

ST ANDREW'S SOUTHGATE PRIMARY SCHOOL (CE)

Emergency & Contingency Plan

If you are dealing with an emergency right now, go straight to:

- Section 2 for school emergencies
- Section 4 for emergencies on learning activities or visits outside the classroom.

| Plan administration | |
|--------------------------------|--|
| Version number: | 1 |
| Date of issue: | October 2024 |
| Date of review: | October 2025 |
| Person responsible for review: | Headteacher |
| Copies of this plan are held: | School Office and Admin IT System Off-site by Headteacher, Deputy Head, School Business Manager and Site Manager |

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Section 1: Introduction

This plan relates to:

- An event which threatens the safety of children, staff or the school premises
- An incident which affects the community within which the school is based
- A crisis which might affect the public reputation of the school.

This plan provides a generic guide to actions that should be considered by the headteacher, his / her nominated deputy, and the School Emergency Management Team (SEMT) in case of an emergency in the school, local community or on a learning activity outside the classroom.

It also covers procedures for an incident occurring in school time, out of school hours and during weekends and school holidays.

School Emergency Management Team (SEMT)

| | |
|--------------------------|----------------------|
| Headteacher: | Stamatia Pitsillides |
| Deputy Headteacher: | Naseem Rahman |
| Deputy Headteacher: | Jason Demetriou |
| School Business Manager: | Jyoti Thanki |
| Site Manager: | Mario Lambri |

Section 2: Emergencies in schools – activation

Information about an incident may come from a staff member, pupil, parent, member of the public, the emergency services or the local authority. Whoever receives the alert should ask for, and record, as much information as possible.

If you are dealing with a school emergency which has taken place on a learning activity or visit outside the classroom, please turn to page 7.

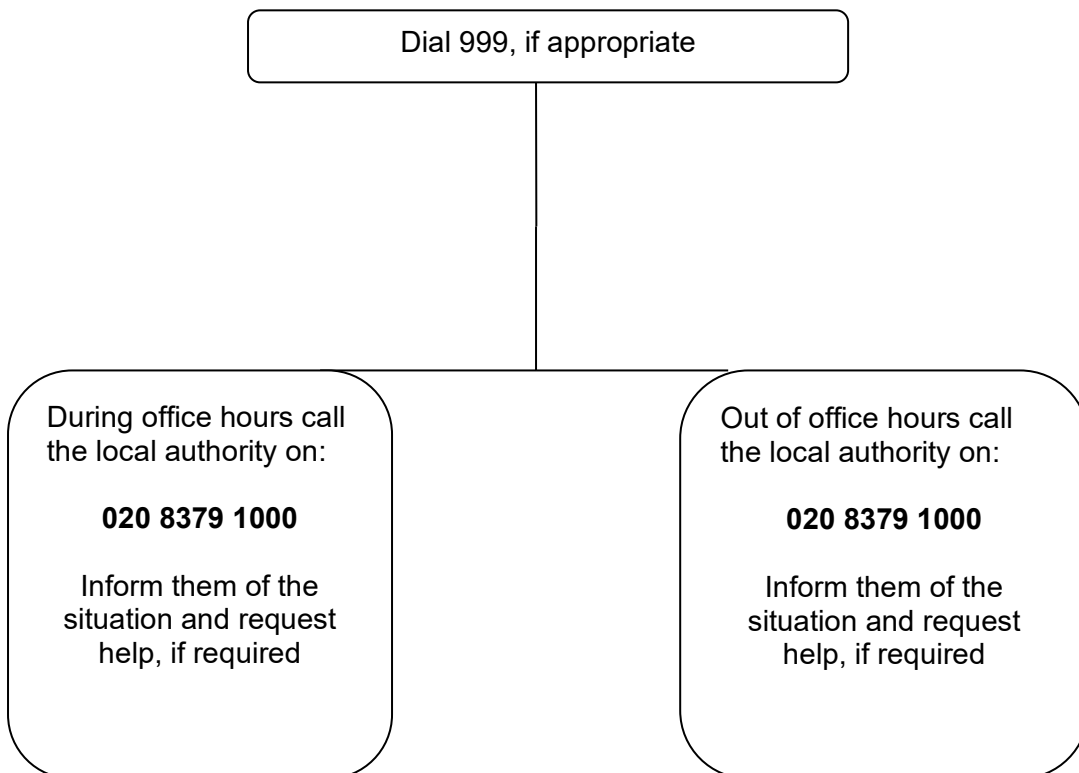
| |
|---|
| Name and contact details of the informant |
| |
| Details of the incident (including actual words used by informant) |
| |
| Who else has been informed? |
| |
| Exact location of the incident |
| |
| Casualties |
| |
| Any action taken so far |
| |
| Name of contact at the scene |
| |
| Notes |
| |

If appropriate, call 999 for the police, fire or ambulance service, giving the information above. If in doubt, call 999.

Immediately inform **Headteacher, Deputy Headteacher** or **School Business Manager**. If neither is able to respond (they may be involved in the incident) the senior person present must follow the instructions from the checklist of initial action below.

Checklist of initial action by headteacher or nominee

1. Assess the situation.
2. Take immediate action to safeguard pupils and staff where necessary.
3. Call for support:
4. Log all communications and actions.
5. Assemble a School Emergency Management Team from pre-identified staff (see appendix 3) and relieve them of their normal duties.
6. Refer to the list of emergency contact numbers in appendix 3 for additional support, if required.
7. Where possible, avoid closing the school and try to maintain normal routines.
8. Having activated this emergency plan, go on to the next stage – implementation.



Section 3: Emergencies in schools – roles and responsibilities

Stage 1 – establishing the response

| Action list for headteacher or nominee coordinating SEMT | Tick |
|---|------|
| Ensure that accurate, factual information is available for those arriving at the scene. | |
| Liaise with the police, fire and ambulance services, the local authority, and other organisations who may become involved. Act as the main contact to coordinate the response and provide your contact details. | |
| Inform the chair of governors. | |
| Inform all staff and parents of injured pupils. Decide how to inform other parents. | |
| Ensure all staff maintain a log of actions and decisions. | |
| Allocate tasks amongst the SEMT as appropriate. | |
| Arrange administrative / secretarial support for your team, if required. | |

| Action list for SEMT – welfare | Tick |
|---|------|
| Take actions to secure the immediate safety of pupils and staff – this may include evacuation or keeping pupils and staff inside the building (sheltering). | |
| Establish the whereabouts of all pupils, staff and visitors using timetables, registers and the visitors' book, and make a list of those unaccounted for. | |
| Consider any welfare needs for pupils with special needs. | |

| Action list for SEMT – communications | Tick |
|---|------|
| Consider emergency communications needs. Dedicate lines for incoming and outgoing calls and arrange extra support for reception. | |
| Line to be used for incoming calls only: | |
| Line to be used for outgoing calls only: | |
| In the event of a major emergency, seek support from your local authority – they may be able to establish a helpline for enquiries from the public. | |

| Action list for SEMT – media management | Tick |
|---|------|
| If possible, avoid responding to media enquiries and direct them to local authority communications staff (see appendix 3). | |
| Ensure that any media access to the site, staff and pupils is controlled. In a major emergency, the police may deal with the press and prevent intrusion onto the site. Be aware of the potential problems caused by the spread of misinformation through pupil / staff use of mobile phones. | |
| Action list for SEMT – resources | Tick |

| | |
|--|--|
| Ensure access to the site for emergency services. | |
| Turn off water, gas and electricity supplies if necessary. | |
| Open / close parts of the school as required. | |
| Ensure the security of the school premises. | |

