



Waingels School Emergency Plan

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1.0	03/2011	Original format
2.0		
3.0	23/06/2016	Revised Rainbow plan – new format with separate guidance
4.0	27/06/2017	Inclusion of Run Hide Tell section based on Government Guidance
5.0	10/07/2017	Addition of NaCTSO guidance on lockdown and Run Hide Tell
5.1	28/02/2023	Template update specific to Waingels

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1.1 Introduction

This plan relates to:

- a) An event which threatens the safety of children and/or staff, or a crisis which might affect the public reputation of the school,
- b) Where the head teacher considers that the school will benefit from receiving additional (external) support for an incident affecting the school.
- c) Where the community in which the school is based is affected by an emergency.

The plan provides generic guidance on actions that should be considered by the head teacher, his/her nominated deputy; the school duty officer and the school emergency management team (SEMT). See section 3... 'School Emergency Response Team- roles and responsibility' in the case of an emergency, both in a school, in the local community, or on an educational visit. It also provides supporting information.

School emergency plans should cover the whole school site and all activities taking place there. Where schools share sites with other services, or hire out space to other organisations, it is important to involve these other parties in the planning process and make sure that all staff on site are aware of the plan and how it affects them.

Any emergency affecting a school may afterwards be the subject of a detailed inquiry. It is important that accurate written records are kept, and that no piece of information about either the planning or the response to the incident is lost. Records may also be in the form of a recording made via a CCTV camera, a telephone or on an answer machine. The records should be retained after the incident for future reference.

Aim

The aim of this plan is to give guidance to enable schools to provide a structured response to, and manage and coordinate an emergency and to ensure continuity of service. The Rainbow Plan has been set out to facilitate immediate use.

1.2 School details

School Name: Waingels

Address: Waingels Road, Woodley, Berkshire, RG5 4RF.

Telephone number: 0118 969 0336

Email address: generalenquiries@waingels.wokingham.sch.uk

Facebook page: <https://www.facebook.com/WaingelsOfficial>

Twitter: <https://twitter.com/WaingelsCollege>

Name of staff with Password access: Melissia Yiannapas
YiaMYN@waingels.wokingham.sch.uk

Head teacher: Lindsey Humber

Chair of Governors: Jim Matieson

Number of pupils (registered) 1368 (07/02/2023)

Age range of pupils : 11-18

Additional school and onsite activities:

Waingels Gardens Day Nursery

Yvonne Dudman, Facilities Manager

The Forbury group Of Nurseries

07887531248

yvonedudman@bgdn.co.uk

Scouts

Group Chairman, Neil Jeffery Chairman.5thwoodleyscouts@gmail.com

Officer: Nicola Magnusson nicolamagnusson@live.co.uk

07724130612.

SECTION 2

2.1 Immediate Action – making the call

If appropriate, you should call 999 for the police, fire or ambulance. If in doubt, call 999.

Information about an incident affecting your school could come from a number of avenues including a member of staff, pupil, parent, emergency services, the Local Authority or other. Whoever receives the alert should ask for, and record, as much information as possible:

Date / Time	
Your name (role) School name	
Telephone number you are calling from	
Exact location of where the incident happened (state if you are now in a different location)	
Details of the incident (using actual words of informant)	
Who has been involved (include numbers of those affected or injured)	
What actions have been taken so far	
Information received to action (What and who from?)	
Name of key contacts at the scene	
Which emergency services are involved	

Then immediately inform Lindsey Humber (Headteacher) and or Nick Johnson (Deputy Headteacher)

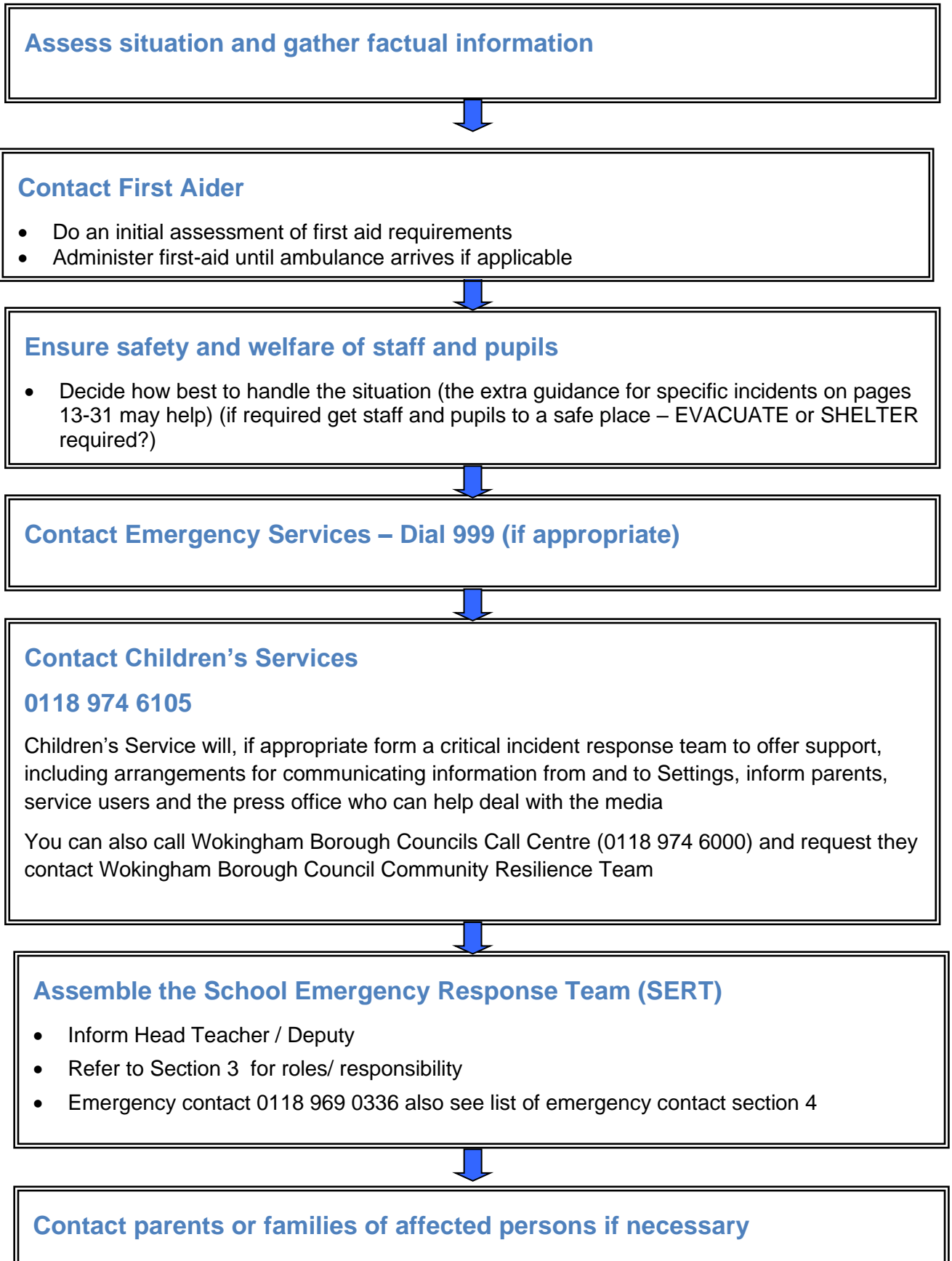
If neither is able to respond (they may be involved in the incident) the senior person present must follow the instructions of Critical Incident flow chart 2.2.

