EWANRIGG JUNIOR SCHOOL

CRISIS MANAGEMENT PLAN

(Procedures for Managing Crises and Emergencies)

Date: **MARCH 2014**

Next Review Date: March 2015

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Introduction

This Plan has been written specifically for **Ewanrigg Junior School** and covers risks and eventualities that may well be experienced in our locality.

This document must be read in conjunction with 'With Hindsight…' – A Guide for Managing the Response to Critical Incidents in Cumbria Schools'.

This Crisis Management Plan identifies how we will cope **during** and immediately following a Crisis. For information about how we will endeavour to function as a school following a disaster or crisis, reference should be made to the school **Business Continuity Plan**.

1. Aims

The aim of this Plan is to ensure that all staff and governors are equipped with a full and concise working document to deal with any crisis that affects the school, its staff or pupils. These incidents may range from a flooded classroom; a water leak; loss of all computer data to the death of a pupil or member of staff; tragic accident during a school trip or other off-site visit.

All senior members of staff and governors must be clear about their responsibilities and duties at such a time and should be able to use this document to easily identify who should be contacted and how in a number of different scenarios.

It is the responsibility of **Health and Safety Committee** to ensure that the contact lists held within this document are kept up to date and it is the responsibility of all holders of this document to ensure that they keep the personal information that it contains as confidential.

2. The Right Response

Taking the correct course of action in response to incidents or threats involving school staff, pupils or property may determine whether there is a further incident, whether the school will receive the available support at the right level and in some cases whether justice is served. The proper response will minimise the distraction, allowing the school to get on with their real business. In addition to dealing with individual incidents, the proper response may involve the investment of staff time and resources in recording, analysing and taking preventative measures against future incidents.

3. Intruders on School Premises

Consultations between staff, governors and parents in the past have indicated that no-one wishes the school to be turned into a fortress. *The school has always maintained an "Open Door" Policy for parents and visitors alike but this must be balanced against the likelihood of serious threats to staff and pupils in schools.* These threats may take the form of:-

- Theft of equipment and/or personal belongings of either staff or pupils.
- Vandalism of equipment and/or premises.
- Violent pupils threatening either fellow pupils and/or staff.
- Violent parents threatening either pupils and/or staff.
- Unknown intruder threatening either pupils and/or staff.

3.1 Visitors

All visitors are requested to enter via the school office and sign the visitors' book. This process also ensures visitors' safety if a fire evacuation or drill should take place during their visit. Any lengthy unplanned visit will be advised personally to all teaching staff by Miss Y Craig. Visitors should (if at all possible) be escorted to their destination and introduced to the relevant member of staff in that area. All staff should feel confident in issuing a polite

challenge to any visitors; “Can I help you?” or “Are you lost?” will cover most situations. If any member of staff or pupil feels uneasy about the presence of behaviour of any visitor they should report their concerns immediately to Miss Y Craig asking the visitor to accompany them to the office. Office Staff should ensure that all Visitors are issued with an official Ewanrigg Junior School Visitor’s Badge and should also ensure that these badges are handed back in when the visitor leaves. Visitors who are to work unsupervised with children.

3.2 Assess the Risk

Try to categorise the intruder and the degree and type of threat posed. Any knowledge of the intruder, their motivation or background, will be of help for the school and possibly the emergency services should they become involved.

- Walk in opportunist thief.
- Former pupils.
- Parents.
- Non-custodial parent seeking access to children or seeking to remove children from school.
- Armed intruder.
- Unknown quantity.

Look out for people who are not staff but appear to have authority to be there. Wearing a suit, carrying a clipboard or wearing overalls are all good cover for a sneak thief. Most visitors to school are on local authority business and should have a Local Authority Blue Badge, which proves that they have an enhanced CRB and are employed by the Local Authority.

3.3 Challenging the Intruder

- Do not stand too close or invade personal space, this could trigger violent confrontation.
- Avoid an aggressive stance such as finger wagging or folded arms.
- Be polite. Stay calm; speak gently, slowly and clearly.
- Explain your authority to challenge them if it is questioned.
- Always tell another person when going to speak to possible intruders.
- Avoid arguments.
- Never place your hand on a potentially aggressive intruder.
- Do not turn you back, and if you leave the room, do so backwards.
- Try to leave yourself an escape route which you have planned on entry to the area.
- Be on the look out for weapons.
- If there is more than one intruder, do not confront them on your own, seek support first or enlist the help of the police.
- If you do not feel sufficiently confident to challenge an intruder, do not do it. Seek help; no-one will think the less of you.

3.4 Contacting the Emergency Services

Whilst we have a good working relationship with the local police the emergency number should always be used in the following circumstances:

Tel: **101**

- There is any danger to life.
- Actual or expected threat of violence.
- Threat of damage to property.
- A crime is in progress.
- A further crime may occur.
- There is any other incident which in your judgement requires an immediate response.

3.5 Emergency Communication

In order to reach a decision on how to deal with an intruder, you may need to contact another member of staff quickly without the intruder knowing your intention. You may also need a way of summoning help, such as calling the police. The following coded messages could be used for the following circumstances:

- A child could take a Code Red Circle to Miss Y Craig or Learning Mentor for help. There is a Code Red Circle in each classroom."
- Use the walkie-talkies to summon help saying "XXX (child's name) needs support. Can you please come and help?" The First Response Team will then respond.
- Ask a child to go to the office and ask the head or Administration Team to ring PCSO Graham Tel: **101**

3.6 During the Event

If there is any question of a risk to pupils and/or staff, evacuate the school using normal fire evacuation procedures. There may be situations where evacuation would increase the risk or exacerbate a sensitive situation. Circumstances will dictate the action to be taken and either Miss Y Craig or individual members of staff will have to take the responsibility of making a judgement as to the right course of action. If there is a physical threat to staff or pupils always call the police using **999**.

Nobody should attempt, or feel that they are expected, to "have a go" if there is any question of their being at risk of injury as a result. If there is a risk of equipment being stolen it is better to lose such equipment rather than risk a violent incident. Similarly, if there is a risk of assault, an intruder could claim you used unreasonable or unjustified force on them.

Avoid direct confrontation until the police arrive. Where staff or pupils are not in immediate danger from an intruder, try to keep track of their movements and inform the police of their whereabouts when they arrive.

In the case of attempted abduction or direct physical threat to a pupil you will be required to make an immediate judgement. Consider:

- Will the victim be in greater danger or lesser danger if the intruder is confronted?
- Is it possible to speak to and reason with the intruder?
- Is the intruder known to you and the pupil?
- Do you have any knowledge of the victim or intruder that may assist your judgement?

It is not reasonable to suggest that Miss Y Craig or other staff can do more than follow their own assessment of the situation and act accordingly. The only principles which must be followed are to take the course of action which you believe presents the least risk to the child and school staff, and summon the police as soon as possible.

3.7 After the Event

Any violent incident that takes place in a school must be reported in accordance with the Health & Safety Policy Statement, which also provides guidance on detailed procedures following an assault. A P25 Form (Report of an accident, violent incident, disease or ill-health at work) must always be completed and the original sent to the Corporate Health and Safety Team, Carlisle East Community Fire Station, Eastern Way, Carlisle, Cumbria, CA1 3RA or fax: 01228 226291.

It is possible that staff or pupils may be traumatised by intruder incidents, even if they do not display immediate signs of trauma or disturbance. It may be appropriate to arrange counselling. There may also be an ongoing need for psychological support and guidance to help the school community come to terms with the incident. For information and advice on

on-going support, contact the Corporate Health and Safety Team on Tel: 01228 227169 / 221616 OR Kym Allan Health & Safety Consultants Ltd. on Tel: 01228 210152.

If the intruder has left the premises and may pose a threat to other schools, contact should be made with the local schools in the vicinity via any emergency telephone cascade system in operation in your area.

It may be appropriate for the Head teacher or Chair of Governors to brief Officers from the Children's Services Directorate about the incident, particularly if there is any media interest. No other member of staff or governor should speak to the press or broadcast media without first consulting Children's Services. The first point of contact for such issues should be the Corporate Health and Safety Team on Tel: 01228 227169 / 221616.

4. Trespass, Nuisance or Disturbance on School Premises

Although trespass is not a criminal offence, Miss Y CRAIG may order any unwelcome or unauthorised visitors off the school premises. This right is extended by Section 547 of the Education Act 1996. Section 547 makes it a criminal offence if a person present on educational premises without lawful authority causes or permits nuisance or disturbance to the annoyance of persons who lawfully use those premises. It applies whether or not the lawful users are present at the time and to all school buildings, playgrounds, playing fields and other areas for outdoor recreation. The penalty for a person convicted of the offence is a fine of up to £500.