Stage 2 – ongoing response

| Action list for headteacher or nominee coordinating SEMT | Tick |
|--|------|
| Provide regular briefings for staff, and continue to liaise with the emergency services and local authority. | |
| Try to maintain normal routines as far as possible. | |
| Tell the staff involved to prepare a written log of their involvement, noting events and times. Inform the local authority's health and safety staff who will advise on reporting procedures and inform trade unions if necessary. In the event of serious injuries or a fatality, the Health and Safety Executive should be informed within 24 hours. Staff may wish to submit draft reports to trade union legal officers. | |
| Allocate tasks amongst the SEMT as appropriate. | |

| Action list for SEMT – welfare | Tick |
|---|------|
| Establish a staff rota and ensure that staff take regular rest periods. | |
| Identify pupils and staff who are badly affected by the incident and may require extra support. | |
| Make arrangements for reuniting pupils with their parents. | |
| Take account of religious and cultural factors, and consider contact with leaders of local faith communities. In particular, some faiths may wish to hold funerals within 24 hours of death, so swift and sensitive enquiries must be made to ascertain whether it would be appropriate for representatives of the school, including pupils, to attend. | |

| Action list for SEMT – communications | Tick |
|--|------|
| Inform pupils, in groups as small as practicable, considering the best way to impart tragic news. | |
| Inform parents of children not directly involved in the incident, as decided by the headteacher or nominee. Use any existing arrangements, such as a telephone tree, for contacting parents quickly and efficiently. | |
| Receive visitors to the school, ensuring they sign in and out and are issued with identification badges. | |

| Action list for SEMT – media management | Tick |
|---|------|
|---|------|

| | |
|---|--|
| Liaise with local authority communications staff to prepare a press statement, to be agreed by the headteacher and strategic director of the Children's Services department. Decide an ongoing strategy for dealing with the press. | |
| Be prepared to be interviewed by the press if necessary. | |

| Action list for SEMT – resources | Tick |
|---|------|
| Establish a safe and secure base for the SEMT. | |
| Arrange an appropriate place to receive parents and guardians of children involved. | |

Section 4: Emergencies outside the classroom – activation

For emergencies on learning activities outside the classroom, the headteacher (or the pre-agreed nominee) should be immediately informed of any incident by the group leader.

Initial action by headteacher or nominee

1. Maintain a written record of your actions using this pro forma and a log book.
2. Offer reassurance and support. Be aware that all involved in the incident (those at the school and you) may be suffering from shock or may panic.
3. Find out what has happened. Obtain as clear a picture as you can. Who informed you of the incident?

| Initial contact | |
|--|--|
| Name: | |
| Telephone number: | |
| Additional telephone numbers: | |
| Where are they now and where are they going? | |
| Notes: | |

4. Discuss with the group leader what action needs to be taken and by who.
5. Record the details of the off-site activity / visit during which the incident occurred:

| Details of off-site activity / visit | |
|---|--|
| Location and nature of visit: | |
| Name of person in charge of visit: | |
| Telephone number(s): | |
| Number of staff on the visit: | |
| Number of pupils on the visit: | |
| Number of other people present: | |

6. Record the details of the incident:

| Details of incident | |
|---|--|
| Date and time of incident: | |
| Location of incident: | |
| What has happened? | |
| People affected (including names, injuries, where they are / will be taken to): | |
| Emergency services involved and advice they have given: | |
| Names and locations of hospitals involved: | |
| Arrangements for pupils not directly involved in the incident: | |
| Name of person in charge of your group at the incident (include telephone numbers): | |

7. Depending on the scale of the incident, consider assembling a School Emergency Management Team (SEMT) to assist with the response.

8. Having activated this emergency plan, go on to the next stage – implementation.

Section 5: Emergencies outside the classroom – roles and responsibilities

Action list for headteacher or nominee

| Communication | Tick |
|--|------|
| Inform school staff as appropriate, depending on the time and scale of the incident. | |
| Consider emergency communications needs. Dedicate lines for incoming and outgoing calls and arrange extra support if required. | |
| Line to be used for incoming calls only: | |
| Line to be used for outgoing calls only: | |
| Consult with the emergency services / local authority regarding informing parents of injured and non-injured pupils. Ensure parents of any injured pupils are immediately informed of what has happened and where their son / daughter is. Record what their plans are, e.g. to travel to their son / daughter, any assistance they need and any means of communications with them. In event of a major incident, the police may give advice regarding naming badly injured people or fatalities. You may also need to inform next-of-kin of any staff who have been involved. | |
| Inform parents of any other pupils on the visit but not directly involved in the incident. Decide which parents should be informed and by whom and contact them as appropriate. Wherever possible, parents should first hear of the incident from the school (or from the party leader), not from hearsay or from the media. Information given must be limited until the facts are clear and all involved parents / next-of-kin are informed. | |
| Inform the chair of governors. | |
| During office hours, call your local authority emergency contact: 020 8379 1000 Outside office hours, call the local authority emergency helpline: 020 8379 1000 | |
| Support from other organisations may be required (please see section 8). Contact details are available in appendix 3. Examples of support include: <ul style="list-style-type: none"> ● Assistance at the school or site of the incident ● Help with arranging transport between the incident, parents and the school ● Help with media management, including press statements and interview briefing. | |
| If the visit is abroad, and the incident results in substantial medical or other expense, risk and insurance staff at the local authority should be informed as soon as possible. | |
| Inform pupils and staff at school and their parents. Remember that information given must be limited until the facts are clear and all involved parents / next of kin are informed. In the event of a tragic incident, consider seeking support from the educational psychology service about the best way to inform pupils and to support them afterwards. Staff and pupils should be asked to avoid talking to the media. | |

| Media management | Tick |
|--|-------------|
| Introduce, if necessary, controls on school entrances and telephones. | |
| At least initially, the school is advised to avoid responding to media enquiries; these could be directed to local authority communications staff. | |
| Liaise with local authority communications staff as early as possible, and work with them to prepare a press statement, to be agreed by the strategic director of the Children's Services department and the headteacher before release. | |

| Resources | Tick |
|--|-------------|
| Arrange a quiet space to receive parents of the children involved as they arrive at the school and ensure someone is there to meet and greet them. | |

| Reporting of accidents | Tick |
|--|-------------|
| Tell the staff involved to prepare a written log noting events and times. Inform local authority health and safety staff who will advise on reporting procedures and inform trade unions if necessary. In the event of serious injuries or a fatality, the Health and Safety Executive should be informed within 24 hours. Staff may wish to submit draft reports to trade union legal officers. | |

Section 6: Activity / visit leader's action card

| Immediate action in an emergency | Tick |
|--|------|
| Assess the situation and take immediate action to ensure the safety of pupils and staff. | |
| Establish if anyone is injured and how. | |
| Call the emergency services if necessary. | |
| Be aware that you and others may be suffering from shock. | |

| Next steps | Tick |
|--|------|
| During school hours contact the headteacher or nominee: 020 8886 3379 | |
| Outside school hours contact the headteacher or nominee: 07889393242 (HT) or 07701 369 986 (School Out of Office Mobile) or 07860 421479 (Site Manager) | |
| Give clear details of what has happened and who is involved. | |
| Discuss with the headteacher or nominee who should inform parents and next-of-kin of pupils and staff. | |
| The headteacher or nominee should contact the local authority if necessary – if they are unavailable you may have to do this. During office hours, call your local authority emergency contact: 020 8379 1000 | |
| Outside office hours, call the local authority emergency helpline: 020 8379 1000 | |
| Avoid speaking to the media – if necessary direct them to your local authority communications staff: : 020 8379 4406* or 020 8379 5147* | |
| Staff and pupils should be told to avoid talking to the media or spreading the story unnecessarily (particularly via use of mobile phones). | |
| Make notes of what has happened and your actions. | |
| Keep in contact with the headteacher or nominee. | |

