danger.

- If damage takes place during a lesson then evacuate the building in the same manner as for fire and telephone for the emergency services.

Drownings and Poolside Emergencies
- Staff signal an emergency
- Staff press blue emergency button on poolside

On hearing this the staff should take the following action:

Poolside Staff:
- Staff begin non-contact/non entry rescue, only entering the water as a last resort and not until another member of staff is **ON** the poolside

- Staff commence treatment as required by casualty/casualties. On hearing the alarm First Aiders/Headteacher/Deputy Headteacher will go to the pool to assist

Staff should immediately give instructions to clear the pool

If there are 2 staff on the poolside the lifeguard who saw the incident deals with the casualty, the second lifeguard clears the pool and rings for medical assistance, if necessary. Another person should direct the ambulance staff on arrival.

To decide if it is necessary at the earliest opportunity whether or not to phone an ambulance – an ambulance is required if the casualty has been unconscious, if the casualty has been submerged or if the casualty is distressed or obviously unwell.

Ask the Office to ring 999. Be prepared to give clear information:

- Location: Forest Way swimming pool at the front of Forest Way School, near the main entrance off Warren Hills Road near school main gates and the school's telephone number – 01530 831899.

- Nature of injury: Whether life threatening "Cardiac Arrest" or distressed and possible water inhalation etc

- Contact relatives – secure belongings of the person involved.

- If a serious emergency has occurred, close the pool and contact the Office. Complete the relevant forms, available from the office before leaving site.

- Get statements from any witnesses and write an accident report.

Secondary Drowning

If a PMLD pupil goes underwater or any ambulant students unexpectedly submerge and are unable to get their footing in the pool, staff must immediately seek medical advice. If the submersion is for several seconds or longer, the medical team/SLT will call 111 for further advice or in severe cases ring 999.

You may have heard of the terms "dry drowning" and "secondary drowning." Those aren't actually medical terms. But they do point to rare complications that you should know about and that are more common in children.

With so-called dry drowning, water never reaches the lungs. Instead, breathing in water causes the vocal cords to spasm and close up. That shuts off the airways, making it hard to breathe. You would start to notice those signs right away - it wouldn't happen out of the blue days later.

"Secondary drowning" is another term people use to describe another drowning complication. It happens if water gets into the lungs. There, it can irritate the lungs' lining and fluid can build up, causing a condition called pulmonary edema. It is likely that you would notice a pupil having trouble breathing right away, and it might get worse over the next 24 hours.

Both events are very rare. They make up only 1%-2% of all drowning cases.

Symptoms

Drowning complications can include:

- Coughing
- Chest pain
- Trouble breathing
- Feeling extremely tired

A pupil may also have changes in behaviour such as such as irritability or a drop in energy levels, which could mean the brain isn't getting enough oxygen.

What to Do

If a pupil has any breathing problems after getting out of the water, get medical help immediately and notify SLT. Although in most cases the symptoms will go away on their own, it's important to get the pupil checked out.

Evacuation Procedure

Aim:
In the event of an emergency the aim of the procedure is for staff to position themselves as quickly as possible at exits and evacuate the group, safely and efficiently without delay.

Senior Lifeguard/Senior Supervisor
The decision to evacuate will be made by the most senior person on duty at the time. It is their job to inform the office and to compile a written report of the incident.

Staff:
To clear the pool by checking each area (with the possible exception of danger area). Ensure no one re-enters the building for clothes etc until the emergency is over. Staff to stay with their group and to ensure their safety.

General Considerations when Teaching the Disabled

The Teacher
1.   Must have knowledge of disability
2.   Must be able to communicate with pupils and helpers using visual, verbal and manual methods
3.   Recognise differences in pupils and adapt to suit them
4.   Use initiative so that the best can be got out of pupils. This means encouraging, planning to achieve success and independence
5.   Have patience and understanding. Have a good sense of humour.

The Pupil
Internal Needs:
1. Physical and mental adjustment to disability
1. Need for encouragement for achievement however small
2. Good pupil/teacher relationship promoting trust.

External Needs:
1. Physical and mental adjustment to water
2. Good body position in relation to swimming
3. Enough practice to consolidate learning

Safety Factors
For the able bodied a swimming pool can present hazards when getting into the water so you must be doubly wary for the disabled.

