


Baden Powell Primary School



Emergency Incident Response Plan

School:	BADEN POWELL PRIMARY SCHOOL	 CARDIFF CAERDYDD
<i>Emergency Incident Response Plan</i>		



Emergency Incident Response Plan


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Introduction

Cardiff Emergency Management Unit have devised a template for a Basic Incident Response Plan. It is proposed that the template is adopted, and developed as a reference document for use by staff when responding to a request for assistance with an incident...

- Outside the scope of the normal operation for the school.
- or...*
- Outside the normal school hours.

Aim

The aim is to produce an incident response plan for use during an incident, providing responding staff with a framework to follow.

Objectives

The objectives of this document are to:-

- Create an awareness of the need for planned arrangements to be made.
- Establish a basic set of procedures for responding to incidents.
- Establish a comprehensive list of 'out of hours' contact details for organisation support, school staff, and contractors.
- Develop resilience within the school.


Scope of the Document

This incident response plan includes...

- Contact details regularly updated by the school for use in an emergency.
- The initial action required from the school for the identified incident.
- Reference to other plans to be used in conjunction with this document.

The incident response plan does not ...

- Identify an exclusive list of incidents which require a response.

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Useful Definitions

The ensuing definitions have been included to assist staff in categorising the scale of response required.

Minor Incidents

A minor incident is an occurrence which requires special attention, but can still be dealt with inside the normal working remit of the school.

Major Incidents

"A major incident is any emergency that requires the implementation of special arrangements by one or more of the emergency services, the NHS or the local authority for:-

- a) The initial treatment, rescue and transport of a large number of casualties;
- b) The involvement either directly or indirectly of large numbers of people;
- c) The handling of a large number of enquiries likely to be generated both from the public and the news media, usually to the police;
- d) The need for the large scale combined resources of two or more of the emergency services;
- e) The mobilisation and organisation of the emergency services and supporting organisations, e.g. local authority, to cater for the threat of death, serious injury or homelessness to a large number of people."

Dealing with Disaster – Revised 3rd Edition


Further Definitions

An Incident On/Or Affecting School Premises Is...

An incident which directly or indirectly affects either one or all of the following...

- a) The school.
- b) The staff.
- c) The pupils.

e.g. *A deliberate act of violence, such as the use of a knife or firearm.*

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An Incident Off The School Premises Is...

An incident which directly or indirectly affects either one or both of the following...

- a) The staff.
- b) The pupils.

e.g. Transport related incidents.


IN RESPECT OF SCHOOL TRIPS AND VISITS, GUIDANCE IS AVAILABLE FROM THE WELSH GOVERNMENT WEBSITE – EDUCATIONAL VISITS; A SAFETY GUIDE FOR LEARNING OUTSIDE OF THE CLASSROOM, ALL WALES GUIDANCE.

Managing Incidents

Please be aware that when the emergency services deal with an incident, they follow a well developed set of procedures and protocols to ensure that they work together to mitigate the affects of the incident.

Whilst it is essential that the document is used as a reference resource, their instruction advice and guidance should be followed at all times.

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BADEN POWELL PRIMARY SCHOOL brief overview


This section provides you with the opportunity to detail information relating to your Educational Establishment

Baden Powell Primary School
Muirton Road
Tremorfa
Cardiff
CF23 5HJ

Tel – 02920461894
Fax – 02920462676


Email – schooladmin@badenpowellprm.cardiff.sch.uk

Acting Headteacher – Mr Ceri Gibbon
Acting Deputy Headteacher – Miss Rachel Letman


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➤ Please see map below for an introduction to our immediate locality.



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- Describe the educational establishment, consider the following points:
- The school opened in 1936
 - It is single storey construction
 - There are two demountable buildings and a wooden cabin also on site.
 - The site can be accessed via Muirton Road.
 - The school opens between 7am-6pm during school terms and various weeks during the school holidays.
 - The school caters for pupils between 3-11 years old.
 - There is approx. 20 teaching staff and 30 support staff on site during the day.
 - There are no high level special needs recorded.
 - There is a school Breakfast Club from 8.15am and a lunchtime provision from 12.15pm.
 - The caretaker works am and pm only with an absence during midday.
 - There are very few to no out of hours site rentals.

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Statement of Intent

A statement of the establishment's intent to make reference to and review this document should be included. The statement of intent should which reflect the following theme:

This incident response plan will be referred to in the case of any incident which directly or indirectly affects the Educational Establishment, staff, pupils, students. It will be revised annually for the purpose of review and updating or if there are any changes i.e. contact details, first aiders etc.

Plan Established: **June 2014**


Last Reviewed: (Refer to the List of Amendments, Versions and Updates record sheet)

February 2016

April 2018 – Ceri Gibbon (AHT)

August 2019 – Ceri Gibbon (AHT)


April 2020 - Ceri Gibbon (AHT)

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Resources to be used in an Emergency

This section provides you with the opportunity to detail the resources that maybe required during an emergency situation. Within the following information you will find suggested points that you should consider including in this section, please delete/insert/amend/add as necessary:

- Telephones: There are external line telephones in the - ***Office and Headteacher's Office - see plan Appendix 1***
- Dial 9*** to obtain an outside line.
- Electricity: Fuse boxes are located - ***Stock cupboard at the front entrance – see plan***
- Gas: The main stopcock is located - ***Lever in toilet in school kitchen – see plan***
- Water: The main stopcock is located - ***Multiple locations – see plan***
- Fire Extinguishers: ***All located throughout the school and stored in the main corridors.*** Please refer to Appendix 2 for the Fire Drill Procedure.
- Fire Blankets: ***Are located in the staffroom.***
- Hose Reel: ***There are no hose reels.***
- Fire Alarm Control Box: ***Near Class 5 and the Caretaker's Stockroom.***

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Smoke Detectors & Automatic Door Release: ***Smoke detectors are located throughout the school.***


Emergency Exits: ***Located in every corridor, Nursery Building, Demountable Building, Large Hall & R-Yr1 Classrooms.***

Security Alarm Box: ***Caretakers' Stockroom***

Panic Alarms: ***There are no panic alarms.***

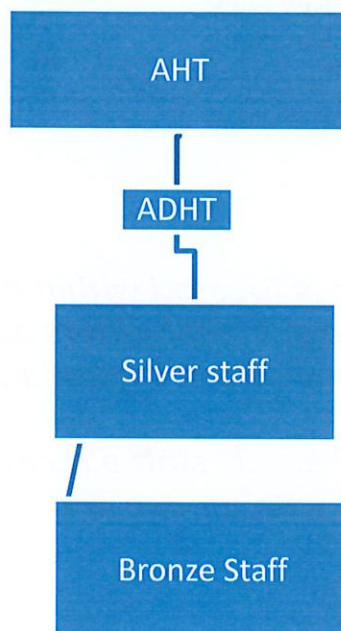
First Aid: ***There is a First Aid Toilet at the front of the school and a First Aid station within the Infant and Junior Corridors. The Cwtch has dual use and can be used as First Aid Room – see plan***

Please refer to the 'List of First Aiders' section for a list of first aiders.