*If out of hours or unable to get response call Borough Contact Centre 020 8379 1000

Section 7: Stand-down and recovery

| As soon as possible after the emergency | Tick |
|--|-------------|
| Visit injured pupils / staff. | |
| Liaise with parents regarding plans for attendance at funerals. | |
| Liaise with parents regarding plans for attendance / representation at memorial services. | |
| Arrange debriefing meetings for staff and pupils. | |
| Arrange debriefing meetings for the headteacher and School Emergency Management Team (SEMT). | |
| Identify and support high-risk pupils and staff. | |
| Promote discussion of the emergency in class. | |
| Consider the need for individual or group support. | |
| Help affected pupils and staff to return to school. | |
| Seek advice on legal issues from local authority legal staff. | |

| In the longer term | Tick |
|---|-------------|
| Arrange an incident debrief for staff who were involved in the response. | |
| Initiate a review of the school emergency plan, evaluating the school's response and incorporating any lessons identified. | |
| Consult staff and decide whether and how to mark anniversaries. | |
| The impact of some incidents can continue for years, so thought may need to be given to ongoing identification and support measures for both pupils and staff who are affected. | |
| Remember that legal processes, enquiries and news stories may bring back distressing memories and cause upset within the school. | |
| Remember to make any new staff aware of which pupils were involved and how they were affected. | |

Section 8: Support from other organisations

The following agencies may provide support and assistance:

St Andrew's Southgate Primary School (CE)

School Emergency Management Team (SEMT):

- Coordinate the school's response to an emergency
- Fulfil specific roles as outline in Section 3 and 5.

School staff:

- Follow procedures for evacuation, shelter or lockdown (outlined in appendix 5) when necessary to secure the safety of pupils
- Provide pupils with information and reassurance
- Assist SEMT in carrying out tasks relating to emergency response as far as they are able.

School governors:

- Support the school during the incident and throughout the recovery process.

London Borough of Enfield

Children's Services department:

- Coordination of assistance throughout the local authority
- School transport
- Administrative support
- Welfare services / emotional support
- Additional accommodation
- Health and safety advice.

Emergency Planning staff:

- Operational / logistical support
- Emergency planning support
- Communications support
- Debriefing
- Activation of specific emergency plans if required.

Communications staff (press office):

- Press statements
- Advice and assistance with media management.

Legal staff:

- Legal advice.

Occupational Health staff:

- Advice and support on health issues
- Counselling service for staff.

London Diocesan Board for Schools

Primary Adviser

Building Consultant

Police

- Overall control of the emergency response (depending on emergency)
- Media relations
- Contact with bereaved families
- Criminal investigation.

Fire and rescue service

- Fire fighting
- Life saving and rescue
- Chemical spillage clean-up.

Ambulance service

- Emergency medical response
- Transportation of casualties to hospitals
- Access to other health services.

Trade unions

- Information resource & support services for members
- Health & safety responsibilities (consultation, investigation and joint inspection)
- Will be informed by health & safety staff of incidents causing / threatening injury.

Section 9: St Andrew's Southgate Emergency Procedures

| Fire Alarm Procedure | Evacuation Procedure |
|--|--|
| The fire alarm bell is in the School Office in the Reception area. Break glass buttons are situated in key areas around the school. | The fire alarm bell is in the School Office in the Reception area. Break glass buttons are situated in key areas around the school. |
| If you detect a fire, inform a member of school staff so that the alarm can be activated and the Fire brigade called. | A decision to evacuate will be relayed to staff and pupils at the muster points. |
| <p>To call the FIRE BRIGADE</p> <ul style="list-style-type: none"> • Press 9 to obtain a phone line. Await dialling tone and dial 999. • Give the operator the school telephone number: 0208 886 3379 and ask for FIRE. • Provide the following details: • Fire at St Andrew's Southgate Primary School at 297 Chase Road, N14 6JA (Emphasise CHASE Road). Await confirmation of address by operator. | <p>To call the POLICE</p> <ul style="list-style-type: none"> • Press 9 to obtain a phone line. Await dialling tone and dial 999. • Give the operator the school telephone number: 0208 886 3379 and ask for POLICE. • Provide the following details: Emergency at St Andrew's Southgate Primary School at 297 Chase Road, N14 6JA (Emphasise CHASE Road). Await confirmation of address by operator. • Phone Westgrove School (0208 351 9200) – our emergency place of Safety. If Westgrove cannot accommodate us, phone St Andrew's Church: 0208 4478108 |
| <ul style="list-style-type: none"> • Office staff to collect registers and signing in books. • Site Manager and Head Teacher to collect keys for the building and gates in case of evacuation. • Medical room staff to grab medical bag and put in Epipens. | <ul style="list-style-type: none"> • Office staff to collect registers and signing in books. • Site Manager and Head Teacher to collect keys for the building and gates for evacuation. • Medical room staff to grab medical bag and put in Epipens • One person to stay on site for emergency services. |
| If you hear the FIRE ALARM | EVACUATION PROCEDURE |
| 1. Line up quietly and sensibly by the door ready to leave the building. Do not take personal belongings with you. | 1. Line up quietly and sensibly by the door ready to leave the building. Do not take personal belongings with you. |
| 2. Leave the building and go to the upper playground, shutting all doors behind you. | 2. Leave the building and go to the upper playground, shutting all doors behind you. |
| 3. Line up quietly. The class teacher will do a head count followed by a register. Teachers to hold the registers up for collection by office staff | 3. Line up quietly. The class teacher will do a head count followed by a register. Teachers to hold the registers up for collection by office staff |
| 4. Head Teacher and Fire Warden will search the immediate area, staff toilets and junior toilets. | 4. Head Teacher and Fire Warden will search the immediate area, staff toilets and junior toilets. |
| <p>In case of FULL PREMISES EVACUATION – please see column over: EVACUATION PROCEDURE</p> | <p>5. Front evacuation of the school will take place through the main playground gates on Chase Road.</p> <p>6. For rear evacuation only: Fire wardens to collect the key to the evacuation gate:</p> <ul style="list-style-type: none"> • 1 set will be kept outside the Reception Class area • 1 set will be kept near the evacuation gate in the Reception Playground. • PADLOCK PIN NUMBER: 4545 <p>7. All staff and pupils to exit the school via the evacuation gate and make way to West Grove School, 218 Chase Road, N14 4LR.</p> <p>8. One member of SLT to remain on site to co-ordinate emergency services.</p> |

Hierarchy of staff for procedures:

| Sweep and staying on site in an evacuation situation | Other |
|--|-------------------------|
| Site Manager | Headteacher |
| Headteacher | Deputy Headteacher |
| Deputy Headteacher | School Business Manager |

All external club providers to ensure scholar pack registers are completed online before the session starts.

Senior Leaders to wear high visibility jackets

FIRE INSTRUCTIONS

THE FIRE ALARM BELL can be activated by pressing the red glass buttons which are situated in key areas around the school.