4.1 Exercise of Section 547 & Police Involvement

Miss Y Craig can ask unauthorised persons to leave, but only a Police Officer can remove a person from the school premises provided they have reasonable cause to suspect that the person is committing or has committed an offence under Section 547.

On no account should staff attempt to remove physically from the premises a person who may be committing an offence. If a person will not comply with an instruction to leave the premises, or if in the view of the authorised person an instruction or confrontation might inflame the situation and put them or others at risk then police assistance should be summoned by dialling **999**.

Problems not requiring an immediate police response should be dealt with by contacting the local police station on **101**. If there is prior knowledge of the likelihood of trouble on educational premises, the police should be contacted in advance using the above telephone number. **If there is any question of immediate risk to staff, pupils or others or damage to property, a 999 call should be made.**

A P25 Accident Form should be completed and forwarded to the Corporate Health and Safety Team.

Reference should be made to *A legal toolkit for schools (DfES/0504/2002)* which can be found in the office Click here to access.

4.2 Less Serious Cases

In less serious cases of nuisance or disturbance (e.g. persons allowing dogs to foul playing fields, parents persistently smoking on school premises etc.); the following steps should be taken by the authorised members of staff:-

a) Warn the person concerned of the sanctions that Section 547 provides. Ask the person to refrain from committing an offence and/or ask them to leave the premises. Ask them for their name and address.

b) In cases of persistent offences or if the offender takes no notice of a warning given as above, inform the offender that he/she may be prosecuted; ask for the offenders name and address; make a written report of the incident immediately after and in as much details as possible, including any remarks made by the offender. Take a separate statement from any witnesses to the incident.

It is emphasised that if at any stage of this process an authorised person believes that they or others may be at risk; they should withdraw and summon police help by dialling 999.

4.3 Record Keeping & Warning Letters

Miss Y Craig should ensure that a detailed record is kept of any incidents. In more serious cases or with persistent offenders, Legal Services should be informed by contacting the Corporate Health and Safety Team on Tel: 01228 227169 / 221616. In extreme cases, Legal Services may institute a prosecution on behalf of the County Council.

It is understood that schools may have difficulty in the heat of the moment in deciding whether an incident is likely to have serious consequences, presenting danger to people or a threat to property.

4.4 Offensive Weapons Act 1996

Section 139A of the Offensive Weapons Act 1996 came into force on 1st September 1996. This makes it an offence to carry an article with a blade or point, or an offensive weapon, on school premises. Conviction can result in a fine, imprisonment or both.

If someone is carrying such an item for good reason or with lawful authority such as:-

- Use at work
- Educational purpose
- Religious reasons
- As part of a national costume

such use is permissible and in the unlikely event of them being charged in such circumstances, they have a defence.

Section 139A also provides a police officer with the power to enter school premises and search for such articles if there are reasonable grounds for suspecting those articles to be present.

Further information on the possession of offensive weapons is available in Safety Advice Note SAN(G)14 on the school Portal.

4.5 Keeping Staff Safe

Violence or the threat of violence towards school staff is still comparatively rare. Nonetheless, it is advisable to consider the circumstances in which violence or threat might occur and the precautions which can be taken to minimise risk. There are posters strategically placed close to the Office hatch and on notice boards stating that violence towards staff and bullying will not be tolerated.

4.6 Be Aware of Your Own Behaviour

Violent confrontation may occur as a result of inappropriate behaviour by school staff. Whilst there is no excuse for violence, all staff should ensure that their own behaviour is assertive but controlled and reasonable.

4.7 Be Prepared

Staff may know in advance that a meeting is likely to be difficult and that certain parents are prone to over-react, or that they will strongly disagree with a school action or decision. If staff think these circumstances may apply, seek the advice of either Miss Y Craig or Senior Teacher and ensure that a colleague is present throughout any such meeting. At such times, PCSO Graham could be contacted as a support to school staff. Parents need to be informed in advance as to who will attend the meeting.

4.8 Drink, Drugs & Stress

If it is apparent that someone you are meeting has been drinking, or if there is a suspicion that they may be under the influence of drugs, all staff should be very cautious. If it is possible to withdraw from the situation to enlist assistance then do so. People suffering from stress or over-tiredness may also be more prone to commit acts of violence.

4.9 Be Aware of Your Surroundings

Ensure you are aware of the following:

- If in an office or classroom, how could you get help if it was needed?
- Do you have an escape route?
- Always position yourself between the person you are meeting and the door.
- Do not turn your back, and if leaving the room, do so backwards.
- If possible, remain behind a barrier such as a desk.
- Avoid potentially dangerous locations such as the tops of stairs, restricted spaces and areas where there is equipment which could be used as a weapon.
- Is there another member of staff within earshot?

4.10 Try to Remain Calm

In a confrontational situation, try to gently persuade the aggressor to back down or compromise and:-

- Keep calm, speaking gently, slowly and clearly.
- Do not show aggression in response to aggression.
- Do not argue.
- Do not invade personal space by standing too close.
- Avoid wagging your finger or folding your arms.
- Never place your hand on an aggressive person.
- Be aware of the person's movements and body actions which might signal that it is time to withdraw from the situation/seek help.

4.11 Staff Working Alone

Working alone is actively discouraged at Ewanrigg Junior School and there is a procedure whereby the next to last person always notifies the last person and encourages him/her/them to leave together. Members of staff can check the signing in and out file to make sure no-one is left to work alone. It is policy for key holder staff to open and lock up school with a partner and if called out for an alarm, should be accompanied or should inform the Police that assistance is needed. If a member of staff is working outside school hours at the school or is working alone they should:-

- Consider whether it is really necessary to work alone.
- Ensure that the building is secure and that no other person can enter without their knowledge.
- Notify someone of their whereabouts and agree with them a system of checking on their safety at regular intervals.

- Consider how they would summon help and who they would contact.
- Consider the use of personal alarms and mobile telephones.

4.12 Fight or Flight?

If the options in a violent situation are to fight or move away, move away. Exceptions might be where there is a direct threat to a pupil or pupils, or the violence if offered by a pupil who may injure themselves. Although each situation will be unique and will require unique judgement, staff should discuss possible reactions to such situations.

4.13 Assaults on School Staff

Staff should bear in mind the following key points –

- Violence does not only include physical assault but also distressing or intimidating verbal aggressions. Incidents arising from racial, sexual or religious harassment are also included. Intimidating behaviour can also include malicious damage to property, rude gestures and innuendo.
- All violent incidents, including threat and abuse from whatever source (e.g. intruders, parents, other employees, pupils, etc.) must be recorded and reported to the Corporate Health and Safety Team using a P25 Accident Form (located in school office).
- People will have differing reactions to violence, threats and abuse and differing perceptions of what constitutes such behaviour. All staff should bear in mind that what might seem trivial to one person may cause another substantial distress.
- Report any violent incident to Miss Y Craig as soon as possible however minor it might seem.
- Staff present at a violent incident should act to prevent further violence but must be mindful of the potential risk to themselves. If possible, try to remove the assailant from the scene or move the assaulted person to a safe place.
- Miss Y Craig should interview the victim and any witnesses as soon as possible and obtain written statements. If the police have been involved, no investigation or interviews should be undertaken prior to their arrival.
- Requests by the employee for legal advice should be referred to Legal Services immediately.
- If an employee is injured they should obtain a medical statement about their injuries.
- Any serious assault should normally be reported to the police but Miss Y CRAIG should be mindful of the wishes of the employee.
- Counselling support is available for employees and may be appropriate following a violent incident – Cumbria County Council offers an Employee Assistance Scheme (EAS). The company (ppc) can be contacted on **0800 282193** or online (www.ppcworldwide.com) password cumbria – username council.

5. Premises Emergencies & Adverse Weather Conditions

Premises emergencies may come under a number of areas:-

Fire
6.3 Damage to buildings
6.4 Bomb Threats/Suspect Packages
6.5 Loss of power and/or heating
6.6 Loss of water and/or drainage
6.7 Computer failure
6.8 Adverse weather conditions
6.9 Periods of Excessively High Temperature
6.10 Gas leaks or suspected gas leaks
6.11 Environmental Pollution

All decisions to close the school premises for whatever reason should be notified to the LA, by telephoning Sharon McCubbin (Health, Safety & Wellbeing Team Manager) on 01228 226345/07825 340570. Details of the closures will be communicated to parents, families and staff via the texting "Teachers2Parents" service and all should be notified of any closure by 7.30 am, wherever possible. CFM: **01228 818964** – **810444** before 9am. Radio Cumbria: **0845 3051122** (**01228 592444** after 9am) - See Appendix 4 for Out of Hours Emergency Numbers. **The County Council also now operates an online school closures tool allowing schools to update their school status directly from the school portal where schools will be able to change their status from 'Open' to 'Closed' and complete the expected duration of the closure.**

If staff are able to get to work safely then they must remain at School and work even if the premises are closed to children as long as electric, water, gas and phone system are still operating and they are not in any danger whilst at School and can return home safely. Should staff be unable to get to School safely, then they must work from home or offer their services to their local school. The aim of this plan is to minimise delay in returning to normal thus enabling the School to continue to deliver the service it provides with as little disruption as possible.