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Organisation Structure Chart


This section provides you with the opportunity to detail the staff structure of your educational establishment. You will find below a template of an organisation structure chart for use if necessary.



Gold Level Mrs C Gibbon & Miss Rachel Letman

Silver Level SLT & School Admin Staff

Bronze Level Teachers & Teaching Assistants.

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List of First Aiders

Name	Area	Date of Renewal
Mrs Michelle Curtis	Breakfast Club	2/9/19
Mrs Bev Rodd	Breakfast Club/Lunch time	4/10/19
Miss Shanahan	Foundation Phase	11/7/19
Mrs Hill	Foundation Phase	4/10/19
Mr Davies	Key Stage 2	1/5/18
Mr Green	Key Stage 2	2/12/19
Mr Pritchard	Foundation Phase	tbc
Miss Letman	Key Stage 2	2/12/19

Portable Defibrillator

A portable defibrillator is located within the School Office and can be used by all school stakeholders and community members, most staff have been trained in its use.


If the defibrillator is taken off staff a member of the Office Staff will go with it to assist with its use and return to school.

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List of other Trained Staff

Please insert a list of the members of staff who have received training i.e. Manual Handling etc.

ESTATES MANAGER – IAN BAZZARD - MANUAL HANDLING


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School Response.

In the event of an incident, the Headteacher/ Centre Manager or nominated person must be notified. That person will be responsible for activating the incident response plan based on the details available.

Once notified, the responding staff must commence an [Incident Log](#) (for a hard copy of the **Incident Log Sheet please see Appendix 3**), noting the time of the call, the details of the incident received to date. Staff will adopt procedures as necessary to deal with the incident.

Additional details received and any subsequent action taken must also be noted on the log sheet for future reference. It is essential that accurate records are kept together with relevant dates and times, to assist with any review and debrief after the event; and to ensure that the facts are not clouded at a later date.

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Educational Establishment Contact Details (including out of hours details)

This section provides you with the opportunity to detail home and mobile contact details of all your staff in the case of an emergency situation. NB: make reference to the members of staff who are Key Holders.

It is particularly important that this list is kept up-to-date.

Consider including contact details for the following personnel:


Acting Headteacher	07792573742 Key Holder
Acting Deputy Headteacher	077817139111
Chair of Governors	07708556122
Estate Manager	07597808386 Key Holder
H&S contact officer	07481846301/07792573742
All teachers / tutors	See attached list
Office Manager	07940190934
Office Clerk	07917766768
Teaching Assistants	See establishment list Appendix 5
Mid day Supervisors	See establishment list Appendix 5
Cleaners	See establishment list Appendix 5
Kitchen staff	07504976720

NB: This is not an exhaustive list. Please include any other individuals as required.

External Contractors Details

If assistance is required from external contractors during an incident, a list of contact details (Out of hours) should be included in this document. The information should be completed by the school.

FM D Job. 02920788188

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LEA Contact Details (including out of hours details)

If you experience an emergency situation please contact the on call Bronze Officer.

24 hours - On call Bronze Officer 02920 872998

This contact number is available 24 hours a day and is to be called in the event of an emergency only. It utilises a rota system of Education Bronze Officers so that an officer is always available.

Area Planning & Development Officer Martin Burrows 07813 182906
(Bronze Officer)

Area Planning & Development Officer Nasir Shathur 07971 733134
(Bronze Officer)

Area Planning & Development Officer Dean Griffiths 07971 733132
(Bronze Officer)

Area Planning & Development Officer John Connor 07791 412005
(Bronze Officer)

School Organisation Planning - main office 02920 872720

Facilities Management


D Desk (Emergency jobs) Office hours: 02920 788188
Monday – Thursday 8am–4.30pm
Friday 8am–4.15pm

24 hours 02920 238333

Services & Compliance 02920 872949
Monday – Friday 8am-5.00pm

Health Improvement Team 02920 871845

Media Team 24hrs 07989996112

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Emergency Planning Training Useful Contacts
Area Planning Officers (SOP) on call officer 029 2087 2998
Office Number 029 2087 2947

John Connor	029 2087 2780	07791412005
Martin Burrows	029 2087 2797	07813182906
Nasir Shathur	029 2087 3716	07971733134
Dean Griffiths	029 2087 2783	07971733132
Emergency Management Unit		
Duty Officer	029 2082 7234	
Corporate Health & Safety Adviser		
Janet Lewis	029 2087 3967	
Education Compliance (Room 422, County Hall) educationhs@cardiff.gov.uk		
Nathan Willcox	029 2087 3714	
Phil Andrews	029 2087 2785	
Ann George	029 2087 2949	
Corporate Media Services		
Jeremy Rhys (Education)	029 20872639	07817708955
Timothy Gordon	029 2087 2964	07989996112
Safeguarding Team		
Andrea Mazloom	029 2233 0879	Safeguarding (Support & Advice)
Jo Bowman	029 2233 0876	Safeguarding Officer
Nikki Loukisas	029 2233 0878	Safeguarding Officer (Training)
Public Health Wales		
Dr. Sarah Jones	029 2087 3819	
School Passenger Transport		
Team	029 2087 2808	
Catering Services		
Chris Davies	029 2233 0920	07736 728953
Judith Gregory	029 2233 0940	07870 646028
Theo Callender	029 2233 0933	
Educational Psychologists Contact details		
Ffion Buckland-Williams	029 2233 0731	
Fiona Prodöhl	029 2233 0736	
Jo Pike	029 2233 0780	
Janet Smith	029 2233 0732	
Claire Leahy	029 2233 0734	
Central contact no.	029 2233 0731	
South Wales Fire Officer		
Mark Williams	07919 227708	
Natural Resources Wales		
Ceryl Hughes	ceryl.hughes@naturalresourceswales.gov.uk	

Scenario


Reports received on the morning of 11th January that part of a school roof had blown off in severe gales, causing damage also to the roof of adjoining buildings.

Pupils were in the school but were inside at the time, no injuries have been reported.

The roof of the main block had been blown away and the roof of the adjoining building, causing consequential damage to their roof. The debris and remains of the roof blew into the play areas.

It has been reported that the roof is only 18 months old.

\\ccfile1a\l\offices\Services & Compliance\Emergency Planning\School Emergency Planning Template and training>Contact details cheat.doc

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Working Instructions

Who is responsible in an emergency situation?