IF YOU DISCOVER A FIRE – activate the nearest fire alarm then follow the instructions below:

IF YOU HEAR THE FIRE ALARM

1. If practical switch off any electrical equipment. Leave all personal belongings behind (bags, coats etc) and instruct any children you are responsible for to do likewise.
2. Calmly and quietly evacuate the building via the nearest fire exit, following the green signs to the muster point on the school playground. As you exit the school, ensure all doors are shut behind you.
3. On arrival at the playground, if you are responsible for children, ensure your class lines up quietly so that the register can be called. Registers must be called to ensure that all pupils are accounted for. When the alarm is sounded, the registers will be taken out by the office staff and all signing in books. The Site Manager and the Head Teacher must take keys for the building and gates with them in case there is a need to evacuate the premises. In case of Evacuation, see Evacuation procedure below.
4. When the register has been taken, teachers are to hold the registers up so that they can be collected by the office staff.
5. The Head Teacher will assist evacuation and the Fire Warden will be responsible for searching the immediate area, staff toilets and the junior toilets. The Welfare Officer will be responsible for taking out a first aid bag.

TO CALL THE FIRE BRIGADE

1. Press 9 to access a phone line. Wait for a dialling tone and dial 999.
2. Give the operator the school telephone number and ask for **FIRE**.
3. When the Fire Brigade answers report distinctly:

Fire at St Andrew's Southgate Primary School at 297 Chase Road, Southgate, London N14 6JA (Emphasise Chase Road). Do not replace the receiver until the address has been repeated by the Fire Brigade.

PREMISES EVACUATION PROCEDURE

1. Fire wardens to collect the key to the evacuation gate.
2. SLT to telephone West Grove School ([020 8351 9200](tel:02083519200)) – our emergency place of safety and the police.
3. All staff and pupils to exit the school via the evacuation gate and make way to West Grove School, 218A Chase Rd, London N14 4LR.
4. One member of SLT to remain on site to co-ordinate emergency services.

St Andrew's Southgate Lockdown Procedures

Lockdown procedures are a response to any external or internal incident which has the potential to pose a threat to the safety of children, staff and visitors in the school. Procedures aim to minimise disruption to the learning environment whilst ensuring the safety of all children and adults.

Lockdown procedures may be activated in response to:

A reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and children in the school)

A warning being received regarding a risk locally, major fire, air pollution

An intruder on the school site (with the potential to pose a risk to children and staff).

| | INITIAL RESPONSE - LOCKDOWN | Tick/sign/time |
|---|---|-----------------------|
| 1 | Dial 999 & inform Enfield Council – office staff/welfare Officer/HT/DHT/AHT | |
| 2 | Ensure all children are inside the school building/ask children to hide (under benches, tables) or disperse if this will improve their safety. CTs responsible for own class. | |
| 3 | Lock/secure all entrance points – doors, windows to prevent the intruder from entering the building. Site M/HT/DHT/AHT if not on site | |
| 4 | Ensure people take action to increase protection from attack: Move furniture to obstruct doorways, sit on the floor, under tables or against a wall. Keep out of sight – stay away from windows. Draw blinds. Turn off lights. CTs responsible for own class. | |
| 5 | Ensure everyone is aware of exit points, in case intruder gains access. All adults | |
| 6 | If possible check for missing/injured children and adults. CTs | |
| 7 | Remain inside until an all clear has been given, or unless told to evacuate by the emergency services. | |
| | | |

Staff will be alerted to the lockdown plan through an alarm bell signal (with a different tone)

Children outside the building to be brought inside as quickly as possible

Children inside need to remain in their classrooms

All external and internal doors locked/blocked depending on circumstances

Staff to encourage the children to keep calm

Office staff to notify emergency services/Enfield council

Parents notified as soon as possible via text messaging

Children will not be released to parents during a lockdown

If it is necessary to evacuate the building the alarm bell will be sounded.

Note: if someone is taken hostage on the premises, the school should seek to evacuate the rest of the site.

Partial Lockdown

Partial lockdown is a precautionary measure but places the school in a position of readiness. This may be as a result of a reported incident/civil disturbance in the local community or air pollution, with the potential to pose a risk to adults and children in the school.

Immediate action

All outside activity to cease immediately, adults and children return to the building
 Everyone to remain in the building and all external doors and windows locked
 Depending on the circumstances, movement may be permitted within the building, but must be supervised by a member of staff

Once all adults are safely inside, SMT will conduct an ongoing risk assessment based on advice from the Emergency Services.

This is then communicated to adults and children
 In the event of an air pollution issue, air vents must be closed (where possible).

Full Lockdown

Full Lockdown signifies an immediate threat to the school and may be an escalation of a partial lockdown.

Immediate action

All children return to class
 External doors locked, blinds drawn, children sit quietly out of sight - Reception, KS1 & KS2 under tables/computer benches
 Register taken/head count – office will contact class for attendance report
 Adults and children remain in lockdown until it has been lifted by SMT or Emergency Services
 If alarm bell sounds – continuous sound everyone needs to evacuate the building

Communication between parents and school

School Lockdown procedures will be shared with parents/carers by newsletter or the school website.
 Communication will be reported to parents as soon as is practicable via text messaging. Parents will be given enough information so that they:

Are reassured the school understands their concern for their child's welfare and that it is doing everything possible for his/her safety

Do not need to contact the school as this could interfere with contacting emergency providers
 Do not come to the school –they could interfere with emergency provider's access to the school and may put themselves and others in danger

Wait for the school to contact them about when it is safe it will be safe to collect their children and where this will be from.