The first response following a crisis might be to draw a quorum of the MANAGEMENT TEAM TEACHERS together to decide on immediate courses of action necessary to ensure the safety of staff and pupils where appropriate and property including buildings and office equipment which might be salvageable. Where the crisis involves damage to property, the School's Insurance Company must be informed immediately and certainly prior to any attempt to salvage the situation begins. Where a physical meeting is not possible, the Head will contact any necessary members of staff prior to any decisions being made.

Additional duties and responsibilities may need to be undertaken by some members of staff in times of crisis in order that a return to a normal state of working may be expedited for the school as a whole. The school must accept that in order to continue to work as a team, it may be necessary to work in an environment that is unfamiliar and possibly inconvenient from a communications point of view as there are few sites nearby which could accommodate all staff and pupils. The length of time in achieving this will be determined by the extent of the damage to the building.

It is an advantage for the purposes of this plan to have some current knowledge on the availability of other suitable accommodation or at least the details of a number of estate agents so that alternative accommodation can be quickly arranged.

In the event of a major crisis incorporating a power failure, our only means of liaising with emergency services or outside bodies would generally be mobile phone. Therefore, we hold a simple landline telephone as back up in the event of an emergency which can be kept handy in a cupboard until required.

5.1 Action Check List

1. Establish extent of damage
   - Accommodation
   - Documentation
   - Information Communication Technology
   - Staff injuries

2. Accommodation
   - Not ascertainable but beyond day 1
   - Likely to be less than 5 days
   - More than 5 days but not total
   - Total loss

3. Fireproof filing cabinets/ICT back-up
   - List of locations
   - List of contents
   - Recovery procedures

The following systems will be needed to facilitate best possible operation during any major emergency: -

- Local Authority E-mail
- Teachers2Parents texting service
- CCC – Portal
- SIMS – School Information Management System
- Generic software systems – word, excel, etc
- All personal computer information which is backed up regularly with a copy kept off site to be recovered by Capita IT Services.

The following essential equipment to continue service delivery:

- Telephone
- Facsimile machine
- Computers (Ultimately to match current inventory – see appendix 2)
- Internet access
- Printers ultimately to match inventory
- Photocopier
- Paper, envelopes, exercise books,
- Desks and chairs
- Filing cupboards

Details of suppliers are attached as Appendix 3.

5.2 Fire

Refer also to Fire Safety Management Procedures/Emergency Plan contained within school Health and Safety Policy.

- In the event of fire or threat of fire staff should move all pupils to the safety of the front playground, which is our Fire Assembly Point.
- Any adult helpers should stay with the class they are with.
- All staff should attempt to take a mobile telephone/walkie talkie with them, but only if it is safe and quick to locate.
- Miss Y CRAIG and Office Team are responsible for collecting all registers, visitors' book, staff signing in and out file, child signing in and out file on evacuating the building but only if safe to do so. The office is a risk area for fire because of the amount of electrical equipment held. On no account should any staff member enter this area unless it is safe to do so.
- Teachers or teaching assistant's are responsible for checking any toilet/cloakroom area on their way out of the building. An adult must sweep each room prior to leaving. Adults should be placed at the front and rear of the line of children.
- The last member of staff out of an area is responsible for closing any fire doors.
- Registers should be checked by individual teachers and visitors' book and staff signing in and out file should be checked and any missing pupils or adults reported to Miss Y Craig or Assistant Head immediately. On no account should anyone go back into the building.
- If necessary the emergency services should be contacted by mobile telephone use or raising the alarm with any of the neighbouring houses.
- In absence of the Head, if fire is actually present and the Assistant Head feel it is necessary contact should be made with the Members Governing Body.
    - Sandra Birkett - Chair
    - Peter Crome - Community

- Christine Wilson – Chair of Health and Safety Committee

And they should be asked to bring their copy of School Crisis Kit, which will include a full address and contact list for all pupils.

- If necessary Miss Y Craig / Mrs E Jenkinson will advise staff members to make contact with pupils' parents to arrange collection. A full contact list is held in the contacts file which should be taken out with registers. Address lists are also held in individual class registers. Contact can also be made via the web through the texting service "Teachers2Parents." Our Lady & St. Patrick's School, which is opposite, will allow senior staff and office staff access to computers to complete this task.
- Contact should be made with the Corporate Health and Safety Team on Tel: **01228 227169 / 221616** after the emergency services have been summoned.
  - Staff should make every effort to contact parents as soon as possible to ensure the safe delivery of pupils to their homes. If parents cannot be contacted immediately, pupils must remain with the school staff. Under no circumstances should pupils be allowed to leave the premises with anyone other than their parent/carer unless prior consent of that parent/carer has been sought.
  - Only Miss Y Craig, Chair of Governors or LA staff should deal with the media.
  - Miss Y Craig should make the necessary arrangements as soon as possible to post notices on school gates and contact local radio etc. with progress reports.

5.3 Damage to Buildings

Procedures should be followed as above.

5.4 Bomb Threats / Suspect Packages

If the school receives a bomb threat:

It is anticipated that in most cases this will be by telephone.

- The person receiving the call should try to obtain as much information as possible; where, when, size, callers accent etc. and then report the details to the appropriate senior member of staff / Head teacher.
- The senior member of staff / Head teacher should contact the emergency services (Police) and pass on all details.
- The emergency services will take control of the incident and instruct the school on the appropriate course of action to be followed.
- **Do not** sound the alarm bell unless instructed to do so.
- Contact should be made with the Corporate Health and Safety Team on Tel: 01228 227169 / 221616 after the emergency services have been summoned.

Suspect Packages:

- If it is suspected that a package or letter contains an explosive device it MUST IMMEDIATELY be carefully set down. No one must be allowed to approach it and the room and general vicinity, e.g. passageway etc., must be evacuated. **Do not** sound the alarm bell unless instructed to do so.
- The matter should be reported immediately to a senior member of staff / the Head teacher who will in turn report the matter to the emergency services who will take control of the incident.
- Should the person to whom you are responsible be absent, then take the action outlined above yourself and inform the person to whom you are responsible as soon as he/she is available.

The signal for evacuation of the building, should this be necessary, will be Our Lady and St Patrick's

General indications to look for in determining a suspect package / letter

Bombs can be made to fit inside parcels, packages and letters for delivery through the post or by hand. Such bombs are designed to explode when the package or letter is opened. They are not obviously distinguishable from ordinary mail. Points to look for include:

a) point or origin e.g. if postmark or name or address of sender (if given) is unusual;
b) manuscript address and style of writing;
c) balance of package, some devices tend to be lopsided;
d) weight of package; excessive weight, particularly in small packages or letters;
e) springiness in the tops, bottom or sides of any package or letter;
f) protruding wires or the feel of wires inside;
g) a small hole, like a pin hole, in the outer wrapping;
h) greasy marks coming through from the inside;
i) smell of almonds or marzipan;

additionally in the case of letters;

j) a different feel from the normal e.g. a stiffening of card or metal;
k) an inner envelope which is tightly taped or tied.

If a package or letter of any kind gives reason for doubt or concern no attempt should be made to open it. Staff involved in receiving and opening the school mail will be provided with emergency procedures for dealing with suspect packages/letter.

If a package or letter becomes suspect when it is being opened or disturbed it should be lowered as gently as possible on to the nearest level surface. Regardless of its condition it must not be further disturbed. The Police are to be called immediately. The immediate area of the building in which the suspect bomb is, is to be evacuated. Our Lady and St Patricks school. Evacuation procedures should follow those stated for Fire Procedures, except doors and windows should be opened if safe to do so in order to allow any resulting blast to dissipate with minimum risk from debris.

5.5 Loss of Power and/or Heating

The effects of loss of power to the school will depend much on the time of year. The summer months should not provide too much of a problem but the lack of electricity/gas during the winter months could mean the school becomes too dark and too cold for staff or pupils to work properly. In addition, loss of power will inevitably disrupt the ability to prepare meals.