1. Make sure that anyone with balance problems is always assisted on wet floors
2. Do not carry a child across wet floors. Use a hoist.
3. Wheelchairs should be locked into position before hoisting/lifting in or out
4. Remember that non slip tiles can be abrasive to sensitive skin
5. To prevent above cover floor with mat or towel before lifting
6. Beware of trailing limbs, they can get caught in rails or scum troughs
7. Make sure you are in the correct depth for hoisting in or out
8. Make sure you are shallow enough to stand firm
9. When hoisting watch heads and backs of the disabled person
10. Use hoists whenever possible.
11. If you do have to lift a pupil ensure that you follow the Manual Handling Procedure.
12. The Pool Watch **must not** engage in hoisting pupils

ABOVE ALL KNOW WHERE THE EMERGENCY EQUIPMENT IS SITUATED AND BE SURE THAT EVERYONE KNOWS THE CORRECT PROCEDURE.

Hygiene

It is very important that pupils are clean and have used the toilet before entering the pool. If pupils are incontinent they need to wear training pants under their swimwear.

1. Go to the toilet before going into the pool
2. Shower before entering the water
3. Physically disabled people can be taught to express bladder before going into the pool.
4. It may be that a pupil has a colostomy bag so you will have to ask about changing it.

Equipment for hygiene on the poolside.
1. Tissues for runny noses
2. Fishing net for accidents in the pool
3. Extra plastic pants

Using Buoyancy aids as a method of teaching
The purpose of an aid needs to be understood by the pupil (and by the person helping them) in order to use it both safely and to the best advantage.

Remember the advantages and disadvantages of using an aid, in the end the advantages may well outweigh the disadvantages.
If you use one then it must fit, must be suitable for the person using it so there must be a variety to choose from. They can instil confidence, can allow participation in a game, can allow practice of part stroke, allows a pupil to have fun and above all allows independence.

Use of teaching aids
1. Stimulates curiosity and enjoyment so motivates
2. May constitute security
3. May encourage a particular skill
4. Is fun

Visually Impaired

Safety:
- All obstacles out of the way
- Floor clear
- Doors closed if in the way
- Ask about any eye conditions that need watching
- See goggles are fitted properly if required (Parental permission must be obtained prior to use)
- Ensure safe entry by appropriate method
- Ensure safe exit by appropriate method
- Make sure you establish safety drill.

Hearing Impaired
Safety:
- Establish what you are going to do before hearing aids are removed
- Ask who cannot go under the water because of ear conditions
- Make sure all know they must look at the teacher for instructions
- Establish good discipline
- Have extra aid opposite to you for eye to eye contact
- Make sure they know the safety drill.

Forest Way School Swimming Pool

Operating and Emergency Procedures

I declare that I have read and understood the operating and emergency procedures.

Name of School:_____

Name of Group Leader:_____(Please print)

Signature of Group Leader:_____

Date:_____

Endorsed by Headteacher or head of Organisation

Name:_____(Please print)

Signature:_____

Date:_____

I enclose copies of current Leicestershire Life-Saving Proficiency Certificates for staff who will be undertaking Pool Watch duties

Name:_____(Please print)

Expiry Date:_____

I enclose a copy of our Risk Assessment

Name:_____(Please print)

Date Risk Assessment written:_____

Swimming Lessons

Accidents/Injuries and Water Emergencies

- If the alarm sounds – clear the pool immediately

- Walk quickly and quietly into the corridor – wrap a towel around you and wait

- Be prepared to assist the person in charge and each other if necessary (i.e. office, supervise children)

- Exit through the nearest safe exit, either through the changing rooms or the door to the left of the swimming pool and then follow the fire exit signs leading to outside the building. Follow guidance given by Forest Way staff.

Please explain these rules to your children and why they are necessary

Safety Procedure
Schools use of leisure pool

1. The ultimate responsibility for the safety of the children at the swimming pool lies with the Headteacher. She must make sure that the person appointed by the Authority to cover swimming safety is on duty during the schools session.

2. Teachers or school representatives are responsible for the children in the changing rooms.

3. On entering the pool area, children are to stand away from the pool edge. No child should enter the water without permission. All pupils and staff should shower first. Could schools please leave the pool promptly at the end of their water time unless other arrangements have been made.