2.3 Incident Recording Log

Time	Name from: Name to:	Information	Action required

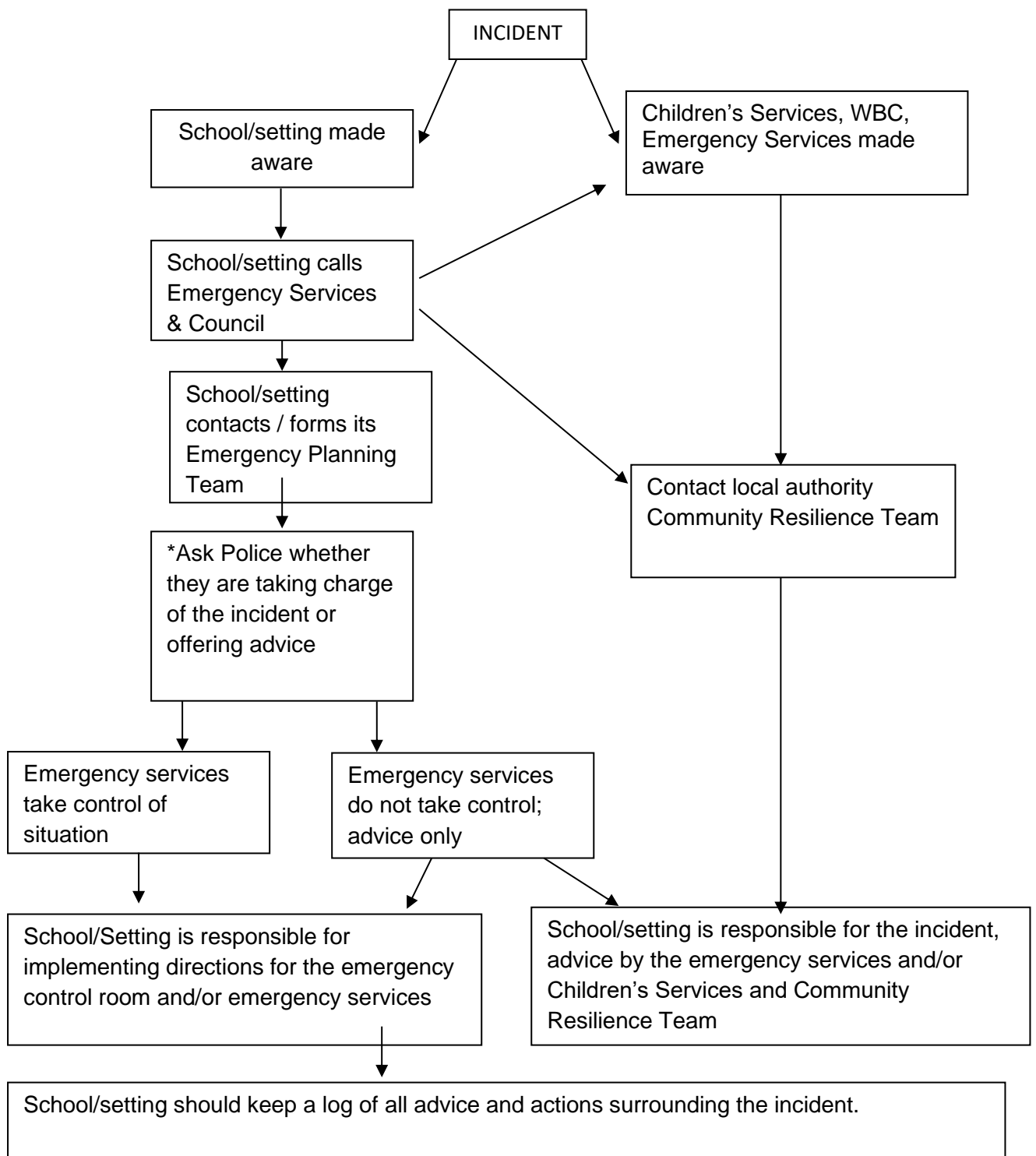
2.2 Critical Incident Flow Chart

CRITICAL INCIDENT FLOWCHART



SECTION 3

3.1 ROLES IN AN EMERGENCY – Flow Chart



* The emergency services will normally undertake a risk assessment when alerted to an incident. If the incident is already in progress or the police believe it to be a very high risk of occurring or of being high impact, they will take control. In other circumstances they will often be on scene to offer advice.

3.2 School Emergency Response Team

IMMEDIATE safety and welfare of the pupils and staff is the main priority and the following steps should be followed:

Trained Setting personnel should administer where relevant:

- First aid, Resuscitation (including use of a Defibrillator, Risk assessments)

PRIMARY RESPONSIBILITIES TABLE – TO COMPLETE DURING AN EMERGENCY

Job title	Job Responsibility	Primary Name Secondary Name
Operations Manager	Co-ordinate and supervise the formation of the Schools Emergency Response Team following flow diagram at the beginning of this section, and if appropriate take charge and hold overall responsibility for the management of the incident.	Lindsey Humber Nick Johnson
Deputy Operations Manager	Assist the Operations Manager as required. Co-ordinate other staff, gather information and keep incident/operations log.	John O Keeffe Nick Johnson
Communications Officer (with parents)	Set up parent's phone line (Children's Services can assist with this). <ul style="list-style-type: none"> • If parents are gathered near the site, inform to reassure them. • Try to keep them calm and keep them from interfering with the work of the Emergency Services and other such staff. 	Melissia Yiannapas Debby Price
Communications Officer (with Emergency Services and Children's Services)	<ul style="list-style-type: none"> • Communicate with emergency services. • Communicate with Children's Services. • Communicate with GPs and Health Service • Gather information. • Keep incident/operations log. 	Sarah Jones Alison Smith
Facilities Management Site Controller	<ul style="list-style-type: none"> • Report to the Operations Manager. • Assist with interpreting the building and location plans and door security information. • Assist with traffic and crowd control. • In the event of an evacuation, and if safe to do so; check all classrooms to ensure that no-one has been left in the building. • Close all classroom doors and windows (safety permitting). • STOP people from re-entering the building if necessary. 	Jon Tagg Trevor Batts Russell Timbers
Teachers and Teaching Assistants	<ul style="list-style-type: none"> • All students should be supervised by at least one adult. • Be accountable for the whereabouts and safety of all students under your care. • Try to stay calm; pupils will follow your behaviour. • Be aware of the emotional needs of your pupils. 	Co-ordinator for IIPs and TAs Louise O Brien Sonia Hall
Medical/First aid		Sarah Jones Alison Smith
Facilities Management / Catering		Maddy Bradfield