This Emergency Incident Response Plan shall be activated should an emergency situation occur i.e. severe weather, violent assault, bomb threat etc.


It shall be the responsibility of the Acting Headteacher (*Mrs Ceri Gibbon*) to take immediate responsibility of the incident and activating the plan with the assistance (if necessary) of the Acting Deputy (*Miss Rachel Letman*). Dependant on the severity of the incident the Emergency Services should be contacted to request their assistance.

In the absence of the Acting Headteacher (*Mrs Ceri Gibbon*) the Acting Deputy/ (*Miss Rachel Letman*) will assume responsibility and every effort to contact the Headteacher (*Mrs Ceri Gibbon*) shall be made.

The On call Bronze Officer shall also be contacted in order to relay the details of the incident (*Dean Griffiths Area Planning & Development Officer 07971 733132 (Bronze Officer)*). The Bronze Officer should also be updated with the series of events if a serious situation unfolds. The Area Planning and Development Officers are trained Bronze Officers who can attend the scene of the incident to assist the Acting Headteacher (*Mrs Ceri Gibbon*), if necessary.

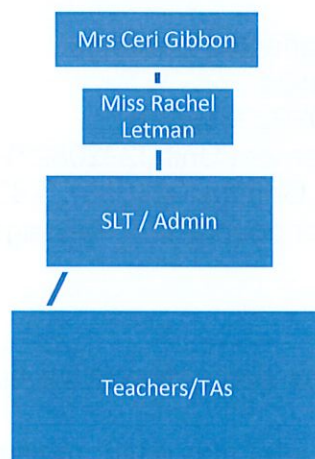
It may also be necessary to contact the Chair / Vice Chair of Governors to inform them of the situation (*Please refer to the Educational Establishment contact details*).

The Incident Log should be initiated as soon as the emergency situation occurs and should be continuously updated.

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Crisis Team


You may wish to consider creating a crisis team and depict this structure in a hierarchical chart. Listing the roles and responsibilities for members of staff will help them to understand their role in an emergency situation. You will find below a template of an organisation structure chart for use, if necessary.



Gold Level Mrs C Gibbon & Miss Rachel Letman

Silver Level SLT & School Admin Staff.

Bronze Level Teachers & Teaching Assistants.

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Emergency Procedures Plan

If and when an incident arises the following steps should be used as a guide.

Emergency Evacuation Incident

Gold Staff

Mrs Ceri Gibbon & Miss Rachel Letman

1. Assess the incident.
2. If appropriate evacuate the affected buildings.
3. Ensure 999 assistance is called.
4. Contact LA Bronze Officer 02920872998.
5. Contact Emergency Management Unit 02920827234.
6. Contact SOP Officers Dean Griffiths 02920872783.
7. Contact parents via school or council text message system.

Silver Staff

Admin Staff & Fire Wardens.

1. Fire wardens to supervise the evacuation of the building and check designated areas.
2. Office Staff to ensure class, staff and visitor registers are available to be checked.


Bronze Staff

Class teachers, Teaching Assistants.

1. Ensure all pupils and persons calmly evacuate the building and wait in the Assembly Points.
2. Check class/staff registers to ensure all persons are accounted for.
3. Report to the SLT any missing persons.
4. Tick persons/pupils off registers as they leave the site or are collected by parents.

Non-Emergency Buildings Incident

1. Assess the incident.
2. Evacuate the affected area.
3. Contact LA for advice SOP Bronze Officer 02920872998.
4. Contact FM for buildings support 02920788188, record a "D Job".

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Lockdown Procedures

1. Follow designated Lockdown policy and procedures (Appendix 6)
2. Gold Staff to instruct school members to close all doors and windows.
3. Contact 999 for help and assistance.
4. Ensure all breaks are suspended.
5. Silver Staff to check all external doors and windows in their designated areas are securely locked.
6. Bronze Staff to supervise children and ensure a calm environment is maintained.
7. Gold Staff to monitor the incident and respond appropriately, ensuring no one leaves the building until the incident has been rectified.

Contacting Staff in an Emergency

Mrs Ceri Gibbon will ask the Office Staff to contact all other staff members via the school's text message system/WhatsApp Group.


During operating hours

All relevant staff shall be informed of the situation either verbally or with the use of the internal telephone system (**please refer to Appendix 1**).

Outside operating hours

All members of staff shall be contacted and informed of the situation with the assistance of the 'Contact Detail' list. If possible, contact key personnel who shall contact and cascade information to the remaining members of staff.

Acting Headteacher (***Mrs Ceri Gibbon***) (if necessary the Deputy (***Miss Rachel Letman***)) shall direct staff to any specific duties.

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Contacting Parents/Next of Kin in an Emergency

Mrs Ceri Gibbon will ask the Office Staff to contact other important adults via the school's text message system as required.

Dependant on the severity of the incident parents / carers / guardians will either be informed of the incident via the Council Text Alert System, local radio announcement or individually by telephone (**with the use of pupil admission information**). This should occur following advice from the LEA's Communications/Press liaison Team. Contact should be made with the Bronze Officer (**Dean Griffiths Area Planning & Development Officer 07971 733132 (Bronze Officer)**) to alert them of the situation who can then assist with liaising and informing the Communication/Press liaison section of the situation. You could consider including updates on your educational establishment website and the Council 'Is My School Open' webpage, if necessary.


Council Text Alert System

The following website can be accessed via a www device to contact all staff, parents and officers to inform of a school closure.

<http://schoolclosures.cardiff.gov.uk/login>

Contacting the LEA in an Emergency

The on call Bronze Officer should be contacted ((**Dean Griffiths Area Planning & Development Officer 07971 733132 (Bronze Officer)**) when an emergency incident occurs who will provide support and advise on the next course of action and also liaise with other departments as necessary. For further information please refer to the 'Responsibility for the Incident' section.

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Enlisting the help of other departments in the Local Authority

Contact can be made with the Bronze (([Dean Griffiths Area Planning & Development Officer 07971 733132 \(Bronze Officer\)](#)) who can direct the query onto the appropriate section i.e. Facilities Management, transport section if journeys are cancelled or to organise the early collection of pupils via transport contactors, drivers and escorts.

Dealing with the Media

Once the Bronze Officer (([Dean Griffiths Area Planning & Development Officer 07971 733132 \(Bronze Officer\)](#)) has been informed of the situation, they will decide if it is necessary to contact the Silver Officer to liaise with the Communications/Press Liaison Team who will deal with the Media directly.


Administrating an Incident

The [Incident Log sheet](#) (see [Appendix 3](#)) must be continually updated with information as it is received. This must include details of the action that has been taken to deal with the incident.

An accurate and up to date log will assist with a review and debrief after the event.