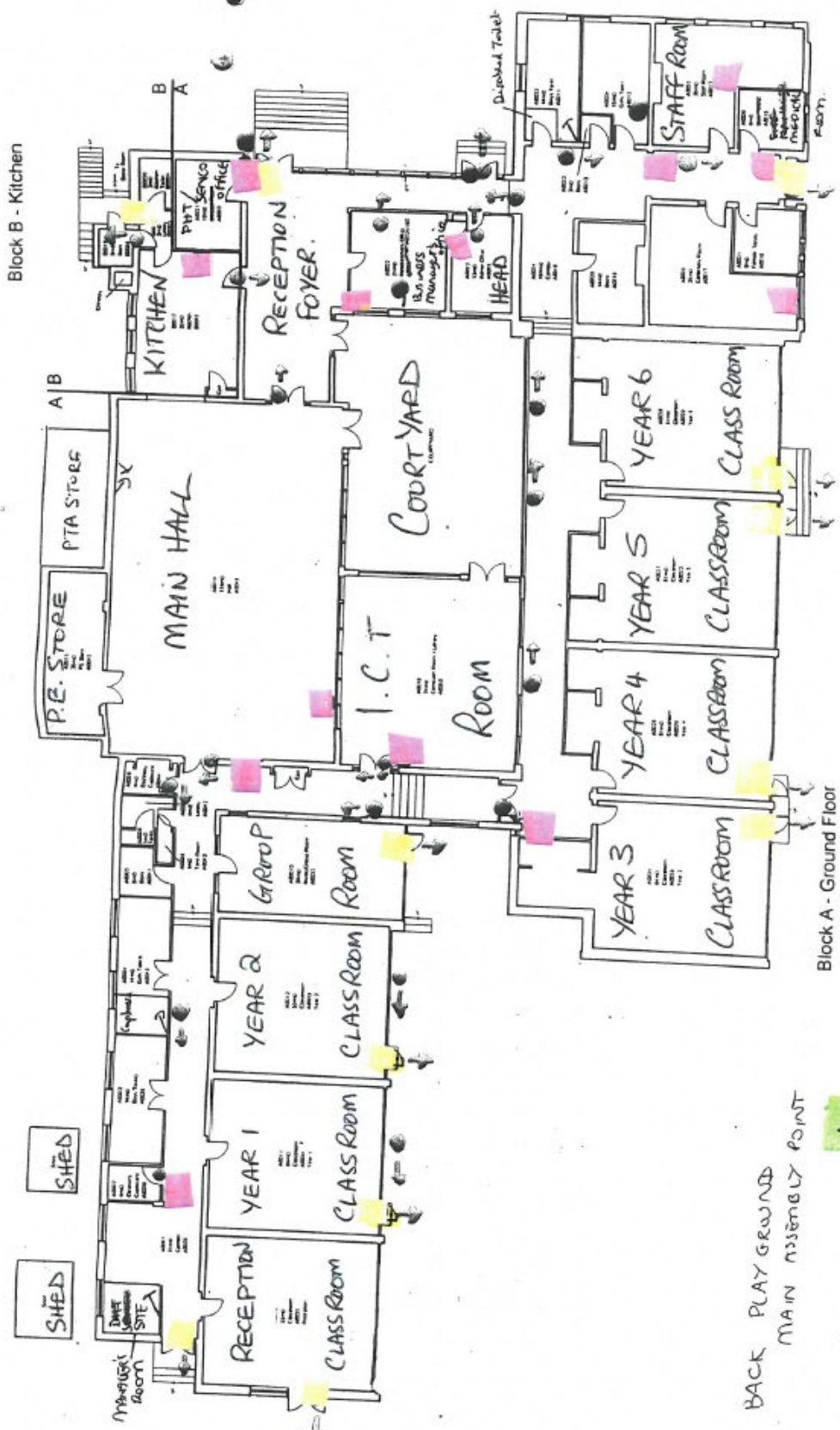
Emergency Services

It is important to keep lines of communication open with Emergency Services as they are the best placed to offer advice as a situation unfolds.

Emergency services will support the decision by the Headteacher or DHT regarding the timing of communication to parents.

Note: ICT Room is now known as Library and Group Room is now Conference Room

EMERGENCY EVACUATION - Follow nearest fire exit points
 WEST GROVE EMERGENCY PLACE - Chase Rd. 2180a



- BACK PLAYGROUND MAIN ASSEMBLY POINT
- FRONT PLAYGROUND
- FIRE EXITS
- POINTS TO ATTACH HOSE
- FIRE EXTINGUISHERS
- ASSEMBLY POINTS

Note: ICT Room is now known as Library and Group Room is now Conference Room

EMERGENCY EVACUATION ROUTE IF FRONT ROUTE UNAVAILABLE

LOCK CODE 4545

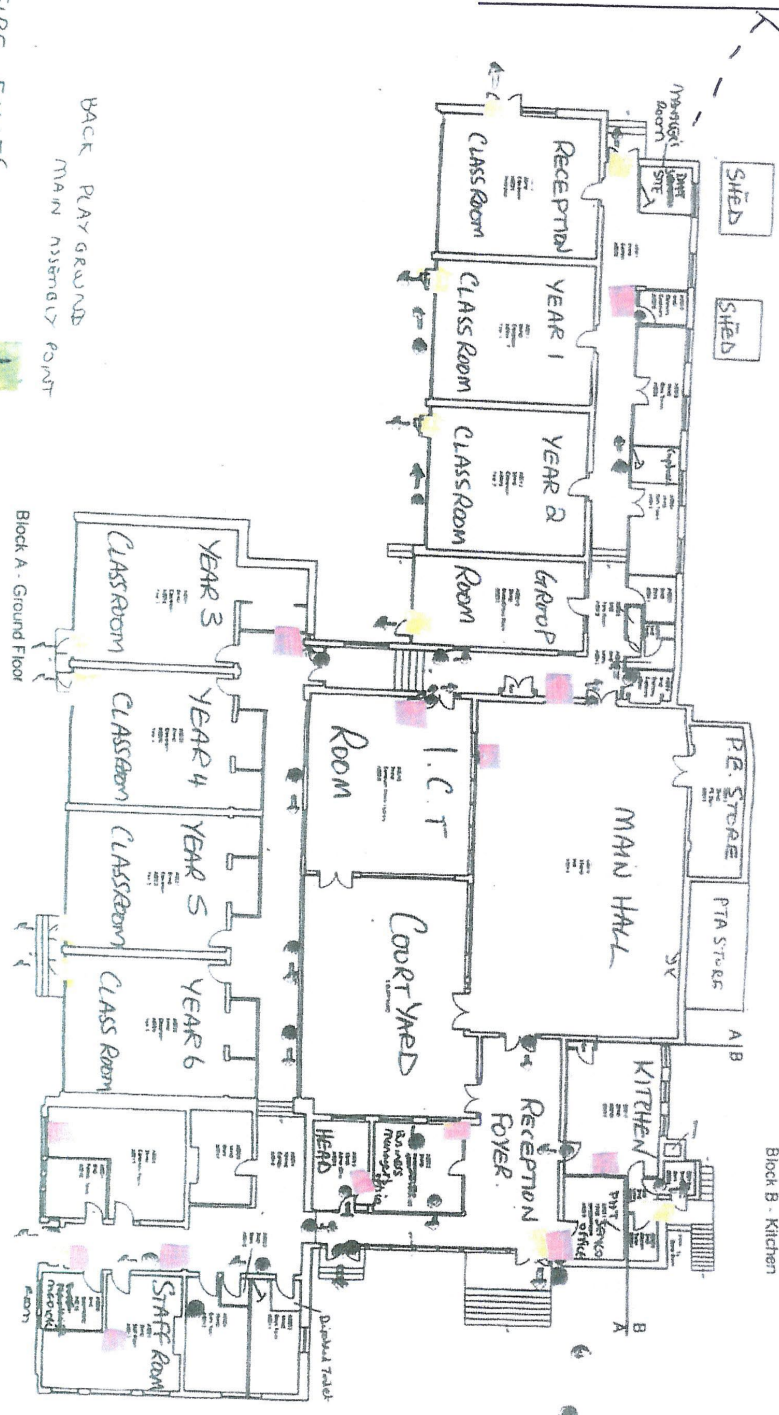
ALTERNATIVE ACCESS/Egress Points:

EMERGENCY EVACUATION - Follow nearest fire exit points
 WEST GROUND EMERGENCY EXIT - Chase Rd 270A

- FIRE EXITS
- POINTS TO ATTACH HOSE
- FIRE EXTINGUISHERS
- ASSEMBLY POINTS

BACK PLAYGROUND
 MAIN ASSEMBLY POINT

EMERGENCY EVACUATION ROUTE THROUGH PLAYGROUND ENDS TO WEST GROUND SCHOOL



4.51.2.2

WEST PLAYGROUND



Appendix 1: Closing the school due to extreme weather

This section describes the policy and associated arrangements related to closing the school due to extreme weather conditions, both before the start of the school day and during the school day.

Schools are expected to remain open in all but the most extreme circumstances. Closing at short notice may cause difficulties for families if they need to make arrangements for children to be cared for during the school day. Any children at the school should remain there until the headteacher is satisfied that appropriate alternative arrangements have been made.

Headteachers are best able to judge the severity of the journeys faced by both pupils and staff but should always consider safety in arriving at a decision. When to take the decision to close the school is important; it must balance the benefits of an early decision (avoiding unnecessary journeys and providing parents with enough time to arrange childcare) against the drawbacks (finding that the situation is not as bad as initially feared).