Media Spokesperson	<p>The spokesperson's role would be to:</p> <ul style="list-style-type: none"> Act as a spokesperson for the Setting to give information and reassurance. Deal with internal communication issues within the Setting. <p>In the very early stages of the incident, the spokesperson may be required to give short media briefings/interviews before the arrival of the WBC's corporate communications team officer.</p>	Tom Bartlett Lindsey Humber Nick Johnson
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Suggested roles for this team are above (remember these can be combined or shared by more than one person).

Suggested

Stickers/vests/hats are available in this emergency list to be worn as name badges so that everyone knows everyone else's roles

3.3 Control Point

The School Emergency Response Team (SERT) is responsible for coordinating the schools response to an emergency and is usually formed of senior staff.

The Control point is a known location for the School Emergency Response Team to congregate following an incident. When thinking of a control point consider a place that enables you to work effectively. For example, an office space with room for all the team, computer, laptop points, web access, telephone points.

Primary Location	CEO office – Community Zone
2 nd Location	Headteachers office
Off Site	Willowbank Junior School

3.4 Buddy Establishments/ alternative School

A buddy establishment is any identified 'place of safety' nearby where pupils and staff can be taken if unable to return to the school for some time. This can be a school or other establishment i.e. a church hall or hotel.

You may also decide to have more than one option, dependant on the numbers of staff and pupils. It is a good idea to establish agreements with key buildings in the area. It is also important to include buildings outside of a 200 metre cordon around your school as this is a cordon size which may be implemented by the emergency services for various reasons, i.e. unexploded bomb found in the vicinity requiring evacuation of the surrounding area.

Options	Location	Name and number
1	Willowbank Junior School	Duffield Rd, Woodley, Reading RG5 4PN 0118 969 1556
2	Willowbank Infant School	Duffield Rd, Woodley, Reading RG5 4RW 0118 969 5452

3.5 Emergency Kits (Two required)

Kits are placed in secure locations, which are accessible to all staff, (Location 1: First aid room, community zone). If this kit is inaccessible due to the incident (e.g. a fire) a second kit is available in the Red Zone office.

Content of an emergency kit comprises:

- A bag.
- Vests for Emergency Response Team with Role on The Team written on the back.
- Loud hailer.
- Whistle.
- Emergency Plan
- Hard hats.
- First aid kit and defibrillator
- Emergency contacts and medical details for all student and staff (these should be updated regularly).
- Specialist medicines e.g. asthma inhaler (as with first aid kit).
- Radios, Mobile phones:

All items do not need to be stored in the bag but should be evacuated with the bag if possible.

Section 4


4.1 Emergency Contact

Internal Contacts

Head Teacher -	Lindsey Humber
Chair of Governors -	Jim Mathieson
Key Holder -	Jon Tagg, Site Manager Ext 2258 or 07557997969
Contact for pupils families (if necessary)	Designated Trip lead or SLT contact
Contact for staff families (if necessary)	SLT

External Contacts

WBC Children's Services	0118 974 6105
WBC Out of Hours Emergency number (Forest Care)	0800 212 111
WBC Community Resilience Team (Mon – Fri 9.00am -5.00pm)	0118 974 6000 and ask for community resilience
WBC Customer Services (Mon – Fri 9.00am - 5.00pm)	0118 974 6000
WBC Health & Safety Advisor	0118 974 6116
WBC Property Services	0118 974 6789
Teacher Support Network (trained support and counsellors available 24hrs)	08000 562 561
Health and Safety Executive - to report accidents	0845 300 9923
The Foreign Office (links with British Consulates etc)	020 7270 1500

The Samaritans	08457 909090
Water supplier	WBC – First Business Water
Gas supplier	WBC – Total
Electricity supplier	WBC -EDF
Telecom provider	Firstcom
Broadband provider	RM
IT support	Lee Sweetzer IT Manager Ext 2251 Alex Marlow Ext 2296 Chris Jarred 07795480746 3 rd Line support: TSI World 01344 985203 OR EMAIL US AT INFO@TSIWORLD.TECHNOLOGY
Contractors (if not managed by WBC Property Services):	Edmat Gas Jason Boydell 07505058582
Heating/Gas/Water	
Electrical	M and B Electrical Sean Morris <u>0776 8131010</u>  <u>0118 9661898</u>
Internal Maintenance	Ext 2258 or 07557997969
Glazing	Sommerville glass 209 Shinfield Rd, Reading RG2 8HA Phone: 0118 986 8866
Thames Valley Police	101
British Transport Police	0800 405 040
Royal Berkshire Fire Brigade	0118 945 2888
South Central Ambulance Service NHS Trust (SCAS)	0118 936 5500
Royal Berkshire Hospital	0118 322 5111
Frimley Park Hospital	0127 660 4604
Wexham Park Hospital	01753 633000
Public Health England	020 7654 8000

Public Health (Out of Hours emergency response)	01980 612100
Interpreting Service -	
Buddy establishment Willowbank Junior School	Duffield Rd, Woodley, Reading RG5 4PN 0118 969 1556
School Insurance company	RPA https://www.rpaclaimforms.co.uk/

4.1.1 School Emergency Response Team (SERT) contact

	SERT role	Name	Role in school	School extension	Mobile	Key holder (X)
	Operations Manager	Nick Johnson	Deputy head	2245		Yes
	Deputy Operations Manager	John O Keeffe	SBM	2232		Yes
	Communications with parents	Melissia Yiannapas	Comms Officer	2281		No
	Communication (Emergency Services and Children's Services)	Melissia Yiannapas	Comms Officer	2281		No
	Facilities Management Site Controller	Jon Tagg	Site Manager	EXT 2258 or mobile 07557997969		Yes
	Teachers and Teaching Assistants	Co-ordinator Sonia Hall	TA/IIP Co-ordinator	2257		No
	Medical/ First aider	Sarah Jones	Health Advisor/ Nurse	2224 2240		No
	Facilities Management / Catering	Maddy Bradfield	Catering Manager	2227		No
	Media Spokesperson	L Humber N Johnson	Head Deputy head teacher	2300 2245		Yes Yes

Remember these duties above can be combined or shared by more than one person.