Administration staff can potentially respond to all telephone queries and liaise with the senior personnel i.e. Acting Headteacher ([Mrs Ceri Gibbon](#)) to pass on details to other members of staff, if necessary.

The logs should be keep indefinitely should there be any cause to review the incident i.e. litigation.

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Major Accident where one or more person(s) is affected/injured

- The Acting Headteacher (*Mrs Ceri Gibbon*) shall assess the situation to determine the next course of action to take. Contact should be made with the Emergency Services and relay the details of the injuries, location of the Educational Establishment etc
- Follow the Fire Evacuation Procedure to evacuate all other pupils / young persons / staff / visitors etc, if necessary
- Notify first aiders to perform first aid treatment until the Emergency Services arrive
- The on call Bronze Officer should be informed of the incident ((*Dean Griffiths Area Planning & Development Officer 07971 733132 (Bronze Officer)*)).
- Contact should be made with parents / guardians / carers to inform them of the incident and its impact on their child(ren).
- The Council Text Alert system can be utilised to update the Council website, media, transport and senior officers within the Education Service and/or parents.
- The details of each incident must be recorded on the Education Service Pupil Accident Notification Form and returned to Services & Compliance, Bessemer Close CF11 8XL or fax no. 02920 872762 **within 5 working days** of the accident occurring. However, dependent on the seriousness of the incident, it should be reported as soon as possible. The Services and Compliance Section will complete a F2508 form which will be reported to the Health and Safety Executive (HSE) in accordance with RIDDOR requirements, if necessary.

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What to do in the event of a violent incident

Please note that at no point shall any individual place themselves in any danger

A violent incident consists of threatening or violent behaviour, which can include:

- Intimidation such as banging on a desk, shouting, swearing, spitting or kicking furniture
- Threatening behaviour such as verbal threats, gestures, obstructions etc
- Possession of a weapon of any kind regardless if the individual threatens to use the object
- Showing aggression whilst under the influence of drugs or alcohol
- Assault from shouting, punching, poking, grasping clothing
- Unwanted physical contact
- Assault causing actual or grievous bodily harm
- Personal insults
- Insulting behaviour
- Racial and sexual harassment
- Harassment on the ground of disability
- Bullying

Following a violent incident


- If required, ensure that the individual receives immediate first aid treatment
- The Emergency Services should be contacted if the individual requires hospital treatment
- Ensure that all staff and pupils are safe and secure
- The individual subjected to a violent incident should notify the Acting Headteacher (*Mrs Ceri Gibbon*) of the incident or if the individual cannot personally relay the information a member of staff should notify the Acting Headteacher (*Mrs Ceri Gibbon*).

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- Dependent on the severity of the incident usher the individual to a private area. The comfort and assistance of a friend or colleague maybe necessary
- The details of the incident must be recorded on the Violence at Work Report Form and returned to Corporate H&S, County Hall
- If the individual suffers shock or injury they should consult their doctor
- If required, counselling can be arranged via the Employee Counselling Service (029 2023 5858)

Action at the time of the incident if Police assistance is sought

- If it is deemed necessary for Police assistance, the following information should be relayed:
 - identity of the caller
 - the location
 - whether anyone has been injured
 - a description of events
 - the number of offenders; whether they are still present and, if they have left (not the direction of escape if known)
 - a brief description of the offenders and any vehicles used
 - whether firearms or other weapons have been seen or used
- Whilst waiting for the Police, ensure the following:
 - preserve the scene as far as possible
 - discourage witnesses from leaving the premises until they have spoken to the Police
 - attempt to recall and record the descriptions of the offenders, including:
 - height
 - build
 - age
 - gender
 - ethnicity
 - clothing, footwear
 - accent, speech
 - names used in the incident
 - jewellery worn

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- other distinguishing features i.e. tattoos
- vehicle used and registration number

Action when the Police arrives

- when the Police arrive, ensure the following:
 - assist the Police as necessary
 - appropriate staff to provide witness statements
 - make an inventory of any stolen items


If the Police have been called, the Bronze Officer should be updated with the latest information due to the escalating situation ((**Dean Griffiths Area Planning & Development Officer 07971 733132 (Bronze Officer)**)).

What to do in the event of a bomb threat

Please note that at no point shall any individual place themselves in any danger

Every threatening call or message is to be treated as a serious threat until proved otherwise. All calls should be taken seriously.

- As soon as the nature of call becomes apparent, the individual receiving the call shall endeavour to keep the caller talking, by asking them to repeat message, where the bomb is located etc
- Attempt to record information as the caller receives it and if time permits when the message ends fill in the 'Threatening Telephone Call Information' questionnaire. A copy of the form can be located in Appendix 4
- Signal to another member of staff that a threatening call is being received who in turn should alert the Acting Headteacher (***Mrs Ceri Gibbon***)
- Once the caller has hung up do not replace the receiver and keep the line open
- The Police should be notified. The school should act upon instructions received by the police

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- The evacuation of the premises maybe necessary dependant on the advice received
- Inform the on call Bronze Officer of the incident as their assistance may also be required ((Dean Griffiths Area Planning & Development Officer 07971 733132 (Bronze Officer))

What to do in the event of a postal bomb


Please note that at no point shall any individual place themselves in any danger

Letter and parcel bombs consist of envelopes and packages i.e. 'jiffy bags'. Any of the following signs should warn you that a letter or package might contain a bomb:

- Grease marks on the envelope or packaging
- An unusual odour i.e. marzipan, almonds or machine oil
- Visible wiring or foil especially if the envelope or package is damaged
- The weight of the package is uneven
- The contents may be rigid in a flexible envelope
- The envelope or package may have been delivered from an unusual source
- The package may have excessive wrapping
- The envelope or package may contain poor handling, spelling, typing or may be wrongly addressed
- There may be too many stamps for the weight of the package

If you have any reason to suspect that a letter or package may contain a bomb, please follow these instructions:


- ✓ Put the envelop or package down
- ✓ Alert the Acting Headteacher (*Mrs Ceri Gibbon*)
- ✓ Ensure all windows are closed in the building if the suspect item is deemed to contain chemical or biological materials. If the suspect item is deemed to contain an incendiary device, windows should be left open
- ✓ If there has been a suspected chemical incident ensure personnel leave the room immediately, if they are physically able. Medical advice should

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be sought immediately from the Emergency Services if staff who have been exposed display symptoms of streaming eyes, coughs and irritated skin

- ✓ Instruct everyone to evacuate the room / area following a decision made by the Acting Headteacher (*Mrs Ceri Gibbon*) (sound the Fire Alarm)
- ✓ Use a roll call system similar to the fire evacuation procedure and ensure everyone is accounted for
- ✓ Contact the police immediately (999) ((*Dean Griffiths Area Planning & Development Officer 07971 733132 (Bronze Officer)*). The assistance of the 'Bronze Officer' maybe required
- ✓ Advice should be sought from the Police regarding further action
- X do not put the envelope or package into anything i.e. water
- X Do not cover the item
- X Do not move the item
- X On no account should anyone return to the building unless advised that it is safe to do so

Personnel who handle the mail should be briefed with this information

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Risk Assessment for closing the school due to severe weather

As with other closures the decision to close a school rests with the LA, who should be contacted in the first instance (**please refer to the most recent circular and LA contact details**). This decision is to be taken by the Chair of Governors in the case of Voluntary Aided Schools. However, an immediate or serious emergency, such as extreme weather conditions, may mean that the Acting Headteacher will need to use professional judgement about any risks and, if necessary, will decide to close the school if they are unable to get hold of the LEA. In these cases, the Acting Headteacher should inform the LEA immediately and where necessary for VA schools the chair of the governing body and subsequently, submit a written report to outline the circumstances.