- All senior staff must be aware of, and have access to, the location of the main gas supply cut-off and the whereabouts of the main electrical switch box.
- It is Miss Y Craig's (or Mrs Jenkinson/Crisis Management team in her absence) responsibility to make the decision about whether the pupils need to be sent home and to contact parents/carers.
- If transport is required earlier than usual, contact must be made with the Transport Team on **01228 221124**, where arrangements will be made with the Contractors.
- The administrator or Y CRAIG should make every effort to report the loss of power to the electricity board.
- If the power/gas failure continues for more than a day contact should be made with the Mechanical/Electrical Engineer on /other contractor.
- The Building Maintenance Help Desk telephone number (during office hours - **01228 221106)**; (out of office including weekends and bank holidays **01228 511061**).
- If the production kitchen prepares meals for those other than the school's own pupils, early communication with the catering provider is required in order that alternative arrangements can be made.

5.6 Loss of Water and/or Drainage

The loss of water to school premises can pose serious Health & Safety problems including the inability to flush toilets and wash hands for both pupils and staff, as well as the lack of water for any food preparation activities.

- All senior staff must be aware of, and have access to, the mains water cut-off tap.
- Miss Y Craig and/or administrator should firstly try to establish the reason for lack of water or drainage, e.g. check for burst water pipes, overflowing drains.
- If a water leak is established United Utilities should be contacted immediately by telephoning their 24 hour emergency line on **0845 746 2200**.
- If blocked drains are found contact should be made with the Building Maintenance Help Desk telephone number (during office hours - **01228 221106**); (out of office including weekends and bank holidays **01228 511061**)/other contractor and arrangements made for immediate attention.
- Miss Y Craig, (assistant head teacher, in her absence) is responsible for making any necessary decision about vacating the school premises and whether that action is necessary, along with crisis management team.

5.7 Computer Failure

This only applies to the administrative systems in school.

- It is the responsibility of the administrator to ensure that weekly backups are taken of the data held on the main server. These backups are held in the fire-proof safe in a secure location accessible only by the administrator and head teacher.
- Complete computer failure should be reported to (WestcomTel: **01900 870455**)
- It may be possible to send an e-mail by using a laptop if the main router is not down.
- Any of the local cluster schools could be contacted and asked for message to be sent to ICT Team if all other forms of communication are down.
- ICT Team will advise on replacement server and/or computer, if necessary, and make necessary arrangements for reinstatement of data from most current available backup tape.

5.8 Adverse Weather Conditions

Weather Warnings

The LA will notify schools, by use of the school portal as soon as possible and within about 6 hours of any expected onset of severe weather where it is thought that the assessment of risk warrants it.

The Decision to Close

If for any reason, it is impossible for any teaching staff to reach the school, they should notify the Head or Assistant Head by 7.30 am wherever possible. After liaising with local staff as to local Maryport weather conditions and after looking at weather reports, a decision will be made as to whether or not school is closed. Once the decision is made, staff and parents/families will be notified by school texting service, “Teachers2Parents” that school is closed. Parents will be asked to pass the message to other local parents. Radio Carlisle, CFM and the Local Authority will also be informed. Local staff, usually Mrs Dawson, Learning Mentor, will be positioned at school with another colleague to keep any children safe who may arrive at school. A note will be put onto the school gate and the members of staff will remain at school until no children are on site. See Appendix 3 & 4.

The Position of Staff

In adverse weather conditions staff are expected to make all reasonable efforts to get to school, even if their arrival is delayed.

Even if the school is partly closed to pupils, staff are expected to report to work and undertake appropriate preparation or other duties as directed by Miss Y Craig. Staff unable to reach their own school should contact a school more readily accessible to see whether their attendance would be of benefit.

In-School Measures

Parents should be advised to keep a check on local radio broadcasts during emergency conditions in case closures or changes to normal school arrangements are made. Any parent without the texting service, in our case only 0/163 (0%) will be contacted by telephone. Depending on the number of outgoing lines, (a fax line if different from the main number can also be used with a spare telephone handset), the use of mobiles and use of the cascade system will be used. See appendix 3.

Staff should:-

- check immediately at the onset of the emergency that the telephone is in working order and check it repeatedly, ensure availability of mobile telephone if necessary.
- try to keep a check on radio broadcasts. If possible keep a battery radio in school.
- it is the responsibility of Susan Perry (Cleaner in Charge) to inspect the safety and accessibility of the school premises at the beginning of every day. If a closure is imminent they should contact Miss Y Craig, assistant head teacher, crisis management team, Chair of Governors, vice-Chair of Governors, in that order to establish authority to close the school.
- in the event of adverse weather conditions staff should move the pupils from any portacabin classrooms as they can become unsafe during excessively high winds.
- if the school buildings become unsafe it is Miss Y Craig's responsibility to decide if the school needs to be evacuated to another building. The building would be Our Lady and St. Patrick's Primary School
- if excessively high winds or heavy snow occur during the day schools may find that they have to feed and possibly accommodate pupils overnight. Obviously every attempt should be made to get the pupils home by making contact with parents.
- staff should be effectively deployed in school to deal with the emergency, duties would typically include –
  - Moving children to a safe area at first sign of emergency in easily contacted groups for support and reassurance. Any adult helpers should stay with the class they are with.
  - Miss Y CRAIG to make a check of the school to ascertain all staff and pupils are clear of dangerous area.
  - Cut off electricity/gas/water, if necessary, by caretaker or Miss Y CRAIG. Check damage. Report situation to the Corporate Health and Safety Team on **Tel: 01228 227169 / 221616.**
  - Keep <u>all</u> staff up to date on the developing situation. Re-assure the children re. brothers and sisters and provide games, videos etc., if possible.
  - Liaise with the LA whether/when to contact local radio stations to broadcast school closure message.
  - When situation allows, check the affected area (only if safe to do so). Spare staff to salvage belongings.
  - Keep the LA informed.
  - If/when parents collect, limit entry/exit points in order to ensure safe collection of children. Staff to be posted at all entry points to ensure parents report to the office and "sign out" their children before taking them home.
  - When all the children have been taken home hold a short staff meeting to assess the situation and plan for the next day.
  - Ensure governors are notified of details of the emergency.
  - A letter to parents/teachers2parents should be sent home as soon as possible to give them the latest information.

<u>Managing the effects of snow and ice on school premises</u>

The Head teacher will ensure that a risk assessment is in place which covers the hazards associated with snow and ice on our premises. As part of our risk assessment:

- Susan Perry is responsible for gritting the site before school starts;

- will be aware of their duties and responsibilities; where necessary, site staff will start work earlier than normal to commence a gritting plan;
- We will ensure that adequate equipment is available, including sufficient salt /grit, sack barrows and shovels etc.;
- We will ensure those staff who are responsible for carrying out the work have received adequate training i.e. manual handling;
- We will provide suitable clothing and footwear for site staff / those assisting with the task;
- We will determine which access routes are the most used / important:

  Clear a path 1 metre wide from the site entrance to the main building entrance. Pathways leading from car parks to buildings, slopes and steps on route should be regarded as a priority;
  Treat cleared paths with salt/grit to maintain a clear pathway especially where temperatures remain below freezing;
  As time and resources permit, other pathways to entrances and between buildings should be cleared and gritted as may car park areas.
  - Appropriate checks will be made to ensure continued safety;
  - We will identify any particularly dangerous areas which require extra care which will be checked / treated more frequently e.g. steps, slopes, gullies which may be hidden;
  - We will remind staff, pupils and visitors to remove as much snow and ice from their footwear as possible when entering buildings to limit the risk of slipping on wet floors – signage will be used where necessary to identify wet floors within the premises and additional floor matting supplied and cleaning undertaken where necessary;
  - We will ensure gritting arrangements are put in place when the premises are used outside of normal school hours;
  - We will inform parents / carers and other users of the school premises of the temporary arrangements in place;
  - We will take steps to monitor the weather conditions and temperatures.

The Head teacher is responsible for reviewing and revising the arrangements as determined by our local risk assessment and if they have concerns over the safety of certain external pathways, circulation routes, playgrounds etc., it may be appropriate for affected areas to be taken out of use. If this is the case, this will be marked clearly using signs/cones/tape and information provided to ensure everyone concerned is made aware.

It is not a requirement that playgrounds are cleared of snow and ice but if they remain in use, supervision levels may need to be increased; also we will consider the requirements of those staff on duty.

All staff will be made aware of the schools' risk assessment for managing the effects of snow and ice on its activities and take responsibility for following the designated paths and access routes when such conditions exist.

Further details can be found in our Risk Assessments and in Safety Advice Note SAN(G)31 on the KAHSC website.

5.9 Periods of Excessively High Temperature

In case of a heatwave:

We will keep out of the heat

- If a heatwave is forecast, we will try and plan our day in a way that allows us to stay out of the heat.