CONTROL POINT FOR SCHOOL EMERGENCY MANAGEMENT TEAM (SEMT)

Add details of preferred location to meet and convene the SEMT in the event of an emergency. Please be aware that once children and staff have been moved to safety and if this location is accessible the members of the SEMT will meet at the primary location below.

Primary meeting location for the SEMT;	Key contact
CEO Office / Headteachers office	Head / Deputy Head

If this location is inaccessible please identify a key contact that the members of the SEMT can contact to identify an alternative location.

4.1.2 Other key contacts

Insert contacts, name and phone numbers that may be of use in an emergency or business continuity incident

IT Manager Lee Sweetzer	2251
IT Support, Alex Marlow	2296
Chris Jarred	07795480746

Section 5

5.1 Lock down Procedure

This is a procedure for keeping pupils safe by keeping them indoors in their classrooms or other safe locations. **This procedure can be used when there is a serious threat external to the school or in the local vicinity** (For Example a person has entered the school grounds who may present an **immediate physical threat**). This procedure also protects staff who could otherwise be drawn into a confrontation with a potentially violent or armed intruder.

This procedure could also be used for an intruder within a school building, **however** in such cases a decision would be needed as to whether it is safer to evacuate and disperse children from the area, rather than keeping them in their classrooms.

1. Signal lockdown using designated procedure – Use the schools PA system.
The PA announcement system is located on the main reception. Signal lockdown message -
“This is a staff announcement, Service 13, Can Mrs Humber please contact reception. Service 13, Can Mrs Humber please come to reception”
Head teacher, Deputy or Business Manager will circulate with an all clear message once the all clear has been given.
2. Check halls/open spaces, get all pupils and staff into the closed classrooms or safe areas. Keep all pupils in your classroom until given the all clear.
3. Consider locking or wedging your doors if possible, shut windows and blinds. Turn off lights if necessary.
4. Keep pupils seated and away from doors and windows. There may be circumstances when it is best to sit on the floor or under desks.
5. Teachers will maintain (as best they can) a calm atmosphere in the classroom and keep alert to the emotional needs of pupils. Keep pupils engaged in a quiet activity.

6. Do not allow anyone out of the classroom during a lockdown procedure, remain vigilant of any change in circumstance and reassess the safety as if a greater danger exists within the building (i.e. FIRE or upon instruction from the emergency services you may need to move)
7. Teachers should remain with their pupils at all times.
8. If the teacher is out of class at the time of the incident, they should attempt to go back to the classroom IF SAFE TO DO SO. However, if this is too risky or dangerous, they must try and make contact with the children as soon as possible.
9. If the children are outside, teachers/supervisors should, depending on the situation, either move them to the nearest hall or building that can be secured and has an alternative escape route, or ask them to hide, disperse or take cover. Such procedures have saved lives in some school shooting incidents.
10. Head Teacher, office staff and other non-teaching staff who can be safely assembled, should form a School Emergency Response Team. Ensure communication (e.g. office has designated mobile phone for official communication only, radio tuned to local station, etc.)
11. Parents should not be allowed to pick up their children during a lock down procedure. Children will be released after an all clear is given (or through a managed process where this is part of the response to an ongoing incident)
12. Wait for the all clear visit or further instruction from official sources. Bear in mind that it may be necessary to maintain this situation for several hours, or overnight in extreme circumstances.

5.2 Run, Hide and Tell Procedure

Firearms and weapons attacks are very rare in the UK. The 'stay safe' principles give some simple actions to consider at an incident and the information that armed officers may need in the event of a weapons or firearm attack. The following guidance is taken from the current Government Guidance on Crowded Places (for full link see end of section)

In the event of a direct attack on a school involving firearms, a designated alert system (which is known and understood by all staff) may, or may not be possible and it may not be known about for some minutes into the incident. The signal should be initiated again from the PA system. The PA system will be used to deliver the message site wide.

Signal for this alert will be -

This will be communicated and practiced as fire drills are. You will also need an 'all clear' signal/procedure.

The police should be contacted IMMEDIATELY

In most circumstances the 'lockdown' procedure will be the most appropriate choice, if the location is secure. Where incidents involve escapees from secure units for example, advice is still to 'lockdown'. If someone has a firearm and is shooting at staff and pupils, there may be a safe window of opportunity to RUN, HIDE, TELL.

Schools and staff with younger age groups of children may decide it is more appropriate to 'lockdown' (or HIDE) rather than attempting to RUN. If they do have to RUN (for example to get to a safer location), staff should avoid taking large groups of children with them as this can create a bigger target for potential attackers and the adults may potentially slow the progress of the children.

If there are older children in the school setting and the establishment is close to the town centre, it may be appropriate for the young people to scatter and disperse into the town, although this depends on the presenting circumstances, for example, whether there is a known threat external to the school. They should avoid congregating in groups and where safe to do so, should make their way home.

If a police officer is on site at the time of the potential attack, they are likely to give instructions as to if or when to run.

IN ANY CIRCUMSTANCES, IF POLICE ARE ON SITE THEIR INSTRUCTIONS OVERRIDE THESE PROCEDURES

Following a RUN, HIDE, TELL evacuation, children and young people may be dispersed throughout the surrounding area or countryside and there may be initial confusion about whether or not children are safe or alive. This procedure therefore is only to be used in extreme circumstances where the overriding threat is aimed towards the school and not external to the school so as to protect children and young people from running towards the danger. Where young people have evacuated and made their way home, staff should attempt to make contact after the incident to ensure that the young people are safely home and accounted for.

Staff should consider if you cannot run, is there somewhere safe to hide that is safe to get to (i.e. without crossing the line of fire)? When considering somewhere safe to hide, there is usually a little more safety behind brick walls than plasterboard or wooden panels. Consider which rooms or buildings may be safest and what routes you might take to get to them.

If you have planned school trips or outings to crowded places, information should be included in risk assessments and staff should be aware of this guidance and be briefed on how they will implement it in the event of an incident and how they will regroup with children afterwards.