4. Every adult on the pool side is to have a whistle, this will ONLY be used in the case of an emergency. One LONG blow of the whistle – ALL children will STOP, LOOK AND LISTEN. Those out of depth will move quickly to the nearest side. School representatives must be responsible for hitting the blue alarm button after hearing the whistle. On hearing the alarm bell all children will climb out of the pool and stand against the wall. Members of staff from Forest Way will come to give assistance where necessary upon hearing the alarm bell.

5. On hearing one long blow of the whistle, the swimming teacher will proceed to the problem area and attempt to effect a rescue. A school representative should be prepared to supervise the swimming instructors group.

6. It is advised that the use of floats, poles, reaching aids, etc are tried before entering the water to effect a rescue. Obviously this will depend on the nature of the problem and the proximity of rescue aids.

7. The swimming teacher will be responsible for administering any resuscitation needed. A teacher from the school will contact the office for them to contact the emergency services.

8. A First Aid box will be at the pool side.

9. Please make sure **ALL ADULTS** assisting with school swimming are aware of these procedures. Make sure that the children understand the whistle and alarm system entering and leaving the pool area and are controlled and quiet.

PLEASE PRACTICE THE EMERGENCY PROCEDURE REGULARLY

Staffing of Swimming
In swimming lessons there will normally be a teacher and a person with a Leicestershire Life Saving and Resuscitation qualification. The latter should be current and appropriate for the depth of the Forest Way Pool i.e. 1.2 metres.

Lone Working Policy to be read in conjunction with Lone Working Risk Assessment – Revised April 2024

This Policy is designed to alert staff to the risks presented by lone working, to identify the responsibilities each person has in this situation, and to describe procedures which will minimise such risks. It is not intended to raise anxiety unnecessarily, but to give staff a framework for managing risky situations.

Within this document, 'lone working' refers to situations where staff in the course of their duties work alone or may be the only staff member present in school. They will be physically isolated from colleagues, and without access to immediate assistance. This last situation may also arise where there are other staff in the building but the nature of the building itself may create isolated areas.

Procedures

Security of Building

- The Trustees/Directors of Forest Way School are responsible for ensuring that all appropriate steps are taken to control access to the building, and that emergency exits are accessible.
- Alarm systems must be tested regularly.
- Key codes for access should be changed from time to time, and as a matter of course if a breach of security is suspected.
- Staff working alone must ensure they are familiar with the exits and alarms.
- There must be access to a telephone and first aid equipment for staff working alone.
- If there is any indication that a building has been broken into, a staff member must not enter alone, but must wait for back up from the nominated key holding company or the emergency services.
- Where a member of staff may be working alone or in relative isolation, there should be an agreed system in place to alert colleagues in an emergency.

Personal Safety

- Staff must not assume that having a mobile phone and backup plan is sufficient safeguard in itself. The first priority is to plan for a reduction of risk.
- Staff should take all reasonable precautions to ensure their own safety, as they would in other circumstances. (see Appendix 1)
- Before working alone, an assessment of the risks involved should be made in conjunction with their line manager.
- Staff must inform their line manager or other identified person when they will be working alone, giving accurate details of their location and following an agreed plan to inform that person when the task is complete.
- Staff must ensure that there is a system in place for signing in and out, and ensure that the procedure is adhered too.
- If a member of staff does not report in as expected, an agreed plan should be put into operation, initially to check on the situation and then respond as appropriate.
- Arrangements for contacts and responses should be tailored to the needs and nature of the team.
- The health of lone workers needs to be considered, if they have medical conditions which would make them unsuitable for working alone.
- Where staff work alone for extended periods and/or on a regular basis, managers must make provision for regular contact, both to monitor the situation and to counter the effects of working in isolation.
- Staff working alone should carry a mobile phone at all times, they are responsible for checking that it is charged, in working order, and with sufficient credit.

Staff undertaking Home Schooling at Pupils house

Staff member must inform reception when they are leaving site, reception will complete a going out sheet which will include date, pupil visiting, address of pupil, time of leaving, route taken, mobile phone number. The staff member must call the school when they arrive and when they leave, these times will be recorded on the sheet. If the staff member does not call the office within 5 minutes of their expected arrival time a call will be made to the staff member to check they are okay. In the event of any problems, the staff member will alert the office by saying 'I'll be back later'.