- Where possible, we will avoid going out in the hottest part of the day (11am-3pm).
- Where we can't avoid strenuous outdoor activity, like sport, DIY, or gardening, we will keep it for cooler parts of the day, like early morning.
- We will stay in the shade. Pupils and staff will be encouraged to wear a hat and light, loose-fitting clothes, preferably cotton. Plenty of drinking water will be freely available and everyone encouraged to drink more.

We will try to stay cool

- Curtains/blinds in rooms that get a lot of sun will be kept closed.
- Windows will be kept closed while the room is cooler than it is outside. They will be opened when the temperature inside rises.
- When very hot, everyone will be encouraged to splash themselves several times a day with cold water, particularly their face and the back of your neck.

We will drink regularly

- Everyone will be encouraged to drink regularly even if they don't feel thirsty – water and fruit juice are best – these will be freely available in school.
- We will encourage everyone to eat more cold food, particularly salads and fruit, which contain water – and ensure these are available on school menus during hot periods.

Further details can be found in our Sun Safety Procedures and in Safety Advice Note SAN(G)31 on the portal.

More information can be found on the Department of Health website - www.dh.gov.uk - or the articles on dehydration, sunburn and heatstroke on the NHS Direct website http://www.nhsdirect.nhs.uk

5.10 Gas Leaks or Suspected Gas Leaks

CRISIS MANAGEMENT TEAM

In Miss Craig's absence – **CRISIS MANAGEMENT TEAM MEET:-**
Assistant Head – Eileen Jenkinson
Safeguarding Deputy – Heather Rudd
Behaviour & Safety – Shelley Coid
HSW Governors – Christine Wilson

If Miss Craig is on duty but off site, Eileen Jenkinson should ring Miss Craig with Crisis Management Team recommendations.

If Miss Craig is ill and not on duty, Eileen Jenkinson should ring Sandra Birkett with Crisis Management Team recommendations

1. **KNOCK GAS OFF IN BOILER HOUSE**
2. **OPEN WINDOWS AND DOORS**
3. **TURN OFF GAS APPLIANCES**
4. **DO NOT TURN ELECTRICAL SWITCHES ON OR OFF**

Office Staff

1. Ring **0800 111 999** Gas Emergency Service and report gas leak
2. Ring Kym Allan (H&S Consultant) - Kym Allan will alert the Local Authority Tel: **01228 210152 (office hours) or 07663 707276 (out of hours).**
3. Ring CFM Tel: **01228 818964 – 810444**.
4. Ring Radio Cumbria Tel: **0845 3051122** (**01228 592444** after 9am)
5. Alert parents to necessary action by text

5.11 Environmental Pollution

It is the responsibility of the Governing body to ensure appropriate environmental protection measures are in place. All cases of environmental pollution by overflow or spillage will be recorded and reported. This will be done on a P25 Accident Form which will be forwarded to the Corporate Health and Safety Team on Tel: 01228 227169 / 221616.

Causes of Environmental Pollution include:

- Overflow of oil containers
- Overflow of sewage tanks including slurry tanks
- Spillage of 20 litres or more of any chemical covered by COSHH
- Noise

Following an incident, any spillages, contaminated materials or fire fighting water, will be disposed of in the correct manner. Contaminated water will not be disposed of in a drain without prior permission. (Maximum penalty £20,000)!

If off-site disposal of solid liquid or waste is required, a registered carrier of waste will be used and the movement documented. Advice will be sought from the Environment Agency Tel: 0800 807060.

Chemical Spills:

- If it is safe to do so identify the substance spilled and take necessary action to minimise contamination if trained to do so.
- It may be necessary to evacuate the room and ensure windows are opened.
- If spill is severe, evacuate part or all of the building, using fire drill procedures if necessary.
- Move all persons to a safe location, and call the emergency services. The Fire & Rescue Service are the lead agency in dealing with chemical / toxic / hazardous spillage incidents.
- If severe spill is immediately outside the building:

  - Follow procedures to contain all persons within the building;
  - Ensure all doors and windows are closed;
  - Switch off fans or air conditioning;
  - Avoid using electrical equipment in case sparks are produced;
  - Do not smoke.

6. Death of Pupil or Staff Member

Reference must be made to the document 'With Hindsight…' – A Guide for Managing the Response to Critical Incidents in Cumbria Schools.

- The Corporate Health and Safety Team should be informed of the incident as soon as possible, Tel: **01228 227169 / 221616**. Assistance for the school can then be given.
- It is the responsibility of the Police to advise the parents, or next of kin of the staff member, of the tragedy.
- The Crisis Management Team (CMT) consisting of Yvonne Craig, S Coid, Heather Rudd, Teacher and Safeguarding Leader and Christine Wilson, Support Staff and Chair of Health and Safety Committee should ensure that all staff members (this must include those who may be off sick and regular supply/volunteers) and governors are made aware as quickly as possible of the situation; the Chair of Governors (S. Birkett) should ask her fellow governors to assist in this process.
- The County Media Team should be informed Tel: **01228 226329** They will be able to assist in devising an initial Press Statement.
- All staff should be asked to respect the need for all communications with local community, parents, media etc. to only be done through the CMT.
- The CMT should ensure that the educational psychologist is informed.

- The CMT should make arrangements to close the school if necessary (although as far as possible, normal practice should continue) and ensure that the Corporate Health and Safety team is notified, Tel: **01228 227169 / 221616**.
- The CMT should make arrangements to write a letter home to parents as soon as possible giving as much information as is felt appropriate.

6.1 Tragedy During School Trip

Reference must be made to the document 'With Hindsight…' – A Guide for Managing the Response to Critical Incidents in Cumbria Schools.

- The Corporate Health and Safety Team should be informed of the incident as soon as possible, Tel: **01228 227169 / 221616**. Assistance for the school can then be given.
- Crisis Management Team brought together.
- The Head teacher should ensure that at least one telephone line is available for use only by LA staff and to ensure other emergency contact with the school. A fax line or mobile can be used for this purpose.
- The leader of the trip should ensure that a senior member of the CMT is informed of the tragedy and the CMT will then make the necessary arrangements to inform the LA, other parents. Parents should only be informed once the Police have given the authority to do so.
- A member of the CMT should, if at all possible, travel to join the trip participants. It may be necessary to take other members of staff or governors depending on the number of pupils on the trip to support both staff members and pupils.
- The leader of the trip, or nominated person, should ensure that they are able to keep telephone communication open with the senior members of the CMT at all times.
- The CMT with assistance from the Corporate Health and Safety Team should make arrangements to return the children from the trip as soon as possible. The Risk Assessment for the trip will contain the details of the transport used (e.g. name of coach firm).
- The Police will advise the relevant parents, or next of kin of staff member, of the tragedy. Once this has happened the police will give authority for the school to inform others.
- The CMT should ensure that all staff members and governors are made aware as quickly as possible of the situation; the Chair of Governors S. Birkett should ask her fellow governors to assist in this process. Tel: **07742 534405 or 01900 819692**
- All staff and governors should be asked to respect the need for all communications with local community, parents, media etc. to only be done through the CMT.
- The CMT should ensure that the educational psychologist is informed.
- The CMT should make arrangements to close the school if necessary (although as far as possible, normal practice should continue) and ensure that the LA is notified.
- The CMT should make arrangements to write a letter home to parents as soon as possible giving as much information as is felt appropriate.

7. Infectious Diseases in Schools

Reference/further reading:

Guidance on Infection Control In Schools and other Childcare Settings *Click here to access*

Cases of infectious disease may occur from time to time in schools or nurseries. Their importance depends on several factors:-

- The severity of the disease
- The number of children affected
- The mode of Transmission
- The amount of fear they generate

- Whether any specific action is necessary to stop further cases (e.g. immunisation, improving food-handling practices etc.)

7.1 How do we know there might be an outbreak?

There are several ways in which schools and nurseries may come aware that they have a case of infectious disease.

- Children may be ill
- There may be a sudden increase in the number of absentees
- Parents may advise the nursery or school that their children are suffering from an infectious disease
- The Consultant in Health Protection may contact the school

7.2 What should the Head teacher do?

If a member of staff thinks there may be a case he or she should refer to the Communicable Diseases poster sent out to all schools, housed on the staff room notice boards, SEN section/HSW, by the Health and Safety Team. If this does not answer the particular query, contact the Corporate Health and Safety Team on Tel: 01228 227169 / 221616 for initial advice. In addition, the school could discuss the matter with the school nurse. It is helpful for the initial assessment of the situation if a member of staff can find out:-

- How many children are ill
- How the illness is being presented
- When did each child fall ill

If there is an outbreak (i.e. 3 or more cases of the same illness), the school should contact the Corporate Health and Safety Team on Tel: 01228 227169 / 221616 to discuss management issues e.g. Personnel, admission/exclusion, catering and cleaning.