RUN

- escape if you can
- consider the safest options
- is there a safe route? Run if not hide can you get there without exposing yourself to greater danger?
- insist others leave with you
- leave belongings behind

HIDE

- if you cannot run, hide
- find cover from gunfire
- if you can see the attacker, they may be able to see you. cover from view does not mean you are safe, bullets go through glass, brick, wood and metal
- find cover from gunfire e.g. substantial brickwork/heavy reinforced walls
- be aware of your exits
- try not to get trapped

- be quiet, silence your phone
- lock/barricade yourself in (see 5.1 Lockdown procedure)
- move away from the door

TELL

Call 999 – What do the police need to know? If you cannot speak or make a noise listen to the instructions given to you by the call taker:

- location – Where are the suspects?
- direction – Where did you last see the suspects?
- descriptions – Describe the attacker, numbers, features, clothing, weapons etc.
- further information – Casualties, type of injury, building information, entrances, exits, hostages etc.
- stop other people entering the building if it is safe to do so

Armed police response:

- follow officer's instructions
- remain calm
- can you move to a safer area?
- avoid sudden movements that may be considered a threat
- keep your hands in view

Officers may:

- point guns at you
- treat you firmly
- question you
- be unable to distinguish you from the attacker
- officers will evacuate you when it is safe to do so

You must stay safe.

5.3 Shelter Procedure

This is a procedure for keeping pupils safe by keeping them indoors in their classrooms or other safe locations; similar to the lockdown procedure, but particularly for an external environmental threat (eg industrial accident causes toxic fumes to be released or poor air quality due to natural/ environmental disasters.)

- Follow the **lock down procedure** in section 5
- Also move to a location away from prevailing winds
- Seal up doors, windows and extractors with tape. A plan of all areas that require sealing should be made in advance.

5.4 Evacuation

The Setting may need to be evacuated when it is dangerous or potentially dangerous to remain in the building. Circumstances include fire, gas or chemical leaks, bomb threats, explosions, substantial damage to the building, etc.

- When evacuating the Setting follow the fire drill procedure.
- Fire wardens - check toilets and non-teaching spaces as evacuation is occurring. You should try to minimise the risk of re-entering the building if not all children are accounted for.
- Take the emergency kit with you plus mobile phones and radio.
- Do not lift pupils unless specially trained.
- Do not use lifts.

- Escort pupils with disabilities as appropriate and follow risk assessments for those pupils.
- If necessary evacuate to a buddy Setting or community building.
- Follow the critical incident flow chart.
- Ensure the complete evacuation of all, and all adults and pupils are accounted for.
- Form the Schools Emergency Response Team and assign roles.
- Administer first aid if needed. Must be by trained individuals.
- Ensure easy access for emergency vehicles.
- Keep pupils calm and still.
- Do not re-enter the buildings until they have been checked by emergency personnel and declared safe.

If cleared for re-entry

- Account for all students again once inside building.
- Teachers should check their rooms and report anything amiss.
- Debrief students to calm fears about the evacuation.

If incident is serious and you are not allowed to re-enter the site:

- Follow Protocol for Full, Partial or Early Closure of Schools (see Yellow section).
- If you are remaining on the Setting site ensure that parents are given a specific pick up point to collect children from, and that they do not park cars in dangerous positions or restrict movements of emergency services.
- If you evacuate to your Buddy Setting or safe haven, ensure parents know where to collect their children from e.g. USE THE SCHOOLS TEXTING SYSTEM etc.

Buddy establishment	Willowbank Junior School
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5.5 Protocol for Full, Partial or Early Closure of Schools

DECISION MAKING

The Head Teacher is responsible for making decisions to close due to heating failures, loss of water, etc., and generally these decisions are taken on welfare or safety grounds. Closure decisions should be reached and supported by risk assessments. This enables decisions to be justified, and for consistent reasons to be given from the outset.

As part of business continuity planning, the school has a list of staff who are local (likely to be available) with minimal commuting, and not dependent on public transport. Risk assessments would take into account travel risks, risks on-site, and risks due to reduced adult supervision levels and welfare facilities.

The LA will aim to issue timely advice to schools in cases of widespread situations or 'rising tide' events, such as notice of adverse weather events and flood warnings.

In exceptional cases, the local authority reserves the right to take a global decision to close schools, or to issue a directive to individual or groups of schools which are Local Authority controlled. The Council has a strategic responsibility for Health and Safety and Service Provision, including responsibility for responding to civil contingencies and potential major emergencies.

CONSULTATION

Children's Services will be consulted/ informed about closure decisions, or potential closure decisions, where it is possible to do so. In cases when an urgent decision has had to be made, the school is acting on advice issued by Children's Services, or a potential closure decision is confirmed, Children's Services will be notified of the confirmed closure as soon as possible.

The Head Teacher may discuss potential closures by telephone, initially contacting

- Children's Services reception (0118 974 6105)
- For Out of Hours Emergencies (Forestcare 0800 212111)

NOTIFICATION or CONFIRMATION OF CLOSURE

The School will

- confirm the closure to Children's Services –
in the case of rising tide / widespread situations such as severe winter weather by email to schools.alert@wokingham.gov.uk .

WHEN REPLYING TO A SCHOOLS.ALERT EMAIL, PLEASE TYPE 'OPEN' OR 'CLOSED' IN THE MESSAGE SUBJECT BAR FOLLOWED BY THE SCHOOL NAME.

THEN CLICK '**REPLY TO ALL**'

- in the case of one-off situations or unforeseen emergencies, by telephone to Children's Services reception giving reasons for the closure decision

5.6 Contacts for Full, Partial or Early Closure of Schools

Local radio station contact details and password are included below;

BBC Berkshire

Telephone: 0118 9464200

Email: berkshire.admin@bbc.co.uk

Heart FM

Telephone: 0845 270 2456

Email: thamesvalley.snow@heart.co.uk

Reading 107

Telephone: 0118 945 0808

Note that when informing radio stations, you will be asked to give the current password and your **Department for Education** number. 872/4060

You must also include these details if you are informing them by email

5.5 Severe weather and flood warnings

Free Met office weather alerts and warning are available

<http://www.metoffice.gov.uk/about-us/guide-to-emails>

or

<https://service.govdelivery.com/accounts/UKMETOFFICE/subscriber/new>

1. Enter your email address
2. Choose your subscription options. You can choose from:
 - News releases
 - Weather warnings
3. Periodically check your subscription profile to view new items on the subscription list

Alert information

The email alert service is designed to inform you of changes to published Met Office web pages. You will need to be connected to the internet to view the alert information.

To view alert information, follow the hyperlink in the email body text.

Weather warnings

Multiple alerts for the same region

Warnings are issued and updated on a regular basis and cover a range of dates and times.