In cases of severe weather the following needs to be taken into consideration:

- The school should not close until every child has been collected by a responsible adult. No child would be allowed to wander home on their own in extreme weather conditions
- Parents should be advised, in severe conditions, to check the Council and school website to find up-to-date information for their schools. Also to ensure that their emergency contact details with the school are up to date, as this is the preferred method of communication in an emergency (via the Council Text Alert System).

In the case of bad weather usual transport may not be available. If school buses are unable to run, the school must inform the Bronze Officer who will liaise with Central Transport Services. Schools are responsible for ensuring that Bus contractors are aware that they must take the children home if the school is closed on arrival.

Severe weather warnings are received by the Emergency Management Unit, out of hours via South Wales Fire and Rescue Service. The Duty Emergency Officer will notify service areas and schools.

Please note that all the above points are guidance notes, and are to be used in context with the individual knowledge held by Schools of both their children and parents.

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Further suggestions are:

- If advance warning of weather is known, make staff aware and gather information on which staff may not be able to attend school due to travel difficulties. This will determine the number of staff likely to be able to attend school and therefore whether the school can remain open dependent on children supervision ratios
- Ask staff if they can leave home earlier to get to work, or make alternative travel arrangements where possible
- Staff that can walk in could be asked to arrive earlier to help with arrangements
- Determine how both staff and parents will be notified of a closure e.g. sms system, phone chain
- Publicise details of closure, and subsequent days' plans on front page of school website and City of Cardiff Council Is My School Open website
- Reviewing boiler/heating system is in working order over weekends/evenings when sub zero temperatures are forecast
- Heating started earlier in the day
- Staff hours are altered to allow time for the opening/clearing of site
- Drains are cleared of surface debris more regularly and checked thoroughly when heavy rain is forecast
- Furniture and loose equipment is secured if severe winds are forecast

What to do in the event of an emergency situation on an educational visit

Should an emergency situation arise on an educational visit the group leader (with assistance from another senior teacher / person if necessary) should maintain and resume control of the group. The information should be followed below:

- Establish the nature of the emergency
- Supply first aid treatment to any injured individuals
- Ensure the group is safe – move to another location if required


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- Contact the Emergency Services, if necessary
- A designated person shall escort and accompany a pupil / young person if they require hospital treatment
- Notify the police if necessary
- Ensure the group is informed of the situation and continually updated
- Inform the Acting Headteacher (*Mrs Ceri Gibbon*) of the incident; include the nature, date, time, location of incident, names and details of the individuals injuries, action taken so far and further necessities
- The educational establishment shall inform the Bronze Officer ((*Dean Griffiths Area Planning & Development Officer 07971 733132 (Bronze Officer)*))
- Keep a record of the events for future reference
- If necessary, liaise with the Acting Headteacher (*Mrs Ceri Gibbon*) and make arrangements for the return of individuals to the educational establishment i.e. contact the transportation contractor and arrange further transportation
- The educational establishment shall contact the parents / guardians of the individuals involved in the incident
- Book buses using the School Passenger Transport. 02920873819

What to do in the event of a gas leak

Please note that at no point shall any individual place themselves in any danger

- Isolate the area
- Isolate gas supply at main control meter
- **Extinguish** all naked flames (i.e. ovens, grills, hot plates etc)
- **Do not** switch any electrical equipment on or off (including lights)
- **Do not** use any telephones in the area
- **Open doors and windows** leading to fresh air in the affected area
- **Do not** open doors into non-affected areas


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- **Evacuate** the immediate area by word of mouth. **Do not use the Fire Alarm**
- Inform the Acting Headteacher (*Mrs Ceri Gibbon*) of the situation
- The Acting Headteacher (*Mrs Ceri Gibbon*) shall contact Transco via the 24 hour call centre on 0800 111 999 and relay relevant information, this is to include: details of the suspected leak, location of the leak and that the area has been evacuated. Transco will attend as soon as possible.
- The Acting Headteacher (*Mrs Ceri Gibbon*) shall inform the Bronze Officer of the incident (*Dean Griffiths Area Planning & Development Officer 07971 733132 (Bronze Officer)*)
- Individuals shall be prevented from returning to the affected area or building until the area has been rendered safe

What to do in the event of loss of electrical power

Please note that at no point shall any individual place themselves in any danger

- As soon as it becomes apparent that a power cut has occurred the Acting Headteacher (*Mrs Ceri Gibbon*) should be notified
- The Acting Headteacher (*Mrs Ceri Gibbon*) shall attempt to ascertain the cause (i.e. whether it is a localised problem affecting the building)
- The Acting Headteacher (*Mrs Ceri Gibbon*) shall contact the Bronze Officer (*Dean Griffiths Area Planning & Development Officer 07971 733132 (Bronze Officer)*) to enquire if there is a fault in the area. If the Bronze Officer cannot clarify a fault in the area the Electricity Company (*British Gas 0800 6930734*) should be contacted to enquire if there is a fault or to report the problem if the electricity connection cannot be restored
- Should a power cut occur in the daylight the building can continue to be occupied
- Should a power cut occur in the evening/night the affected areas of the building should be evacuated and escorted to a safe area with sufficient

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lighting – contact the Bronze Officer if security is required following loss of electricity

- All electrical equipment known to be working at the time of the power failure should be switched off

What to do in the event of loss of water


Please note that at no point shall any individual place themselves in any danger

- In normal hours, any individual who identifies a loss of water in the building should immediately contact the Acting Headteacher (*Mrs Ceri Gibbon*) and provide details of the location and nature of the problem
- The Acting Headteacher (*Mrs Ceri Gibbon*) shall attempt to ascertain the cause and take remedial action if possible
- If it is a local problem (within curtilage of site) the Headteacher (*Mr J Clark*) shall contact the Bronze Officer or Facilities Management directly ((*Dean Griffiths Area Planning & Development Officer 07971 733132 (Bronze Officer)*)). If the problem is located outside the curtilage of the site the Headteacher (*Mr J Clark*) shall contact the Water Board (*Welsh Water 0800 0520130*) to enquire if there is a fault in the area or to report the problem if the water connection cannot be restored
- If the reconnection of water cannot be restored the Acting Headteacher (*Mrs Ceri Gibbon*) shall contact the Bronze Officer to gain advice as to whether the school / centre shall be closed (((*Dean Griffiths Area Planning & Development Officer 07971 733132 (Bronze Officer)*))). This will involve looking at alternative handwashing/toileting arrangements and the impact on lunch provision, length of time left in school.