7.3 Role of the Health Protection Unit (HPU)

Tel: 01257 246450

The HPU will, if required, assess the situation and decide what, if any, further action is necessary either to investigate the source of the outbreak or to stop further spread. The school should make every attempt to provide information requested by the HPU or staff working on their behalf (e.g. Environmental Health staff). Miss Y Craig or person in charge should encourage staff, parents and children to comply with requests for specimens and to follow guidance for control or spread of disease.

7.4 Role of Environmental Health.

Tel: 01900 702702

If an outbreak of food poisoning is suspected the District Council Environmental Health Department will be asked to investigate. Environmental Health may also assist in the assessment and control of outbreaks of diarrhoea and/or vomiting not thought to be due to food poisoning (e.g. Dysentery)

7.5 Other Action

For certain infectious diseases (e.g. some cases of meningitis) the HPU might deem it necessary for letters to be sent home with all children in a class or school. Arrangements for this will be made through Miss Y Craig/person in charge.

7.6 Cleaning in Outbreaks

Providing there are proper cleaning schedules in place, additional routine cleaning is not generally required in outbreaks. If the Environmental Health Department or the HPU consider there is a need for extra cleaning this will be discussed. This might particularly be the case if children or staff have had vomiting or diarrhoea on the premises.

8. Care of Play Equipment

The following are suggested guidelines in relation to play equipment in the school area.

8.1 Soft Toys

- Soft toys have been implicated in incidents of cross infection and therefore use of soft toys should be discouraged.
- Soft toys should not be used for display purposes as they can harbour dust and be a source of infection.
- If soft toys are in use they should be washed on a regular basis, this should be done by using at least a 60°C cycle with a recommended soap powder, and drying thoroughly afterwards.

8.2 Plastic/Wooden Toys

- Wooden toys have been implicated in incidents of cross infection and therefore wooden toys should be discouraged.
- Toys should be inspected on a daily basis for cleanliness
- Clean with hot soapy water and dry thoroughly
- Discard if broken or damaged.

8.3 Electrical/Mechanical Toys

Must be surface wiped with a damp cloth that has been rinsed in hot water and detergent. For safety purposes, make sure that the electric source is switched off before cleaning.

8.4 Books

- Inspect weekly and wipe surfaces. Books must be inspected for signs of dampness or mildew and discarded if necessary.
- Books that are visibly soiled must be discarded. If they become contaminated with blood or bodily fluids they must be discarded.

8.5 Toy Boxes

Empty and clean regularly with hot water and detergent.

8.6 Mobiles

- Wooden and plastic – clean weekly or when visibly dirty.
- Paper and card – inspect weekly and damp dust if necessary.

8.7 Second Hand Toys

If second hand toys have to be used, these toys should be cleaned according to the appropriate stated section above.

8.8 Decontamination of toys

Toys that have been used by children who are infectious should be decontaminated with hypochlorite solution (1000ppm) where possible or cleaned using an antibacterial detergent and water.

Infectious diseases are common among children and schools often present ideal situations for disease to spread. Many diseases are so trivial that excluding a child from education cannot be justified. For

some other infections, the organisms that cause disease are commonly found among apparently healthy people and this will influence the advice on whether it is appropriate to exclude children.

9. Exclusions from School

There are some general rules about excluding from school:-

- Children who are not well should not be at school even if they are not infectious
- Children with diarrhoea should not be in nursery or school unless the diarrhoea is known to be due a non-infectious disease (coeliac disease). This rule also applies to staff, including catering staff. In individual cases, children must not return to school until 48 hours after their last bout of sickness or diarrhoea. Where there are 3 cases or more (outbreak) in the educational setting, those children affected must not return to school until 48 hours after their last bout of sickness or diarrhoea. Parents are advised of this via the school prospectus.
- Some children many have other illnesses which affect their immunity (e.g. Leukaemia, HIV disease). The parents of these children should be warned if there are known to be cases of infectious diseases in the school, especially if children are off school with chickenpox, shingles or measles.

See also Appendix 6.

10. Coping With Crises in School

10.1 Reactions of Pupils

The effect upon a school community of a tragedy, whether through violent, accidental of natural causes, will inevitably be severe and long lasting. The most immediately affected survivors will only be able to return to normal school life with a considerable degree of support and understanding on the part of other members of the school.

The reactions of pupils involved in a crisis will vary. Staff can help pupils by looking out for signs of nervousness, anxiety or depression, difficulties with concentration, memory or sleeping and anti social behaviour. Some survivors of tragedies suffer from severe feelings of guilt that they have been spared, when their friends have died.

Those most likely to be seriously affected are those whose lives were put at greatest risk, who witness injury and death and who suffer other disadvantages (unstable family relationships etc.). It is not always possible to tell whether or how much children are suffering. Staff, parents and other pupils can all help by keeping a watchful eye.

The emotional, social and academic effects of a tragedy can be very long term. Minor and seemingly unconnected occurrences can trigger off emotional reactions.

It is important to encourage pupils to express their feelings in an environment where they feel it is safe to do so. Children should be praised for recognising problems they may be experiencing and allowed to talk about or relive the experience – perhaps through mime, dance or other art forms. This is not a sign of ghoulish obsession with death or injury but a repressive approach can lead to inherent dangers. Survivors should be encouraged to attend funerals, a formal farewell helps to come to terms with grief.

Pupils whose appearance has changed as a result of injuries will need to be prepared for their return to school and the likely reactions of fellow pupils. They may need home visits from teachers or the ability to attend part time for a while.

10.2 External Support

Regular staff meetings will be needed to keep children under review and decide upon appropriate action, including any need for specialist referral. Miss Y CRAIG, and Assistant Head should liaise with the county psychologist. Therapists and counsellors can be made available to supplement (not replace) the resources of the school. It is important that the school remains in control of the situation

and any supportive external guidance that may be offered, staff should not allow themselves to be overwhelmed by well-meaning but potentially intrusive assistance.

In a major incident involving the wider community outside the school, special procedures will be initiated by the Social Services Department to co-ordinate the provision of aftercare of victims.

10.3 Reactions & Roles of School Staff

The most important role of school staff after a tragedy is to observe and listen to the children. They need to be sensitive that pupils respond in different ways and to beware of the danger of adding to the burden of children through inappropriate behaviour on their part.

Miss Y Craig should be aware of the difficulties that staff are likely to face and that they themselves have had to come to terms with the trauma. Miss Y Craig should monitor work pressures and look for any signs that staff are becoming overwhelmed with the distress of the pupils and themselves. Staff may need their own support group, see stress risk assessment.

10.4 Dealing with the Media

The experience of some schools has shown the relationship with the media is not always positive. The press can be invasive to the point of rudeness and constantly looking for "an angle". This can sometimes take the form of attempts to attribute blame for the tragedy to parents, the school and other public agencies involved.

Miss Y Craig, Assistant Head and Chair of Governors should be prepared for likely questions and should be clear what they are prepared to say and what not to say to the media. The Crisis Management Team should meet to agree this before anyone talks to the media. It is never appropriate to allow the media onto the school premises or to give them access to staff or pupils.

The Corporate Communications Team (Media Team) can provide advice on dealing with the media and should be contacted on 01228 226329.

10.5 Reactions of Parents

There are obvious limits to the amount of support and assistance that school can offer to parents but it is important that staff should be aware of parents' likely reactions. Evidence suggests that many are unwilling or unable to deal with the trauma faced by surviving children and they may resist their attempts to articulate their feelings and experiences; this will in itself place an additional burden upon school staff.

Parents whose children have died will find themselves cut off from many of their usual social contacts/routines and communications networks and may welcome informal contacts from school staff and other parents.

10.6 Rebuilding

Allowing the whole community ample opportunity to try to make sense of what has happened, to express and share emotional reactions and to say farewell in an appropriate manner can all form important steps in the rebuilding process. Expressions of sympathy, visiting of the injured and attendance at funerals should not be discouraged. Special assemblies, memorial services, open days or debriefings can be therapeutic, positive events for survivors and friends, and a garden blooming at the appropriate time can be a fitting permanent memorial to those who have died.

11. Use of Schools in Civil Emergencies

Cumbria County Council has made plans to deal with major incidents that might occur in peacetime such as an escape of chemicals from nearby factory, road tanker etc. which can either affect schools or

require them to be used as a Reception centre for people evacuated from a particular area. A major incident may well cause the involvement of County Council property and employees.

12. War

Cumbria County Council has prepared contingency plans for use in the event of war. These plans, which in general are an extension of peacetime arrangements for responding to major incidents, will be issued if the current low level threat of hostile attack should significantly increase. In the event of war most schools would be available to be used as emergency feeding centres and rest centres.