If bad weather has been forecast in advance parents will be informed and will be told to check the school's website for information about school closure.

Headteacher and deputy headteacher will liaise and make a decision about closure using the following information sources:

- Weather reports and LA advice
- Risk assessment of school site and local area
- Other local school websites

In the event of a decision being taken to close a school because of deteriorating weather, the school should contact:

- The local authority
- Parents / guardians / pupils
- All appropriate users as listed on external contacts list (see Appendix 3).

The school website will display information about school closure / opening on the first page for parents.

The school voicemail message will be changed to the appropriate message and the phones manned if possible.

Once the school is scheduled to re-open the school should contact:

- The local authority
- Parents / guardians / pupils
- All appropriate users as listed on external contacts list (see Appendix 3).

.PLEASE REFER TO LONDON BOROUGH OF ENFIELD'S SERVER WEATHER GUIDANCE

Appendix 2: School site information and risk assessment

This section includes:

An up-to-date, detailed plan of the school, showing location of cut-off valves and switches for gas, water and electricity, and information on the drainage system.

Persons authorised to isolate utility services within the school.

Details of how to reset the fire alarm system.

Fire Alarm System:

The alarm system is located in the main reception area of the school:

The key should be kept in the “off” position. The key only needs to be turned to the “on” position when alarm system is being tested.

To silence the alarm when the alarm is sounding, pressing the “silent” button. Then press “reset”

Alternative access / egress points in case of road closure, and emergency access to the school buildings.

School telephone number, fax number, and details of any additional telephone numbers (including mobiles) (see Appendix 3).

Specific information relating to any hazards on the school site, including: The location of chemical stores and any radioactive materials stored on site.

A small amount of petrol is stored in an appropriate container and locked in the shed to the rear of the school site.

No hazardous materials are stored on site. Any materials which pose a risk to children will be locked away in the Site Manager’s Office in a locked metal cabinet.

Details of where information on hazardous chemicals is stored (e.g. CLEAPPS guidance if relevant) CoSHH Assessments and Data Sheets (see Health and Safety Policy and Compliance Checklist).

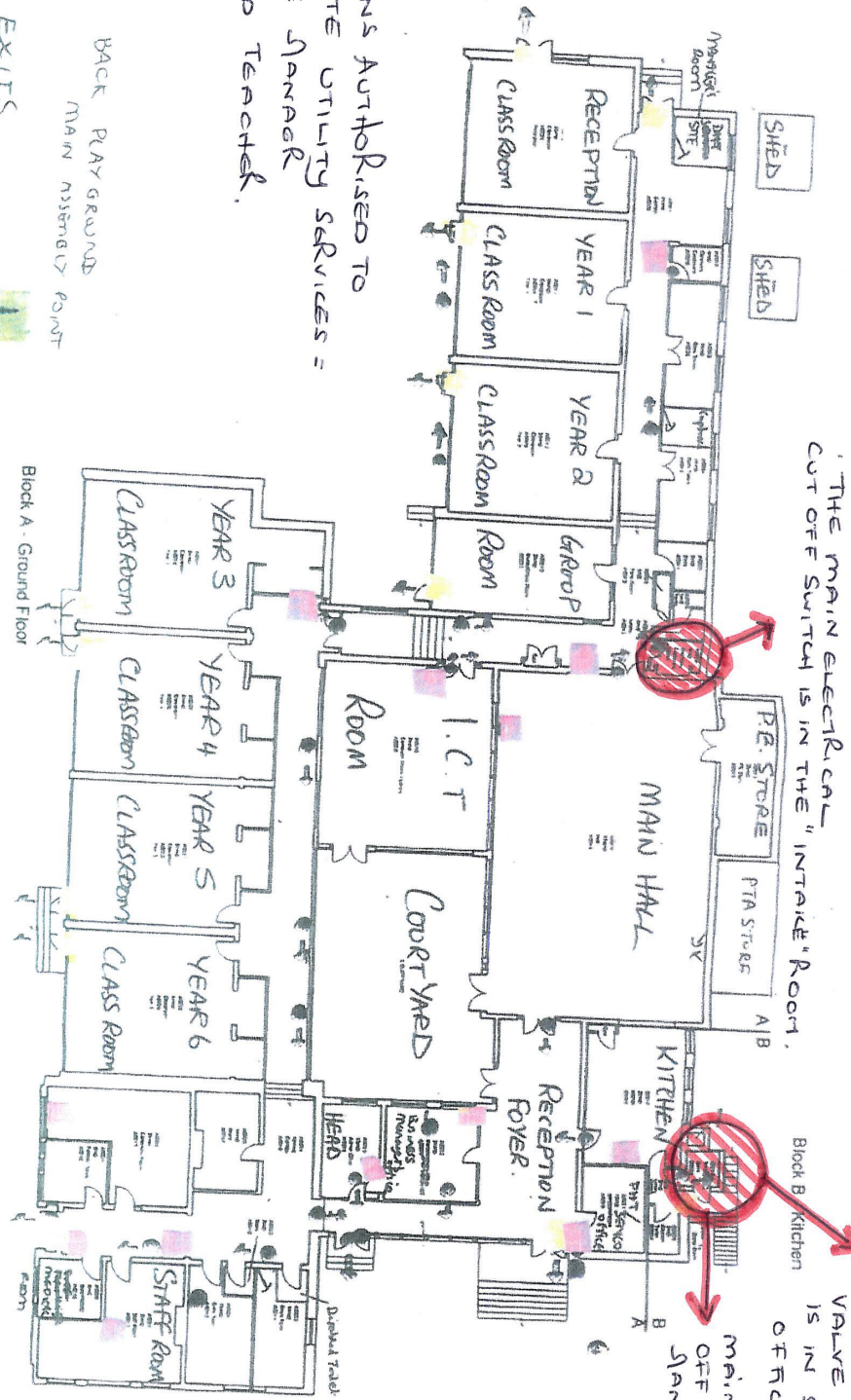
Details of hazards such as asbestos in the fabric of the buildings and reports.

Details of any asbestos in the fabric of the buildings can be found in a file which is kept in the Business Manager’s office.

Note: ICT Room is now known as Library and Group Room is now Conference Room

CUT OFF VALVES FOR GAS, WATER AND ELECTRICITY

EMERGENCY EVACUATION - Follow nearest fire exit points
 WEST GROUND EMERGENCY PLACE - Change red □



THE MAIN ELECTRICAL CUT OFF SWITCH IS IN THE "INTAKE" ROOM.