What to do in the event of flooding

Please note that at no point shall any individual place themselves in any danger

- In normal hours, any individual who identifies water ingress shall contact the Acting Headteacher (*Mrs Ceri Gibbon*) and provide details of the

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location and nature of the problem. The most likely source of water ingress will be surface water flooding at doorways, obstruction of rainwater outlet on roofs etc

- **At no point** shall any person place themselves in any danger by touching electrical equipment, sockets or light switches which are affected by the water
- **Electrical equipment shall be isolated where possible**
- The Acting Headteacher (*Mrs Ceri Gibbon*) shall contact the Bronze Officer or Facilities Management for advice ((*Dean Griffiths Area Planning & Development Officer 07971 733132 (Bronze Officer)*)).


1. Assess the incident.
2. Close the affected parts of the school site.
3. Move furniture and other items to higher levels.
4. Contact 999 or the LA if required. (SOP 02920827234, FM D Job 02920788188)
5. Via the School Text Message System request parents collect their children, as required.

IF THE WHOLE SITE IS AFFECTED SEEK HIGH GROUND SUCH AS THE SPLOTT HWB BUILDING.

What to do in the event of a fire

Please note that at no point shall any individual place themselves in any danger

- Immediately upon discovering a fire, the nearest Fire Alarm point shall be activated. Dial 999 to call the fire brigade. Evacuation shall commence without delay
- Everyone on the premises without a prescribed role in the evacuation procedure shall evacuate via their most appropriate route. Those who are 'Out of Office' at the time of the evacuation must not return to their office.


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All staff should make their way to the Assembly Point and report to their Fire Warden

- Upon hearing the Fire Alarm, Fire Wardens will carry out their prescribed duties. The Receptionist or person acting as Receptionist will hand the Visitors' Book to the Fire Warden covering the Reception area to ensure that all visitors are accounted for. The officer receiving the visitor(s) shall be responsible for their safe evacuation and for ensuring that the visitors' book is completed in respect of all visitors
- In the event of the Fire Warden not being on duty, the senior member of staff present will assume the responsibilities of the Fire Warden in that area and act accordingly
- Upon completion of the evacuation, the Fire Warden or the person(s) acting in that role shall take the roll call and report any absences to a member of the Bronze Officer or the Fire Officer in charge as appropriate
- No person shall leave their assembly point or return to the building unless clearance is given to return by a senior manager

What to do in the event of a communicable disease outbreak

- If it is suspected that there is an outbreak of any type of infection the Acting Headteacher (*Mrs Ceri Gibbon*) should contact the Health Improvement Team in the first instance and also the Services & Compliance Team to inform them of the situation (*Dean Griffiths Area Planning & Development Officer 07971 733132 (Bronze Officer)*)
- The Health Improvement Team or if appropriate Communicable Disease Control (CDC) in Cardiff will provide advice and control measures and determine whether they are required at the site.
- Members of staff shall be informed of the situation via email/WhatsApp.
- Contact the Services & Compliance team to inform them of the advice provided by the CDC unit (*Dean Griffiths Area Planning & Development Officer 07971 733132 (Bronze Officer)*)

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- If necessary, Services & Compliance shall contact the Councils' Media team who will notify Communications/Press Liaison should the Educational Establishment need to be closed
- The Educational establishment should keep a record of actions (log) throughout the outbreak

What to do in the event of a Noro-Virus incident.

1. Ensure cross infection is limited through the use of Spill Kits.
2. Reinforce the importance of hand washing routines and good personal hygiene standards.
3. Arrange for cleaning staff to perform increased checks and cleansing of toilet facilities.
4. Record all incidents of sickness, noting names and times.
5. Ensure all persons affected are sent home as soon as possible.
6. Request a deep clean service from the LA team.

ENSURE THE FUTURE RISK IS MANAGED THROUGH GOOD PRACTICE PROCEDURES

1. Hand washing and personal hygiene.
2. Use of anti-bacterial sprays and gels.
3. 24hr exclusion after an instance of sickness.
4. Use of spill kit procedures to clean bodily fluids.

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What to do in the event of a media incident.

1. Be proactive and build a positive school reputation by sharing good news stories.
2. When an issue breaks contact the LA Comms & Media team below.

Comms and Media Team- Contact Details

Office Hours

Jeremy Rhys

Jeremy.rhys@cardiff.gov.uk.

02920872639

07817708955

Out of Hours

02920872734

What to do in the event of a critical incident; a psychological perspective.

Death, suicide, major road traffic incidents, criminal activity, disappearance of a school member or serious damage to the building; flood/fire.


Reactions to be aware of.

Cognitive

Behavioural

Emotional

Physiological

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Contact LA Educational Psychologist Team 02922330731

Points to Consider

Who should tell the children?

Class teachers possibly with help from SLT.

How should the children be told?

Within the classroom environment.

What should the children be told?

Accurate, clear advice from a predetermined script.

What to do in the event of a Global Pandemic e.g. Covid - 19


Consideration of how Baden Powell will manage should the premises be closed for a certain period of time. The Acting Headteacher (Mrs Ceri Gibbon) will follow all guidelines and advice from Welsh Government and Cardiff Council with regard to school Health and Safety guidance re: pupils and staff safety, cleaning routines, teaching and learning and closure (Appendix 7).

The Acting Headteacher (Mrs Ceri Gibbon) will communicate all information to staff, governors, parents and carers via direct message (email, WhatsApp, Text message, Class Dojo and/or Parent Pay) and also through the school social media channels (Website, Twitter, Class Dojo).

A risk assessment of staff will be undertaken and those at risk will be instructed to work from home in line with County/Government guidance.

The Acting Headteacher (Mrs Ceri Gibbon) will provide teaching staff with time to plan and prepare physical packs, and online plans and resources for potential distance learning. Plans and resources will take into consideration possible digital deprivation issues and provide scope for all learners of all ages and abilities.