Assessment of Risk

In drawing up and recording an assessment or risk the following issues should be considered, as appropriate to the circumstances:-

- The environment – location, security, access
- The context – nature of the task, any special circumstances
- The individuals concerned – indicators of potential or actual risk
- History – any previous incidents in similar situations

All available information should be taken into account and checked and updated as necessary.
Where there is any reasonable doubt about the safety of a lone worker in a given situation, consideration should be given to sending a second worker or making other arrangements to complete the task.
While resource implications cannot be ignored, safety must be the prime concern. (see Appendix 2)

Planning

- Staff must be fully briefed in relation to risk as well as the task itself.
- Plans for responding to an individual task which presents a known risk should be regularly reviewed and discussed with the line manager.
- Communication, checking-in and fall back arrangements must be in place.
- The line manager is responsible for agreeing and facilitating these arrangements, which should be tailored to the operating conditions affecting the team.

Reporting

Should an incident occur, this should be reported immediately to the Head/Deputy Headteacher and a full written report be submitted by the lone worker.

Practice Guidance

Personal Safety
'Reasonable precautions' might include:-
- Ensuring your car, if used, is road-worthy.
- Avoiding where possible poorly lit or deserted areas.
- Taking care when entering or leaving the premises, especially at night.
- Ensuring that items such as laptops, mobile phones or handbags are carried discreetly.

The agreed plan for contact or emergency response may be a standard one for the team or specific to the individual situation. It may be appropriate to agree a code word or phrase to indicate that assistance is required.

Monitoring and Review

Lone working and risk assessment will be regular agenda items for Health & Safety meetings.

Any staff member with a concern regarding these issues should ensure that it is discussed with their line manager or with the whole team, as appropriate.

The ongoing implementation of the Lone Working Policy will be monitored and reviewed as part of the regular cycle of reviews, unless changing circumstances require an earlier review.

Sharing Information

Information should be shared with due regard to issues of security, confidentiality and data protection.

Personal Safety

It is not wise to rely on alarm systems to get you out of trouble – there are a number of things you can do to avoid trouble in the first place. Forest Way School have a responsibility as an employer to ensure the health, safety and welfare of staff, but employees also have a duty to take reasonable care themselves.
This is not about raising anxiety levels, but about recognising potential dangers and taking positive steps to reduce risk, for yourself and other service users in your care.

- Be aware of the environment
- Know what measures are in place where you work, check out alarm systems and procedures, exits and entrances, and the location of the first aid supplies.
- Make sure that your car and mobile phone are in good working order, and that electrical and mechanical equipment is safe to use. Check the instructions for use, and ensure that faults are reported/dealt with.
- If your work takes you into areas which are isolated, poorly lit etc, arrange to check in when you have finished working in the area.
- If a potentially violent situation occurs, be aware of what might be used as a weapon against you, and of possible escape routes.
- Think about your body language, tone of voice and choice of words.
- Try to maintain a comfortable level of heating and lighting in the building you are working in.
- Ensure that you are wearing appropriate clothing, is it suitable for the task, does it hamper movement, does a scarf or tie offer an opportunity to an assailant?

Assessment of Risk

Staff who are undertaking Lone Working should have access to all available relevant information in order to make a reasoned judgement of any potential risk.

- It is the responsibility of the line manager to assess the risks presented by the building itself – access, lay-out, furnishings, lighting and temperature control and to take appropriate action.
- Alarm systems must be accessible and tested regularly.
- All lone working staff must be familiar with the alarms and be given clear instructions on how to respond to then.

Major Incident Line Policy and Guidance (Crisis Line)

From 1st February 2013 the new arrangements have taken effect.

Under these arrangements, schools and academies will be expected to ensure that their own resilience planning arrangements are in place, including planning and preparation for trips, minor and major incidents, and for business disruption. Issues that should be dealt with directly by the school or academy via these arrangements include:

- sudden school closures (e.g. due to sickness, severe weather, major flooding, fire or loss of utilities confined to the school premises);

- isolated fighting incidents or criminal activity (which should be referred to the Emergency Services);

- property related problems (which should be referred to the Council's FM Help Desk or to the academy's own contractor);

- curtailment or postponement of field trips in the UK or overseas (which should have been taken into account in the school's own planning arrangements)

However, when events go beyond those anticipated by the normal resilience and business continuity planning, the Resilience Partnership Team will provide a 24 hour, 7 days a week, 365 days a year 'Major Incident' telephone support service. This is to ensure that, in those few isolated instances which cannot be managed within the scope of the school's or academy's own resources, the relevant support and advice can be obtained at all times.