Participation in activities relating to war defence planning is voluntary.

13. Telephone Cascade System

The telephone cascade system provides a means of rapid communication to all schools in the county or selected geographical areas. The most frequent purpose is to pass on stranger alert messages from Cumbria Police but the system may also be used to relay severe weather warnings or other emergency information.

To prevent the "Chinese whispers" effect, at each link in the cascade the message should be read back in full, indicating where the message originated. Where school wish to initiate a cascade message and report a stranger alert or other information relating to criminal activities they should initially contact the police and ask for a message to be sent to County, whilst at the same time reporting the incident. The police can then decide how far the cascade message should go and provide a contact number. In extreme cases schools may decide to alert the local cascade group direct, along with any other local schools where pupils of property may be at risk. This can be done by a combination of telephone and e-mail. If this is done, the police should be contacted immediately afterwards.

Decisions about the content of the message and distribution areas will be made by the police. Before a message goes into the cascade system both the police and LA will have made a positive decision that the message is sufficiently urgent and serious.

All school staff should be aware of the cascade system so that they can pass on any relevant message in the absence of the secretary or Miss Y CRAIG.

Where County staff receive stranger alert messages from the police, the cascade system will be initiated immediately and schools should only pass the information onto parents if indicated as such in the message. Depending upon the nature of the incident, police action could be inhibited if parents or pupils were wrongly notified or restricted information. By the same token an urgent stranger alert which is intended for parents and pupils is of no benefit if notified only to staff. Care must be taken not to frighten pupils but a serious stranger alert should not be underplayed. Word of mouth messages from pupils to parents are highly unreliable, although the time the message is received may not allow provision of a letter to parents, this should be followed up the next day.

14. First Priority – The Pupils

Even where schools have planned in fine detail their reaction to any emergency, circumstances may arise that cannot be anticipated. In facing such emergencies the main consideration must be the safety of pupils. This may involve a good deal of additional work on the part of staff, which is greatly appreciated by all. The following points should ensure pupils' safety and should always be observed:-

- If there is any doubt that pupils can return home safely in prevailing conditions, regardless of age, every attempt should be made to either convey them home or secure alternative arrangements for them. Alternative arrangements must only be made following parental/carer permission.
- If the parents or guardians or younger pupils are not at home to receive them, they should not be released.

- Any unsupervised pupils arriving at schools should be accepted onto the premises and sent home only if it is known that they can return safely to a parent or guardian.
- If a course of action includes any greater element of risk of injury to a pupil, it should not be taken.

15. Crisis Management Team Contact & Duties

Name & Contact Address and telephone numbers including mobile	Designation	Role	Responsibilities
Yvonne Craig (IOSH) Safeguarding Officer L1, L2, L3 safeguarding Safer Recruitment trained 01900 605668 07796156986	Y CRAIG	Crisis Manager	Direction and coordination, as necessary; liaise with the emergency services, the LA, media, staff, parents; allocation of roles to others depending on level of crisis.
Yvonne Craig Christine Wilson (IOSH) 07990841411 Eileen Jenkinson (IOSH) 07525790450	Teaching Support Teacher	Head Health & safety Governors Chair Health & Safety	To inform Local Authority; briefed on facts and how the school is responding; keep Local Authority, pupils, parents and staff and community informed.
Heather Rudd Deputy Safeguarding Officer Safer Recruitment trained L1, L2, L3 Safeguarding 07896562953	Teacher ECM/Wellbeing Leader	ECM Leader	Pastoral care for pupils and staff; operational issues as directed; parent/visitor liaison; liaise with Psychological Service, Education Welfare Officer, Social Services and other professional agencies
Eileen Ditchburn 07738490992 Kay Dawson L1, L2, L3 safeguarding Yvonne Craig	Business Manager Learning Mentor Head	Business Manager coordinator Learning Mentor Head	Manage incoming calls, gather and disseminate information; identify "safe" areas in school for parents/pupils; liaise with contractors, utilities and repairs/accommodation issues, transport communications, catering arrangements; incident record keeping; collation of message sheets; chasing outstanding "actions", maintenance of master record log.
Eileen Jenkinson(IOSH) Behaviour and Safety Leader Safeguarding L1, L2, L3 07525790450	Teacher EVC Leader	Visits leader	Risk assessments for visits, organisation for visits, liaison to school for visits, leader and decision maker on visits.
Eileen Jenkinson 07746532354, 01900 604773	Assistant head teacher	To direct and co-ordinate in the head teachers absence	To hold a crisis management team meeting
All calls to the Media should only be undertaken by Miss Y Craig or Chair of Governors. The DfES number of **909 2126** should be quoted to prevent hoax calls.			

16. Staff Contact List

Name, Home Address & Next of Kin	Duty	Home tel. no	Work tel. no	Mobile tel. no

17. Governors Contact List

Name & Home Address	Duty	Home tel. no	Work tel. no	Mobile tel. no

18. LA & Health & Safety Officials Contact List

Name & Contact Address	Duty	Out of hours	Work tel. no	Mobile tel. no
Corporate H&S Team Carlisle East Community Fire Station Eastern Way Carlisle Cumbria, CA1 3RA	**Julian Stainton:** Corporate Health, Safety & Wellbeing Manager **Sharon McCubbin:** Lead Adviser for Children's Services & Schools	07699 113300 ask for pager 786440	General Office No. 01228 227169 or 01228 221616	**Julian Stainton:** 07500 227793 **Sharon McCubbin:** 07825 340570
Kym Allan Kym Allan Health & Safety Consultants Ltd. 3-4 Citadel Row Carlisle CA3 8SQ	**Kym Allan** Director	07663 707276 *Leave your school name & contact no. & we will call you back*	01228 210152	07909 484449
Margaret Gunson	Catering & Cleaning		01946 506589	
Gillian Elliott CCC Capital Programmes (Maintenance) The Parkhouse Building Kingmoor Business Park Carlisle	Capital Programmes and Maintenance		01228 673172	
CCC Building Maintenance Helpdesk The Parkhouse Building Kingmoor Business Park Carlisle	Building Maintenance Helpdesk	01228 511061	01228 221106	
Peter Crompton	Education Psychologist		01946 506331	01768 77444
Kieran Barr	Communications (Media Team)	07699 113300 ask for pager 786440	01228 226329	
Martin Harrison	CCC Insurance Team		01228 226268	
Dawn McGough	CCC Passenger Transport Team		01228 221103/ 226024	
Cath Reynolds	Learning Improvement Service General Advisor		01228 226801	
Sarah Wall	Emotional Behaviour			07901 670184
Jill Lovegrove	Complex needs			07810 156088
Michelle Warner	Specialist Teacher			07810 656366

PSCO James Graham	PCSO 5268			0845 33 00 247

The above numbers were correct at date of publication of this document

19. Local Schools & Accommodation Contact List

Name & Contact Address	Contact	Contact tel. no	Mobile tel. no
Our Lady & St. Patrick's	Jacqueline Hampson	01900 812582	O7901 635871
Grasslot Infants School	Karen Loudon	01900 812268	
Ellenborough & Ewanrigg Infant School	Wendy Hazard	01900 812931	07912422653
Netherton Infant School	Lynne Millington	01900 812709	
Maryport Juniors	Hilda Beggs	01900 812299	
Maryport Infants	Tina Beddoe	01900 812074	
Netherhall	Jonathan Johnson	01900 813434	

20. Pupils & Parents Contact List

See Attached –

Please see Emergency Contact File in Administrators office

Teachers2parents texting service

Password: playgroundfruit212

Inventory

Room:-

NUMBER	EQUIPMENT
	Tables
	Chairs
	Smartboard
	Book Shelves
	Storage Units
	Cupboard
	Teacher Desk
	Carpet
	PCs
	Laptops
	Reading Books
	Dictionaries
	Carpet
	Radiators
	Windows
	Doors
	Heating
	Electric sockets
	Display Boards
	Flipcharts
	Other equipment – please list

Name of person completing inventory :

List of Suppliers

Name	Address	Telephone	E-Mail

Emergency Contacts List

Ewanrigg Junior School

MISS Y CRAIG (HEAD TEACHER)

TELEPHONE NUMBER; 01900 812330

NAME TELEPHONE NUMBER	NAME TELEPHONE NUMBER	NAME TELEPHONE NUMBER	NAME TELEPHONE NUMBER	NAME TELEPHONE NUMBER
Yvonne Craig **01900 605668** **077956156986** In Yvonne Craig's absence – Shelley McGlasson Assistant headteacher	Sandra Birkett Chair of Governors **01900 819692** **07742534405** ***Crisis management team*** Christine Wilson Chair HSW **07990 841411** Heather Rudd Safeguarding Gov **07896 562953** Shelley Coid **07525790450**	*Insert names and telephone numbers of people who you normally cascade down to*	Corporate Health & Safety Team **01228 227169 or 01228 221616** OR **07699 113300** ask for pager **786440** Kym Allan Health & Safety **01228 210152** OR **07663 707276**	Radio Cumbria **01228 592444** **GAS -07977421083** **Electricity** **07747822352** **Water** **0845 600 600** **BT** **0800 154 154**

Emergency Closures Advice for Schools

Taking the Decision to Close

It will generally be up to the Head to determine whether or not their school needs to close. Such emergencies might include no heating, no water, no electricity, etc. and you should ascertain from any agencies involved e.g. United Utilities, National Grid etc. the likely duration of the fault prior to the decision to close being made. In coming to a decision to close, the health and safety of the children and staff is paramount and you should consider local factors and conditions.