The Acting Headteacher (Mrs Ceri Gibbon) will set up a pupil tracker to track the wellbeing of learners, especially those deemed at risk. This will be accessible to members of SLT and a separate tracker will be shared with specialist teams at Cardiff Council to monitor known pupils e.g. EHWP team. SLT members and

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Support staff to provide support to families through calls and, where essential, safe visits (2 members of staff, social distancing rules observed, frequent handwashing, and PPE if required).

Teachers and TAs to engage with families through Class Dojo, and alert the Acting Headteacher (Mrs Ceri Gibbon) or in her absence the Acting Deputy Headteacher (Miss Rachel Letman) of any welfare concerns raised, including non-engagement). In the case of Safeguarding concerns being raised, the Acting Headteacher (Mrs Ceri Gibbon) will make a referral to MASH. If families require other support, a referral will be made to Early Help/Cardiff Gateway.

In line with County Policy, the Acting Headteacher (Mrs Ceri Gibbon) will contact families of Key Worker pupils, and those deemed most vulnerable, to identify those who may require possible Hub school provision. A list of staff available to support the Hub school will also be collated and a timetable agreed (to include safeguarding and first aid staff). A risk assessment will be written for pupils deemed a risk to the wellbeing and safety of all Hub users and places will be offered in line with guidance and joint decisions with the Council Vulnerable pupil panel.

For further Hub School Working guidance see Appendix 7

What to do in the event of....

This section provides you with the opportunity to insert any other procedures that are applicable to the needs of your establishment.

As part of these procedures you may want to consider how your establishment would manage should your premises be closed for a certain period of time i.e. in the event of a flu pandemic. In this instance you will need to consider alternative arrangements to continue educating pupils/service users.

Additionally, we recommend that some related emergency guidance documents are also included in this section i.e. Guidance for Schools and Centres in Dealing with a Flu Pandemic.

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***If the school is closed regular school business will be suspended.
Work could be sent home via Twitter, Email and the School Website.***


Appendix 1

Telephone Extension Lines

Extension numbers

External Lines can only be obtained in the Office by dialling 9.

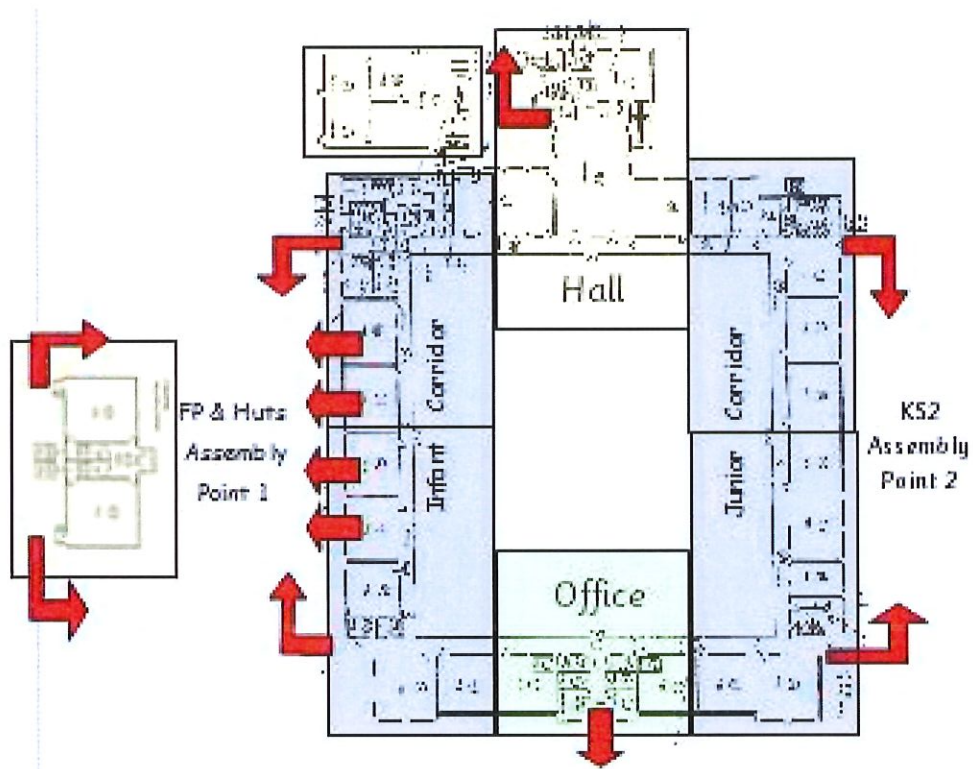
Internal numbers - see office


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Appendix 2

Fire Drill Procedure

School Plan



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Appendix 3

Incident Log Sheet


Why Complete Log Sheets?

All officers of the Authority who are involved in an incident must complete their own Incident Log Sheet(s). This will assist both the Authority and the officer concerned in case of a public inquiry and/or an internal debrief to show exactly what occurred, when and what actions were taken.

In addition to this, where costs are incurred, the log sheet and associated official orders could be used to reimburse the authority from a third party.

Completing Log Sheets

1. Print off the major incident log sheet (below) and photocopy it several times.
2. Fill in the top of each page as you commence it.
3. Fill in the relevant sections of the sheet as and when required, include all actions taken. When a column is filled, move on to the next sheet.
4. Logging the time actions are taken on the log sheet is very important. If you are in a room with several other people responding to an incident, use the same clock to provide the timings.
5. Under no circumstances should any personal comments be written on any log sheet.
6. If contemporaneous notes are made before filling in the log sheet, these should be kept with the log sheet.
7. Once the incident has been resolved or when administrative support is available, photocopies of the log sheets should be made. One copy to be held by the officer who filled in the log sheet, the other to be maintained as a record for the authority by the service area that responded.

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(Please find a copy of the form below for use in an incident)

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Date:	
Page No/Of:	
Responding Officer:	
Incident:	

Time:	To/From:	Detail:	Action:

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Appendix 4

Threatening Telephone Call Information Questionnaire

QUESTIONNAIRE TO BE COMPLETED AFTER TELEPHONE WARNING OF A BOMB

This part should be completed once the caller has hung up and the Police/Superior or building security officer have been informed of the threat (and there is no risk to the individual)

Time and date of the call: Time Date

Length of the call:

The number at which the call was received and any extension:

The sex of the caller: Male Female

Nationality:

Approximate age?

The language used in the threat - was it:

Well Spoken Irrational Taped
 Foul Incoherent Message read by threat maker

The caller's voice - was it?

Calm Crying Nervous
 Angry Nasal Slurred
 Excited Stutter Disguised
 Slow Lisp Accent*
 Rapid Deep Familiar**
 Laughter Hoarse * What accent?