The types of Major Incident likely to require support from the Resilience Partnership Team are: a fatality, a bereavement involving a pupil, a bereavement involving a member of staff, or major trauma (not necessarily fatality) triggered by an incident.

This support line will be available to maintained schools and academies. This does not replace the school's, or academies, own resilience arrangements or the need to contact the emergency services, where appropriate, rather it will provide additional support to help schools/academies implement their own systems in times of major incidents.

If Major Incident support is required, the Headteacher will liaise with the Major Incident (Crisis) Line

If you require any further information please contact businesscontinuity@leics.gov.uk

SEVERE WEATHER GUIDANCE

<u>Informing Staff</u>

All employees must be advised of the action they must take in the event of adverse weather conditions affecting their availability to work and how the Head teacher/Principal will communicate with them.
In the event of a closure daily updates should be communicated to all employees and they must be notified directly when the Academy is going to reopen.

<u>Duty/Responsibility of Staff</u>

It is recognised that adverse weather conditions will, from time to time, make travel to and from work difficult. However employees are expected to make all reasonable efforts to reach their workplace.

Schools should refer to the Leave of Absence Policy for further guidance on leave and staff attendance during severe weather.

Management of Contractors

Introduction

1.1 For the purpose of this document, the terms *client* and *contractor* are described below:

Client is anybody that uses a contractor to conduct work on their behalf.

Contractor is anybody that conducts work on a client's behalf.

1.2 The procurement of contractors is becoming more and more common in our workplaces. Under health and safety law, both contractors and clients (people who procure contractors) have responsibilities for ensuring the safety of staff, visitors and other people who may be affected by their actions.

1.3 It is important to ensure that contractors are effectively managed in order to prevent potential damage to buildings or services and harm to people.

1.4 This guidance document has been produced to assist clients in the safe procurement and monitoring of contractors and outlines the levels of communication and cooperation required by all interested parties. Following this guidance will reduce the risks presented by contractors and demonstrate that a reasonable effort has been made by the client to identify and control risks *so far as is reasonably practicable*.

2.0 What Activities are Taking Place?

2.1 Before selecting and procuring a contractor, it is important to consider the needs for procuring the contractors in the first place and the work that they are likely to carry out at your site. It may be necessary to seek additional advice from the Health, Safety and Wellbeing (HS&W) Service if the work is likely to involve any of the following:

- Excavation,
- Demolition,
- Hot works, (grinding, blow lamps, welding etc.)
- Refurbishment,
- Construction,
- Contact with mains services.

2.2 If any of the above activities are likely to be taking place then there is a greater need to ensure that the contractors procured are of a higher level of competence. It is also likely that there are additional risks that will require extra consideration in the above activities. As such, the HS&W Service will advise on such considerations. The additional considerations for the above activities are summarised in brief below.

2.3 **Excavation works** may involve mechanical contact with mains services below the ground. Contact with mains services may result in fatality, major injury or environmental damage. As such, a significant degree of planning is required to avoid contact with mains services. It is important to ensure that contractors have safe systems for identifying these services and avoiding contact with them. Such systems should include:

- Availability of statutory undertaker's (Mains Service Provider's) plans.
- CAT scanning and / or a
- Permit to dig systems that stipulate safe excavation procedures such as pilot manual dig holes, continuous scanning, supervision etc.

2.4 **Demolition** works may involve the removal or damage of asbestos unless correctly planned. It is important that appropriate Refurbishment / Demolition Asbestos surveys are carried out prior to demolition works being conducted. It may also be appropriate for structural engineers / Property

Services to be informed in the event of demolition work taking place as the collapse of some structures may pose a risk of further collapse elsewhere in the premises.

2.5 **Hot Works** may pose a significant fire hazard to a site if not controlled correctly. Hot works includes metal grinding, welding and any other work which produces heat, sparks or naked flames. When hot work occurs, a *hot works permit-to-work* must be completed and the controls stipulated within the permit must be adhered to. Without the completion of a hot works permit, the authority is uninsured for loss relating to a fire in a building. **<u>The Academies Insurers must be notified when any hot works are being undertaken on site</u>**.