During an active spell of severe weather, it is possible that you will receive a number of alerts on a daily basis which reflects the dynamic weather situation as it evolves.

To check the schools susceptibility to flooding on the environment agencies website and to subscribe to the free flood alerts

<https://fwd.environment-agency.gov.uk/app/olr/register>

Please insert mobile number to receive text messages

Upon receipt of a severe weather warning the Headteacher will consider the following possible actions:

- Circulate the warning or situation to key staff including teachers
- Decide to close the school in advance where this seems sensible in consultation with key personnel.
- Monitor the weather conditions
- Ensure salt bins/sand bags are fully stocked, shovels are available and working parties are notified
- The Headteacher, in consultation with the Chair of Governors if possible, will decide to close the school when the weather conditions make it dangerous or impossible for people to travel to school, at which point they will initiate the school closure procedures (see Closure of School Plan section 5.4).

Section 6

6.1 Accidents off Site

Wokingham Borough has an 'Off Site and Hazardous Activities' Policy, which sets out procedures and standards that must be followed when children and other service users are taken on trips or other activities outside of the normal premises. A copy of this procedure should be located with your Educational Visits Coordinator – Gloria Ellis , Ext 2280. You may also wish to place a copy in this folder.

A copy of the local authority Policy, the school's own local policy and procedures, and details of all off-site activities can be viewed and are stored on the evolve off-site activity management system at www.wokinghamvisits.org.uk . Contact your Education Visits Coordinator if you do not have a user account / log-in details.

As part of the 'Off Site and Hazardous Activities' procedure, staff involved in planning, organising and undertaking trips must ensure that appropriate systems are in place in the event of an emergency.

This must include:

- Staff on the trip holding emergency contact details for the establishment or Setting, if any part of the trip extends outside of normal working hours/days.
- The emergency contact(s) back in the establishment or Setting knowing the procedure for raising the alarm if they receive a call indicating an emergency. This is particularly important at the weekends and in the evenings.
- A list of emergency contact details for all those on the trip, including members of staff. These details need to be held at the establishment and a copy should be taken on the trip.

If an incident occurs on any trip, or during a hazardous activity, the Children's Services and Corporate Health and Safety must be informed, in addition to any local reporting or emergency response arrangements.

6.2 Any Other Incident

- Follow Critical Incidents Flow Chart.
- Follow the protocol for consulting/informing Children's Services if the school has to be closed.
- Some of these events may appear extreme and unlikely to occur or affect your Setting, hence planning should focus on key risks as identified in the Risk Assessment, however, many such incidents have occurred in Settings at home and abroad in recent years.

Section 7

7.1 Locations of emergency shut offs.

- *Cut-off valves and switches for gas and electricity
Plant room next to onsite Nursery- Key with Site team.*
- *Cut-off valves and switches for water
Service yard, adjacent to road site fence - accessible*
- *Location of fire and intruder alarm system reset box
Community Zone, reception area*
- *Fire hydrants
Sprinkler system located in service yard -Key with site team*
- *Emergency exits
All fire route signposted in buildings.*
- *First aid equipment
Community zone medical room*
- *Defibrillators:
Outside main reception, outside PE block, On fence by new 3G Pitch Facility and inside the main entrance doors of each teaching block.*
- *Alternative access points in case of road closure
Waingels Road has three entrances, one is the service yard, other two, entry and exit. Pedestrian access only from Demark Avenue.*
- *Vehicular entrances (especially those suitable for large vehicles such as fire engines).
Main entry and exit gates from Waingels Road,*
- *Which vehicular entrances are unlocked during Setting hours and who holds the keys out of office hours – Listed on page 13*
- *Pedestrian access to the setting – via Denmark Avenue*
- *School field is a designated landing area for air ambulance.*

7.2 Business Continuity

Business continuity planning is the process involved in ensuring that a business or organisation can continue to deliver its critical services during and after an emergency. In the case of schools, one of these services is to continue pupils' education. A school is most likely to experience an emergency that affects the school building, which could be anything from a fire to a flood. In this instance the school would contact the RPA (Risk Protection arrangement) and follow their protocol for such instances.

Business continuity in terms of ICT issues. All data is backed up onsite and offsite both daily and weekly to eliminate risk. It is also regularly restored to check the validity of the backups by the IT Manager.

7.2.1 Facilities list

Facility	Location	Description
Emergency Kit	First Aid Room, Community Zone	
Keys – to buildings	Contact: Jon Tagg, Site Manager 0118 9690336 Ext 2258 Mobile: 07557997969 Contact: Russell Timbers, Site Assistant. 07796171317 Trevor Batts, Site Assistant 07906022926	Grand Master Key: GMK 1 Master Key: SMK1
Keys – to external doors and gates	As Above	GMK1 Master key for external doors and standard key for onsite padlocks to gates. Spare set of keys is held behind reception as well as all site team members having keys Combination locks all use the same code available from the site Manager/site team members. Access code for electric gates -contact any member of the site team above.
Next of Kin contacts for all	All available from MIS	SIMS
First Aid Kits - Defibrillators	<ol style="list-style-type: none"> 1. Main Entrance by Reception on wall 2. On fence by New 3G Pitch 3. Outside PE Main entrance 4. Entrances of Red (inside), yellow (inside) and green. (Inside) 	Total of Six located on site. Three accessible from within the school ground externally.
Fire control		
Fire hydrants	Sprinkler System on site with diesel backup, located in the service yard.	Service yard
Fire extinguishers	<i>On Fire evacuation routes</i>	Tested annually, November
Fire exits	Sign posted in each building	Several exit routes in each building. DDA compliant, school rebuild 2012
Lifts	Community, Red, Weeks, Green, Yellow	

Supply Shut Off switches/ valves		
Gas shut off	Plant room adjacent to nurse	Contact Site Manager 07557997969 or Site Assistant 07796171317
Electricity shut off	Plant room adjacent to nursery	Contact Site Manager 07557997969 or Site Assistant 07796171317
Water shut off	Service yard, adjacent to fence with roadside	Contact site Manager 07557997969 or Site Assistant 07796171317
Cleaning materials		
Clean up equipment	Cleaners Cupboards in each block. External shed at rear of Green zone for supplies	Contact site Manager 07557997969 or Site Assistant 07796171317
Protective clothing	Site office	Contact site Manager 07557997969 or Site Assistant 07796171317
Flammable materials	Workshop =- storage area has a concrete roof and vented doors.	Contact site Manager 07557997969 or Site Assistant 07796171317
Toxic materials	COSHH Register. Site, Food and Science.	Contact site Manager 07557997969 or SBM jokeefe@waingels.wokingham.sch.uk

Section 8

Support

The effects of a critical or traumatic incident on a child can be wide ranging and can impinge upon his or her family, other children (particularly those close to the child or the incident, or who may be emotionally vulnerable themselves), and upon the staff at the Setting.