MAIN CUT OFF VALVE FOR GAS IS IN SITE MANAGER'S OFFICE

MAIN WATER CUT OFF IS IN SITE MANAGER'S OFFICE

Persons Authorised to isolate utility services =
 • SITE MANAGER
 • HEAD TEACHER

- FIRE EXITS
- POINTS TO ATTACH HOSE
- FIRE EXTINGUISHERS
- ASSEMBLY POINTS

BACK PLAY GROUND
 MAIN ASSEMBLY POINT

Block A - Ground Floor

Block B - Kitchen

4.15.20
 F. ADPOT PLAYGROUND

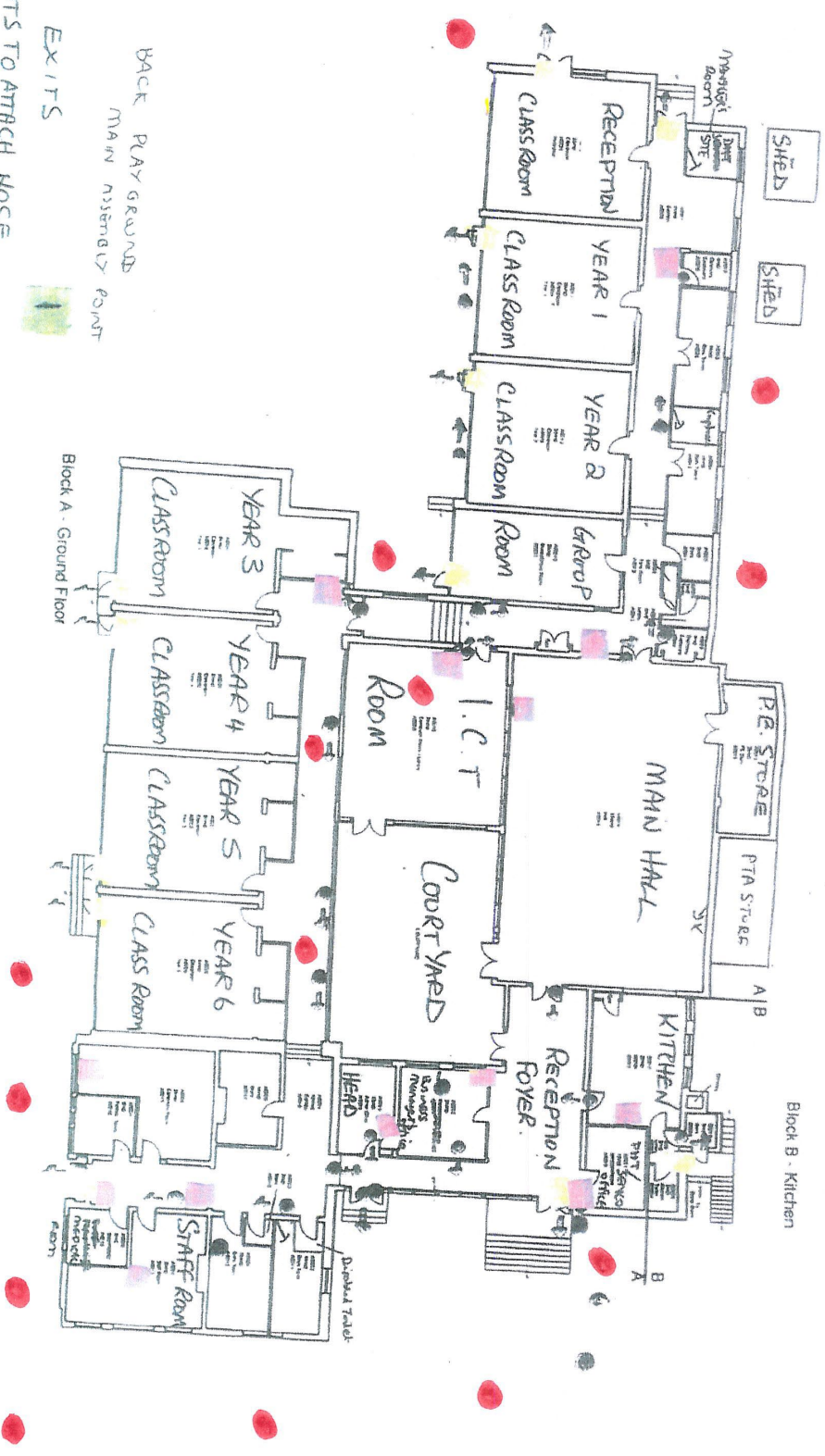
Note: ICT Room is now known as Library and Group Room is now Conference Room

● DRAINAGE

DRAINAGE SYSTEM

EMERGENCY EVACUATION - Follow nearest fire exit points
 WEST GROUPE EMERGENCY PLATE - Chase Rd 210A

- FIRE EXITS
- POINTS TO ATTACH HOSE
- FIRE EXTINGUISHERS
- ASSEMBLY POINTS



Points to Attach Hose
 Fire Extinguishers
 Assembly Points
 Fire Exits
 Points to Attach Hose
 Fire Extinguishers
 Assembly Points

Appendix 3: Emergency contacts list

School staff identified for incident response

This should be updated in response to changes and reviewed annually.

| Key holder? | Name | Role | Home telephone | Mobile phone | Notes |
|-------------------|---------------------------------|--------------------|----------------|--------------------|-------|
| Key Holder | Mrs Stamatia Pitsillides | Headteacher | | 07889393242 | |
| Key Holder | Mr Mario Lambri | Site Manager | 07860421479 | 07860852587 | |
| Key Holder | Mrs Naseem Rahman | Deputy Headteacher | | 07734150059 | |
| Key Holder | Mr Jason Demetriou | Deputy Headteacher | | 07716449654 | |
| Key Holder | Mr Mike Levett | Ass. Site Manager | | 07804924203 | |

Other school contacts

| Key holder? | Name | Role | Home telephone | Mobile phone | Notes |
|-------------|--------------------|------------------|----------------|---------------|-------|
| Yes | Mr Mike Levett | Ass Site Manager | | 07804 924 203 | |
| Yes | Mrs Naseem Rahman | DHT | | 07734 150 059 | |
| Yes | Mr Jason Demetriou | DHT | | 07716 449 654 | |

External contacts

| Organisation | Contact number |
|--|--|
| Local authority – emergency contact | 020 8379 1000 |
| Local authority – outside office hours emergency contact | 020 8379 1000 |
| Local authority – emergency planning | 020 8379 5286/5290* |
| Local authority – educational psychology / welfare service | 020 8379 2051* |
| Local authority – Human Resources – Sarah Fryer | 07939043652 |
| Local Authority – GDPR Rezaur Choudhury | 0208 078 5903 or enfield.data.protection.officer@Enfield.gov.uk |
| Local Authority – Health and Safety - Julia Moulton | 07939995137/ 020 8379 4669 Julia.Moulton@enfield.gov.uk |
| West Grove School - Identified Place of Safety | 020 8351 9200 |
| Emergency planning Helen papadopoulous Tariq Soomauroo | 0208 1486948 0208 379 1872 |
| School's usual coach companies – Southgate Coaches | 020 8368 0040 |
| Local authority – school travel assistance | 020 8379 1000 |
| Local authority – communications (press office) | 020 8379 4406/5147* |
| Local authority – risk & insurance | 020 8379 4615* |
| Legal services Andrea Kilby | 0208 1320924 |
| Off-site insurance emergency number | 01489 868888 |