2.6 **Refurbishment** may involve practices which intrude into the fabric of existing building materials. For example, drilling. This may result in the disturbance of asbestos and similar to demolition works, may require an assessment of the works / refurbishment asbestos survey to eliminate the potential for such release. Initially, the site's management asbestos survey should be consulted. It may also be necessary to inform Property Services of the planned refurbishment work.

2.7 **Construction** work falls under the Construction, Design and Management Regulations (CDM). Under these regulations some construction projects (those which last 30 days or those which involve 500 staff days) may be classed as *notifiable*. Notifiable projects require additional arrangements including the appointment of a *CDM Coordinator*, notification to the HSE and the appointment of a *principal contractor*. For further information on construction projects and additional duties of clients, see the corporate CDM Policy and Guidance document.

3.0 <u>Selecting Appropriate Contractors</u>

3.1 Once the type of work required has been determined, it is time to recruit the people who will conduct this work for you. When procuring contractors it is essential to ensure that they pose minimal risk to your establishment, your staff and your customers. In order to satisfy yourself that a contractor is competent, safe and provides a value for money service, there are various checks that can be made. From a H&S perspective it is important that a contractor is able to demonstrate evidence of the following:

- Public liability insurance,
- Risk assessments and method statements,
- Competency certification,
- Professional memberships / accreditations,
- No previous enforcement action relating to health and safety offences.

3.2 In addition to the above, it is also important that contractors demonstrate a proactive and willing attitude to engage in the safe procurement process and the site rules established by the client.

3.3 **Public Liability Insurance (PLI)** is necessary to protect contractors in the event that they have caused damage or harm to others or their possessions. PLI also protects the client in the sense that they can be assured, should anything go wrong, that the contractor's insurance company will be able to repair damage and compensate where necessary. However, it is important that checks are made of insurance certificates to ensure that the level of cover is appropriate. Clients should request to see a copy of a contractor's PLI certificate and check:

- The activities undertaken by the contractor are covered by the insurance certificate.
- The Public Liability Cover is at least £5million (It may need to be higher in some circumstances) and
- The insurance certificate is in date.

3.4 **Risk Assessments and Method Statements** are used by contractors to identify hazards and specify safe working procedures to minimise the risk of harm and damage to people or property. It is important that, where a significant risk is apparent, assessments and safe working procedures are documented. A client should check that contractors provide risk assessments and method statements that are relevant to the work being undertaken. When checking a contractor's risk assessments and method statements, it is important to ensure that they have considered all appropriate risks at your site in addition to those which they bring to the site. For example, a glazing contractor working in a school will need to implement additional controls to take into account the children on site. Such controls might include specific working times, no lone working, cordons of the work area etc.

3.5 **Competency Certification** can be requested by a client to help determine the levels of competency a particular contractor has. For example, an electrician who has completed a City & Guilds / NVQ Course in Electrical Testing and Inspection would be able to demonstrate a degree of competence. In addition, the electrician may also be able to demonstrate competence through a portfolio of post qualification work and references from previous clients. It is best practice to select contractors who can demonstrate both academic and "hands-on" workplace experience.

3.6 **Professional Memberships / Accreditations** to trade associations or appropriate governing bodies may further demonstrate a contractor's competence. There are several different trade associations and accreditations that are used by contractors. Currently, the HSE are attempting to unify existing associations through the Safety Schemes in Procurement (SSIP) portal. Generally, a contractor will submit evidence of their competence with regard to H&S management in order to be affiliated / accredited by an appropriate governing body. For example, an electrician may be affiliated with the Nnational Inspection Council for Electrical Installation Contracting (NICEIC) or the Electrical Contractors Association (ECA). Either would be a good demonstration of the contractor's competence as electrical contractors.

In addition to being accredited to a trade association, contractors may be registered with awarding bodies that certify their management systems. For example, a contractor may be registered to International Standards Organization's (ISO) 14001 management standard. This demonstrates that an effective management system is in place for reducing the company's impact on the *environment*. Other registrations are awarded for successfully managing other areas of a business. For example, *quality* management and *health and safety* management. The ISO label these standards ISO 9001 and Occupational Health and Safety Assessment Series (OHSAS) 18001 respectively. If a contractor can demonstrate an accreditation to the 18001 Standard, then it can be reasonably assumed that a proactive safety management system is in place within their organization.