8.1 People focus is the main priority

This involves:

- Honesty.
- Sensitivity.
- Giving people information and choice.
- Not over protecting parents/staff from facts.
- Remembering the Setting doesn't own the pupils and the tragedy, parents and relatives do.

8.2 During the event

Speeding recovery and minimising the impact of an event, begins at the time of the event.

At the time of the event the following should be endorsed:

- People focus criteria (above).
- Communications - set up communication lines as quickly as possible.
- Do not leave a recorded message on the Setting phone unless it is directing parents to a help line where they can talk to someone (the Children's Services Emergency Planning Team can assist with a help line).
- Brief and inform staff as soon as possible.
- Keep them informed.

8.3 After the event

The successful management of critical incidents depends on the Setting taking appropriate action and providing support after as well as during a critical incident or emergency. The recovery timeline following a critical incident will vary depending on the circumstances; the Setting should consider this a guideline only.

Within 24-72 Hours

- Hold briefing meetings for staff/students/parents to keep them informed.
- Arrange counselling as needed.
- Provide opportunities for staff, pupils and parents to talk about the incident.
- Provide support to staff, helpers and pupils (1-1 or group).
- Debrief all relevant persons.
- Restore normal functioning and service delivery as soon as possible.
- Plan reintegration of pupils/staff.
- Head should consider writing a letter to all parents and students from the heart, letting them know they can express emotions and asking what they need from the Setting. Act on the responses.
- Complete statutory reporting of accidents.
- Identify and consider legal implications and seek legal advice appropriately
- Initiate a review of the rainbow plan

9.1 Procedures - Fire Drill

Procedure for Fire Evacuation February 2023

The key revision is the removal of registration of staff and Pupils; however, Clearance of the buildings is now absolutely essential. There is a person assigned to each floor of each building and a deputy to make sure this happens. All staff should make sure the room they are vacating is empty. In addition, all windows should be shut and doors not left propped open.

All persons with responsibility need to have a Radio, please contact IT support. Keep it charged and ready for use.

All SLT are to be aware of combination lock code so they can open any gate or area in an emergency.

- On the sounding of the fire alarm, **all buildings** to be evacuated
- **Regardless of time of day** (lessons or break/lunch) all students to move to the muster point for their year and tutor group.
- All radios should be on channel 4 so Site staff can communicate with SLT/administrators and vice versa

Muster Points

Years 7/8/9/10/11/12/13

- Year 7 Tennis Courts behind the Red Zone – Muga side
- Year 8 Tennis Courts behind the Red Zone – Garden side
- Year 9 MUGA – tennis courts side
- Year 10 MUGA – field side
- Year 11 Grass between the tennis courts
- Year 12* Tennis Courts in front of the Sports Block – school side
- Year 13* Tennis Courts in front of the Sports Block – field side

Courts to be unlocked by Reaghan Quartermaine or Chris Hughesdon. SLT to cover in emergency.

Tutor Group assembly

- Heads of Year & SLT member assigned to manage students at the muster point

- Tutor groups to be lined up by their tutor in silence(or the person that took the register that morning
- Students to stay in tutor lines until 'All Clear' is given. SLT member assigned to year groups will co-ordinate orderly dismissal

Teaching Staff without a tutor group

- to support with year 11

Associate Staff without a tutor group and all Visitors

- Those associate staff with a clear 'Zone Membership' of red, green or yellow to muster with years 12/13, tennis courts in front of the sports block entrance.
- **ALL OTHER** associate staff to muster in front of the Community Zone

Site Team

- CFO to go to community Fire panel and wait.
- Duty Site Manager to view closest fire panel and immediately check the area where the sensor has been triggered.
- Duty Site Manager to inform College fire officer if the fire is real or a false alarm by radio or mobile phone ASAP
- If false alarm - Duty Site manager to rectify problem then report to CFO when done

Building Clearance -

Fire Wardens (listed in table below)

Fire Wardens are to ensure their building is cleared in a safe way and that it is empty.

All fire wardens must complete the "How to be an effective Fire warden or Fire Marshall" on educare website.

<https://www.myeducare.com/login/index.php>

Zone	Floor	Responsibility	Reserve
Community	Ground	Sonia Hall	Melissa Yiannapas
	First	Jane Jennings	Jo Polle
Green	Ground	Naomi Aitken	Kim Sewell
	First	Lizzie Fellowes-Freeman	Rick Sinfield
Yellow	Ground	Nicky Jones	Jo Campbell
	First	Lisa Verhoog	Claire Riley
Red	Ground	Emily Quiggin	Shannon Heard
	First	Lee Sweetzer	Laura Percival
PE Block		Chris Hughesdon	Reaghan Quartermaine

R122/R123 First Floor site building	First	N King	D Owen
New Maths Rooms	Single storey -ground	Mary Godden	Laura Cox

- Fire Wardens - to ensure their building is empty, report “building clear” to Fire Officer and then move to muster point. In the case of discovering fire – DO NOT PUT YOURSELF at risk

- Heads of Year– to walk with the students to maintain order.
- Leadership Team – to allocate themselves to each of the muster locations, in particular:
 - Year 7/8 Laura Chislett, **Tennis Courts behind the Red Zone**
 - Year 9/10 Katherine Heaton, **MUGA**
 - Year 11 Nikki Street, **Grass between the tennis courts**
 - Year 12/13 Claire Ward, **Tennis Courts in front of the Sports Block entrance**
- All Muster point Assemblies must wait for instruction from Fire officer.

Giving the All Clear

College Fire Officer to establish if the situation is

- A False Alarm – if so contact each muster point to inform that students/staff can be released
- A genuine fire –if so....
 - Ensure the emergency services have been contacted
 - Inform Muster points that we have a genuine fire and to await further instructions
 - Ensure that all buildings are clear
 - All paperwork to be filed by site manager as evidence of the drill/fire with actions and recommendations.

Key Staff who need a ‘Deputy’ to cover in their absence

Role	Member of Staff	Deputy
College Fire Officer	Nick Johnson	Lee Sweetzer
Community Zone Muster point co-ordinator	Sharon Millington	K Foster/J O Keeffe
College Receptionist	Alison Smith	Julie Crisp

Updates 14/02/2022

1. The Pedestrian gate and vehicle access gates between Green zone and Community Zone both now on combination locks. Both have the same code and will be opened by Alison Smith. All SLT members will also know the code so in the event of an emergency they can give access to the site
2. The two reception doors will be also deactivated by the emergency break glass being pushed by Alison Smith or SLT member.
3. Disabled evacuation.
 - a. Any students/staff on the first floor of any of the buildings who are not physically able to leave by the stairwells or forums stairs must wait at the top of the forum stairs.
 - b. First floor Fire Marshalls will inform the Fire Officer by radio that the building is clear with the exception of students/staff that cannot easily evacuate, (detailed below).