** If the voice sounded familiar, who did it sound like?

Background sounds

Clear Street/House noise Animal Noises
 Crockery Motor Voices
 Static Booth PA System
 Music Factory Machinery Office machinery


Other (please specify):

Signature: _____ Print Name: _____ Date: _____

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Appendix 5

Staff Establishment List:
See attached

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Appendix 6

School Lockdown Procedures


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Appendix 7

COVID - 19 Guidance for Childcare and Early Years Settings during Covid-19 Pandemic

Physical Distancing Risk Assessment April 2020

Advice for school and PRU leaders and governors on how to continue with school and PRU business during the Covid-19 pandemic ESTYN 04/20

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I _____ , Baden Powell Primary School,

have received, read and understood the contents of the School Incident Response Plan & Policy,

Signed _____

Date _____



Lock Down Procedure Baden Powell Primary School

management will be aware of pupils outside and be responsible for raising the alarm to any pupils and staff that are outside or off site.

2. Upon hearing these signals, pupils must be ushered inside the school building from the playgrounds as quickly as possible. Staff to use their whistles to promptly gain the attention of pupils. If safe to do so a member of staff should quickly sweep the playground to ensure all pupils have been moved indoors.
3. Pupils should be led into their classrooms or nearest safe place if they are not near their classrooms i.e. the Hall.
4. Administration staff will lock main entrance and ensuring the magnetically locked doors are secured.
5. Class teachers are to stay with their class, teaching assistants and support staff are to sweep the circulation spaces/corridors to ensure all pupils and visitors are in a classroom. All windows should be closed and checks should be made to ensure doors with thumb locks or keys that are cable of being locked are locked.
6. Following checks to ensure the building is secure, all staff should return to their classroom or the nearest safe classroom.
7. Children or staff not in class for any reason, such as using the toilets when the alarm was raised, should enter the nearest occupied classroom and remain with that class for the duration of the lockdown.
8. Staff and children are to remain in the room they are in. Staff will ensure that all windows and doors in the room are secured where possible. Pupils are to be positioned away from sightlines such as doors and windows. All lights, smart boards and computer monitors are to be turned off. Blinds and/or curtains should be closed where possible.
9. A register of those present in the classroom (including staff and visitors) should be taken, and if practicable administration staff should contact each class via internal telephone/mobile phones to ensure those usually present in the class are accounted for. The teacher should inform administration staff of any additional or missing people. Administration staff should contact each classroom teacher to obtain these figures rather than the staff calling them.

NO ONE SHOULD MOVE ABOUT THE SCHOOL

10. Staff are to support children in keeping calm and quiet.
11. Staff are to remain in lockdown positions until the acting Head Teacher Ceri Gibbon or a member of the senior management team gives the all clear.

Staff Roles:

Administration staff to ensure the magnetically locked doors leading into the school entrance is locked followed by their office and appropriate emergency service/LEA bronze officer called. Following this they are to telephone all key personnel (asking them to spread the message the school is in lockdown) and the Kitchen to ensure all pupils, staff and visitors are accounted for.



Lock Down Procedure Baden Powell Primary School

Rationale:

On very rare occasions it may be necessary to seal off or 'lockdown' the school so that it is not able to be entered from the outside. Lockdown procedures may be activated in response to any number of situations. Examples of these include:

- A reported incident or disturbance in the local community
- Near-by chemical spillage
- Serious weather conditions
- Attempted access by unauthorised person's intent in causing harm/damage.
- An intruder already on the school site
- A warning being received regarding a local risk of air pollution (smoke plume, gas cloud)
- A major fire in the vicinity of the school
- The close proximity of a dangerous dog roaming

Notification of Lockdown:

Staff will be notified lockdown procedures are to immediately take place by shouting out 'LOCKDOWN' This message is then reinforced over the internal phone system. The internal phone numbers for key personnel are as follow in order they are to be contacted;

- Main office 24
- Nursery - 51
- Class 12 – Ext 26
- Cwtch – Ext 56
- Class 5 – Ext 20
- Class 1 Ext 35

The administration staff are aware to notify the whole school, by deliver a message over the phone system for key personnel stating 'Emergency Lock Down' Staff will then shout out 'LOCKDOWN' in their section of the school to ensure all classrooms are aware lockdown procedures are to be implemented on their corridor. Staff should indicate they have heard the message by calling back 'LOCKDOWN'. This enables the message to be spread quicker than using the phone system solely and senior management going class to class.

Lockdown Procedures:

Throughout the school day the entire site could be considered to be on lockdown as all entrances have secure mag- locks on them and all visitors (anyone without a key fob) will need to buzz to gain access. The school playground is also secure as the gates are locked throughout the day. Therefore the school can control who access the site.

1. When an incident requiring lockdown presents itself, Staff will shout out 'Lockdown' and use the internal phone system. This will notify staff lockdown procedure is in place. Senior



Lock Down Procedure Baden Powell Primary School

2. The Estates Manager or Senior Management Team to locks the school's other open entrances.

Checks should be made on the following doors:-

- Main entrance
- The four playground doors
- Nursery door
- Kitchen door
- Hall doors (double fire escape doors)

3. Estates manager to close main school gates if not already closed and safe to do so.

4. Individual teachers close classroom door(s) and windows. There are 4 external doors within classrooms that require locking.

5. Head teacher or deputy head in her absence to join administration staff to take lead during the lockdown. Ensuring arrangements are made with the Emergency Services, the School's Bronze Officer and parents are informed of the situation.

6. Kitchen staff are to ensure the kitchen windows and side delivery door are secured and join the nearest class.

7. Teaching assistants, support staff or teachers not in charge of a class at this point are to support estates manager and senior management team to sweep the corridors and toilets to ensure all pupils are accounted for, whilst closing all internal doors and external doors and windows. Following this they are to return to their classroom or nearest occupied room.

8) Depending on the severity of the situation senior management to direct staff who are off site to a safe entrance or to remain off site.

Communication with parents:

- *If necessary and when possible, parents will be notified as soon as it is practical to do so via the schools text system, twitter and the school website.*
- *Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as it may put them and their child at risk.*
- Pupils will not be released to parents during a lockdown.
- Parents will be asked not to call school as this may tie up emergency lines.
- If the end of the day is extended due to the lockdown, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services.
- A letter to parents will be sent home at the earliest opportunity following any serious incident to inform parents of context of lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.



Lock Down Procedure Baden Powell Primary School

Lockdown drills:

The staff will practice the lockdown procedure annually and it will be discussed during inset days throughout the year. Monitoring of practices will take place and debriefed to staff so improvements can be made.

Review:


This policy and procedures will be reviewed annually. Next review date November 2020.

This policy and procedures will be reviewed annually

Created by Hazel Sweeney (Health and Safety Officer)

Accepted by acting Head Teacher Ceri Gibbon

Signed  date 21/01/2020

 30.1.20
Chair of
govs.