| | |
|---|--|
| R.A.P School Insurance D.F.E | 03300585566 |
| Vibe – Recruitment/Supply | 07837613351/ 02036965012 |
| LDBS – emergency contact | 020 7932 1100 |
| LDBS – Primary School Adviser –Angela | 02038375311 |
| LDBS – HR – Terri Patterson | 07468611951 |
| LDBS – Buildings Consultant – Liam King | 02038375183 |
| Chair of Governors: Sarah Elkin | 07752032936 |
| Extended Club –Dina/Jason | 07889393242 07716 449 654 |
| Stir Food: Tracey Collins/Jim | Tracey – 07713977494/ 07840720782 |
| Living water Coolers | 02031399051 |
| WGC – Cleaning – Office | 07773172658 |
| Enfield Music Service (Music Tuition) | 020 8807 8881 |
| Scotts Kitchen repairs | 0208 5004736 |
| Jacksons school Barriers | 01233750634 |
| Classroom Solutions – Lara Okpor | 07762709512 |
| Saturday Site Manager – Mike Levett | 07804924203 |
| I.T. Help Direct | 01702667312 |
| Aluminium Windows | 07719313491 |
| Arbor | 020 3835 4036 |
| E4 Education (school website) | 0333 344 9984 |
| | |
| Count On (School Finance) Ltd – Finance Support | 07795 456850 / 456853 |
| The Foreign Office (links with British Consulates) | 020 7008 1500 |
| Smiths Technical Systems | 0208 303 2280 |
| | |
| The Samaritans | 08000 562561 |
| Teacher Support Network (trained support and counsellors available 24hrs) | 08000 562561 |
| Asbestos Mangement Chike Iroajanma | 07903970350 |
| Oakray Mechanical | 020 8370 4500/ 07825 204 539 |
| Jordans (Water) - Paul Grinstead | 01284 728848/ 07766770047 |
| ADT – CCTV/Access/Intruder | 0844 800 1999 |
| T & J Fire (Fire equipment checks) | 01707 326093 |
| Telephone System Gazelle Consulting Limited – Ryan Ricciardi | 07545326269 |
| P.A. Testing | 0207 754 0396 |
| Corporate and school Fire Advisor | Rupert.funk@enfield.gov.uk |
| Spanish - LCF (London) Ltd - Elena Theophanos | 07951727085 |

| | |
|----------------|----------------------|
| Sports Safe UK | 01206 795 265 |
|----------------|----------------------|

*** If out of hours or unable to get response call Borough Contact Centre 020 8379 1000**

Appendix 4: Communications

| | |
|---|--|
| Telephone numbers and locations of designated phone lines for incoming and outgoing calls | 020 8886 3379 020 8886 3392 |
| In the event of power failure the telephone system will not operate. | Use mobile phones. Contact BT on 0800 800 154 to arrange to divert incoming calls to a mobile phone number. |
| How school will communicate with parents when: <ul style="list-style-type: none"> ● An emergency happens during the school day ● An emergency happens before or after the school is open, at weekends or in school holidays | <ul style="list-style-type: none"> ● Send text messages and/or emails via Arbor. ● Use the school website and school voicemail system. ● Send text messages and/or emails via Arbor |
| How the school will communicate with companies affected by a school closure or emergency, both during the school day and outside school hours. | Use the telephone contact sheet to communicate with outside agencies |
| Instructions on how to set the school answer phone to answer only and set a pre-recorded message. | HT, DHT or School Business Manager to change voicemail message in school. |

Appendix 5: Business continuity inventory

Equipment inventory

| Description | Location | Backed up? |
|---------------------|----------------------------|---------------------------------|
| Equipment inventory | | |
| - Paper copy | In school safe - Stockroom | |
| - Electronic files | Admin IT files | Yes – see Admin IT system below |

Data / IT systems

| Data / IT system | Users requiring access | Backed up? | Where is the back up held? |
|---|------------------------|------------|---------------------------------------|
| Curriculum/Admin IT system electronic files | 30 | Yes | Google Drive System – server off site |
| RM Finance | 2 | Yes | RM Finance server off site |
| Extended Club booking system | 3 | Yes | Arbor Server off Site |

Paper-based records

| Document | Location | Duplicated? | Where are duplicates held? |
|--------------------------|--------------------------------|-------------|---|
| School emergency plan | School office + electronically | Yes | Off-site with Headteacher, Deputy Headteacher, School Business Manager and Site Manager |
| Pupil contact file | Medical room | Yes | Data held on Arbor database – off-site server |
| Pupil registers | School office or classrooms | No | Class Fire Lists |
| Visitors' book | Entrance hall | No | Entrance Hall |
| | | | |
| Pupils' late book | School office | No | School office |
| Pupils' signing out book | School office | No | School Office |

Appendix 5A - Building and financial information recovery

This section outlines the actions to be taken when any major incident occurs that buildings and/ or equipment will be damaged/ lost so far as operational purposes are concerned.

In the first instance, the Head teacher and the subsequently the Incident Recovery Team will follow the current emergency procedures. This will provide access to the full range of 'in-house' and contract services currently available to the school, covering all aspects of premises and communication support.

Accommodation:

In the event of loss of premises, or a part thereof, there will be an immediate need for space in which to hold core activities. We will provide for such an occurrence by a number of means and in liaison with the London Borough of Enfield:

- Hire out portable accommodation.
- Rescheduling the use of existing accommodation.
- Short term rentals/ leasing/ hire of local accommodation through other school in the immediate vicinity.

The organisation of any alternative accommodation will need to be confirmed and accepted at the time by the Local Authority.

Furniture

If the school furnishings are damaged beyond repair or use, we would have to source temporary replacements from local school surplus and or/ Local Authority storage if available.

Security and Security Hardware

The school will need to ensure that the affected areas do not present a security risk; all damaged windows should be boarded and damaged roofing weather proofed. If security fencing is required we will need to ensure the Local Authority is proactive in sourcing the required measures.

Record of Suppliers and Assisted Services

In order to achieve the above with speed and efficiency, the School Business Manager will produce a list of those contractors who may be called upon to provide goods and services in order to reinstate the buildings, and the Senior Administrative Office will produce a list of companies who will provide equipment and other services. The list should include contact names, telephone numbers and the description of the services available.

Expenditure

The Head teacher will be responsible for authorising any expenditure incurred in connection with an incident and in doing so will ensure that Financial Regulations and Procurement procedures are complied with.

Appendix 6: Pandemic influenza plan

This section:

The Headteacher/Deputy Headteacher would take the decision to close the school although this is very unlikely and should be a last resort and only following guidance from LA, DfE or health agencies

HT/DHT will inform the local authority of the school closure

Outline procedures for dealing with a child who shows symptoms of pandemic influenza at school (isolate them from other pupils and arrange for them to be taken home)

Outline systems to minimise the spread of infection if the school stays open during a pandemic (e.g. hand-washing, disposal of tissues) These will be published in newsletters, displayed in school and any other relevant information provided for parents

Outline procedures / plans to continue the education of pupils remotely – the school website would be used to provide information for parents in the case of a school closure

Record of numbers and cases will be provided for relevant authorities

Parents of vulnerable pupils will be informed if there is an outbreak

Appendix 7: Training and exercising

Training record

| Training title | Areas covered | Date | Attendees |
|----------------------|-----------------------------|---|--|
| Main First Aiders | See First Aid Training List | See Arbor | See First Aid Training List |
| Fire Warden Training | | 23 rd of June 2017/ Next one 2024 | Head Teacher & Site Manager/ Business Manager |
| | | | |

Exercise record

| Date | Brief details of exercise | Aspects of plan tested | Actions identified | Outcome of actions |
|------|---|---|--------------------|-------------------------------|
| | Termly Fire Drill | Fire Evacuation | See file | |
| | Annual discussion exercise to take place Spring 2024 | All aspects of plan to be discussed | | Updated Emergency Plan |
| | Documented Yearly Site Managers Fire Log book | Documented Yearly Site Managers Fire Log book | | |

Appendix 8: Bomb threats and suspicious packages

If you receive a telephone call from someone who claims to have information about a bomb, or you receive a suspicious package, call the Police: 999.

Appendix 9: Emergency arrangements for other services using the school site

All users of the school site are here with members of school staff who would implement this plan, including the site manager during any 'letting' arrangements taking place outside the normal school hours.