Zone	Floor	Responsibility	Reserve
Community	First	Jane Jennings	Jo Polle
Green	First	Lizzie Fellowes-Freeman	Rick Sinfield
Yellow	First	Lisa Verhoog	Claire Riley
Red	First	Lee Sweetzer	Laura Percival

- c. The Fire Officer will radio Sonia Hall to send an IIP to any zone that needs student support. The IIP must have a radio and be in radio contact at all times.
 - d. The IIP will remain with the students whilst the Fire Marshall waits with their tutor group. If the fire alarm turns out to be a drill/false alarm, this will be notified by radio to all. The IIP can then remain in place with the student(s) until notification that it is safe to return.
 - e. Upon notification of a real fire in any of the buildings, the Fire officer will attend immediately with a member of SLT and the school health professional. A decision will be made speedily on the best way to evacuate. This will likely be by the use of the evacuation chairs, of which there are two in each building. The schools Health Professional will be on hand to offer advice on the best methodology. One pupil in the school has a PEEP (Personal emergency evacuation plan).
- 7 – DT, Food Tech, Canteen, science technicians to be given notice of fire drills in the interests of minimising risk.
- 8– Staff to close their classroom or working space doors and windows but DO NOT lock them.
- 9– List of hazardous materials in Science and Art to be kept in the fire panel in community zone for the fire brigade.

Updates - 07/02/2023

Special Fire Procedure guidance - Radioactive Sources

If the fire alarm sounds, follow the school's fire safety procedure. Safety of people takes priority. Focus on evacuating the students without delay. If a source is in use when the alarm starts return it to its immediate container if this can be done quickly. Do not take the sources outside of the lab or prep room. Tell the senior fire warden, and the Fire and Rescue Service if they attend the alarm where the sources are. Also tell the RPS (Schools) as soon as possible. You must not return to the building until the senior fire warden says it is safe to do so.

For fire alarms that turn out to be a drill, a false alarm or a minor fire far from the laboratory, when it is safe to return to the building, make sure that the RPS (Schools) or another authorised member of staff is allowed back into the building first so they can secure the sources before the students return.

Standard operating procedures: Document location	
Document	Location
Radioactive source history	G115
Use log for radioactive sources	G115
Monthly simple check log book	G115
Annual detailed check of radioactive sources and store	G115
List of authorised users of radioactive sources	G115 & G020
List of radioactive sources held	G115 & G020

6.6 Standard Operating Procedures

Standard Operating Procedures: Contact information		
School or College		Waingels College
Radiation Employer	Governing body	Waingels College
Radiation Protection Supervisor (Schools) (RPS (Schools))	Name Internal. E-mail	Ms. E Fellowes-Freeman Ext 2247 FeIEFL@waingels.wokingham.sch.uk
Deputy RPS (Schools)	Name Internal tel. E-mail	Mrs Moya Taylor Ext 2254 or 2255 TayMTY@waingels.wokingham.sch.uk
Radiation Protection Adviser (RPA)	Name	Dr. Mike Gooding
RPA via CLEAPSS scheme <input checked="" type="checkbox"/>	RPO: Name Tel. E-mail	Mr. Lawrence McCammick 07825 063299 healthandsafety@wokingham.gov.uk
Contact for advice: CLEAPSS		07801 664618

Fire Procedure update February 2023

Useful Websites

Health & Safety:

<http://www.teachernet.gov.uk/visits>

<http://www.hsedirect.gov.uk>

<http://www.the-fic.org.uk> (Fire Industry Confederation)

<http://www.standards.dfes.gov.uk>

<http://www.hpa.org.uk/topics/index.htm>

Emotional Support:

Childline – is a confidential and private service for children and young people up to 19, you are able to speak with a counsellor telephone 08001111, option for online chat

<https://www.childline.org.uk/pages/home.aspx>

The Samaritans - Voluntary agency providing 24-hour support for people feeling depressed, isolated, or in despair Telephone: 0345 90 90 90 (helpline).

Women's Aid Federation - Voluntary agency providing support and temporary refuge for people threatened by violence or abuse Telephone: 08457 023 468 (helpline).

Mediation UK - Voluntary agency working to help individuals and organisations to resolve conflict Telephone: 01179046661.

Daisy's Dream – Child Bereavement Organisation: email at info@daisydream.org.uk or Telephone: 0118 934 2604.

Homicide.

Cruse Bereavement Care - Voluntary agency providing a support service to anyone who has been bereaved Telephone: 0870 167 1677 (bereavement line).

The Compassionate Friends - Support for bereaved parents and their families by those similarly bereaved Telephone: 0117 953 9639 (helpline).

Support after Murder and Manslaughter (SAMM) - Voluntary agency providing support to families bereaved by homicide Telephone: 020 7735 3838.

Racist Crime.

RaceActionNet Online - service providing contacts and knowledge to practitioners and policy makers for dealing with racial incidents, racial harassment and racist crimes in the home and neighbourhood.

Reporting Hate Crime - <http://www.wokingham.gov.uk/community-and-safety/community-safety/hate-crime/> Contact Thames Valley Police to report for non-emergencies 101 or 0845 8505 505 or in emergency call 999

Sexual Violence

Lifeline - Help for Victims of Violence in the Home, Sexual Abuse and Incest Voluntary agency providing support and advice for families experiencing violence within the home Telephone: 01262 469085. <http://www.innersanctuary.org.uk/>

Useful Websites continued;

Crimes Against Children

Contact your local children Safeguarding team

Anti-Bullying Campaign - Voluntary agency working to help parents of children bullied at School Telephone: 020 7378 1446.

Bullying Online - Help and advice for parents and children. <http://www.bullyonline.org/>

ChildLine - Voluntary agency providing a telephone counselling service for children and young people in danger and distress Telephone: 0800 1111 (24-hour free helpline).

Kidscape - Voluntary agency working to promote children's safety and prevent child abuse and bullying Telephone: 020 7730 3300.

NSPCC - Voluntary agency working to prevent child abuse and neglect Telephone: 0800 800 500 (24-hour child protection helpline).

Reunite (National Council for Abducted Children) - Voluntary agency working to reunite abducted children with their custodial parent Telephone: 020 7375 3440 (advice line).