3.7 **Previous Enforcement Action** can be a good indicator of a contractor's H&S performance. The Health and Safety Executive (HSE) publish all prosecutions made under health and safety law at the following websites:

- Within the last 5 years:
  http://www.hse.gov.uk/Prosecutions/

- Historically from 1999 up to the last 5 years:
  http://www.hse.gov.uk/ProsecutionsHistory/

A quick search of the HSE's prosecutions area may indicate whether or not a particular company has previously been subject to HSE enforcement action. Such enforcement action may present a risk to a client if engaging a particular contractor and should be seriously considered prior to appointment.

Note: Previous enforcement action is **not** automatically a means to dismiss a contractor. It may be apparent that robust systems for managing safety have been implemented since a company has been prosecuted. Efforts should be made establish whether such improvements have been made.

Communicating with Contractors

3.8 Effective communication is pivotal to ensuring that contractors work in the safest manner possible when on site. Communication obviously needs to take place during the contractor selection process (as described above) but should also be a key factor in ensuring that operational activities present minimal risk to all people onsite. It is important to remember that effective communication is a two-way process; as such the following section details the forms of communication that should occur from the client and the contractor respectively.

3.9 **Client Communication** should include the following:

- Details of on site hazards / arrangements which may present a risk to the contractor including:

  – Asbestos presence, (asbestos survey, local asbestos management plans and disturbance arrangements)
  – Emergency procedures, (gas / electrical isolation, fire evacuation, call points, exits and first aid arrangements etc.)

- Welfare facilities,
- Useful contacts onsite,
- Accessible areas and *out of bounds* areas,
- Appropriate times of working,
- Safeguarding children arrangements,
- Additional onsite risks.

- Details of the works being undertaken to staff, service users and visitors including:

  - Summary of the works,
  - Out of bounds areas,
  - Schedules of works,
  - Additional on-site risks brought in by contractors.
  - Things to be aware of (noise etc.)

- Details of any particular changes that may affect staff, service users and visitors. Such as:

  - Changes to emergency procedures, (due to blocked / unusable exits etc.)
  - Access and egress routes,
  - Parking arrangements.

3.10 **Contractor Communication** should include the following (in addition to the above pre-selection information):

- Details provided to the client, staff, service users and visitors (as appropriate) regarding particular operational practices / hazards such as:

  - Warning signage,
  - Site induction procedures,
  - Chemicals being used,
  - Plant and equipment being used on site,
  - Delivery times / vehicle movements,
  - Hot working,
  - Excavation etc.

3.11 In order to ensure that all of the above has been considered and communicated in a demonstrable manner, LCC suggest the use of the Corporate Contractor Induction template. (See Appendix A)

4.0 Monitoring Contractor Performance

4.1 While it is important to establish a pro-active approach to H&S when selecting contractors, it is equally important that this approach continues in the operational stage. In order to ensure that the contractors are working in accordance with the planned arrangements, it may be beneficial for the client to conduct a visual check of the worksite / activity taking place. This does not have to be over-burdening but should be recorded in some form. The Contractor Induction template in Appendix A facilitates the simple recording of an inspection.

Note: the need for inspection should be determined in a proportionate manner. I.e. if the contractor is engaged to conduct a lengthy construction project, then more rigorous inspections should occur. If the contractor is on-site to clean windows, then there may not even be a need to inspect the contractor.

4.2 Where concerns are raised relating to the contractors performance, these should be addressed with the contractor in the first instance. If these concerns present an immediate risk to the health, safety and welfare of any person on (or off) site, then it is advised that the works are ceased. Where significant concerns are identified, it may be necessary to contact the HSW Team for further investigation and to help determine a mutually agreeable method of completing the works in a safe manner.

4.3 The HS&W Team can be contacted by phone at: (0116) 305 3274 or by email at: healthandsafety@leics.gov.uk

5.0   Contractor Review

5.1   On completion of a project, it is best practice to formally review the performance of the engaged contractors. This may help the process of selecting and engaging contractors in future. You may also be required to provide a reference for the contractor at a future date.