Reporting your Closure Online via the School Portal

The County Council now operates an online school closures tool allowing schools to update their school status directly from the school portal. You login as normal and will be able to change your setting from 'Open' to 'Closed' and complete the expected duration of your closure. This will ensure that your schools status is updated on Cumbria County Councils website 1 The Health and Safety Team can update your status on your behalf if you are unable to access the portal for any reason. (Contact details below)

Online notification also triggers RSS and Twitter feeds which Local Media, Governors and Parents can subscribe to free of charge. Full instructions for the online system are available on the schools portal. In the event of the decision to close being taken you should be satisfied that you have notified the following by the quickest possible means.

1. Parents

   By whatever means are most appropriate in your situation. E.g. text to home alerts. BBC Radio Cumbria and other Local Media will subscribe to the portal RSS Feeds, but they are always willing to assist schools directly to send important messages out. Contact details are:

Radio Cumbria	Carlisle	**0845 3051122** (**01228 592444** - **after** 9.00am)
	Barrow	**01229 836767** (not always manned)
CFM	Carlisle	**01228 818964 or 01228 810444 before** 9:00am
	Online	http://www.cfmradio.com/near-you/school-closures/
Bay Radio	Lancaster	**01524 848747** (Reception) or **01524 541758** (Newsroom)
	Email	snow@thebay.co.uk
Lakeland Radio	Kendal	**01539 737380** or **01539 737370**

   As a security check you may be asked to quote the School's DfE Number.

2. Local School Services - Catering Manager & home/school transport operator(s)

3. The LA Health and Safety Team – The team will be alerted automatically when your online status is updated on the portal and you can contact them direct on **01228 221616** (Main Office) **Sharon McCubbin** Lead H&S Adviser – Children's Services and Schools **07825 340570** or use our 'out of hours' 24hr Emergency Pager (details overleaf).

4. Your Chair of Governors

5. Your Learning Improvement Service General Adviser

Closures due to Adverse Weather

If for any reason, it is impossible for any teaching or non-teaching staff to reach the school, a cascade system of communication needs to be put into practice to ensure that children are not left at the school by parents who are unaware of the staff situation.

Your cascade system should include the use of Governors, some of whom generally live close to the school. In the absence of any member of the teaching staff, a Governor can then take charge of the situation and ought to make his/her way to the school as soon as possible to ensure that parents are informed of the fact that the school is to be closed. Any communication system put in place should be based around availability of Governors and/or other members of staff who would be able to assist locally.

If staff find it impossible to reach their normal place of work because of bad weather but they could safely attend a school closer to their home, they should make contact with that school in order to establish whether or not their services may be required, in terms of helping out for the duration of the bad weather.

Closing Early due to Adverse Weather Conditions

If it is decided that the school must close early because of adverse weather conditions, all parents must be contacted as soon as possible. No primary school pupil should be allowed to leave the school premises until it has been established that their parents/ carers are aware of the situation and have given permission for the child either to make their way home alone or leave with another parent.

Emergency Support from the LA for major incidents/accidents/fatalities

Although thankfully rare, a serious situation could occur, for which you require the additional support of the LA to help coordinate and assist you with responding to the emergency. This assistance can be for incidents at your school or for incidents affecting your staff/pupils off-site. Examples of such incidents could be a fatality, serious accident/incident, fire, major flooding, bomb threat etc. The LA can help coordinate such issues as an organised evacuation of your premises, assistance from additional transport operators, emergency catering requirements or medical help. There is a system in place to arrange the coordination of various organisations to ensure that help for schools is, as far as possible, always available. The network of organisations includes Children's Services, Property Unit, Emergency Planning, Police, Fire and Rescue Services, Medical Services, etc. If required, press and media calls can also be dealt with centrally.

Should you require access to this network, you should contact Sharon McCubbin, Lead H&S Adviser, Children's Services/Schools, Corporate Health and Safety Team **07825 340570 or (01228) 221616** (Main H&S office) during office hours. Outside normal office hours, the team operates a 24-hour emergency number for health and safety emergencies only as follows:

Phone - (07699) 113300 Quote Pager Number 786440
Leave your message including a telephone number

A member of the team will then make contact with you as soon as possible. Please ensure that all staff are aware of the emergency contact numbers and of the help available if it is required. If you have any queries about any of the above information, please do not hesitate to call.

General Advice for Emergency Planning in Cumbria can be accessed here
http://www.cumbria.gov.uk/emergency/default.asp

CRISIS MANAGEMENT - ACTION PLAN

PURPOSE

The purpose of this development plan is to assist the school to:

- identify critical incidents;
- plan to ensure incidents are dealt with using correct procedures;
- aid staff to cope in an emergency situation.

PLANNING PURPOSE

The plan has been produced using the following guidelines:

"With Hindsight….." a Guide for managing the response to critical incidents in Cumbrian Schools
Emergencies and your school – guidance from Emergency Planning Unit
A legal Toolkit for schools (DfES)

OBJECTIVES

Our specific objectives are to:

- ensure staff are aware of what a critical incident is;
- ensure all involved are aware of their and others responsibilities in an emergency situation;
- provide necessary resources to enable staff to carry out those responsibilities;
- information is easily accessible and presented in a clear and concise manner;
- work in partnership with pupils, parents, schools, services and agencies to improve the Health & Safety of all stakeholders;
- secure the involvement of staff, partners and stakeholders in building a coherent, coordinated and effective service to pupils, their parents and schools;

Management

Aim: To ensure the effective implementation of the school crisis kit

GOALS	ACTION TASKS	PERSON RESPONSIBLE	SUCCESS CRITERIA	RESOURCES / SUPPORT	TIMESCALE	COMPLETED	REVIEWED
Staff members are confident and clear about their roles with regard to the crisis management plan	Discuss areas of responsibility and clarify roles and responsibility	Head teacher or nominated person in charge	The staff members have a clear structure	Meetings to discuss various H&S issues to include critical incidents	Biannually (unless there are changes)	January 2013	January 2015
Review school development plan	Review/evaluate development plan	Head teacher Governors	Include a crisis management section in the development plan	Clerk to Governors time support to Y CRAIG for admin support. Y CRAIG time to work off site for sustained concentration periods of time.	Biannually (unless there are changes)	September 2011	February 2013
Management committee members are clear about plans for development	Inform staff and distribute copies of relevant documents	Head teacher or nominated person in charge	Staff have health safety file containing policies, risk assessments and safety advice.	Management committee members agree plans	Biannually (unless there are changes)	January 2012	February 2013
Governing Body are aware of their role in the crisis management plan	Ensure relevant documents are taken to health, safety, welfare and full Governing Body meeting and that individual roles are agreed and understood	Head teacher or nominated Chair of health, safety, welfare	Governors take ownership of their roles and are available to assist and implement the management plan in the event of a crisis	Health, Safety, Welfare Committee and full Governing Body time and commitment	Biannually (unless there are changes)	January 2013	January 2015
Provide evidence for use in the	Develop inventory to include photographs to	Person who uses room most	Completed inventory	Cameras	Ongoing		

GOALS	ACTION TASKS	PERSON RESPONSIBLE	SUCCESS CRITERIA	RESOURCES / SUPPORT	TIMESCALE	COMPLETED	REVIEWED
event of insurance claim	provide evidence	frequently	includes photographic evidence				

Policy Practice

Aim: To instruct and ensure staff are able to fulfil their duties in the Crisis Management Team

GOALS	ACTION	PERSON RESPONSIBLE	SUCCESS CRITERIA	RESOURCES / SUPPORT	TIMESCALE	COMPLETED
To ensure that staff are able to carry out duties if a critical incident should occur.	Ensure additional telephone lines are available – staff have mobiles	Head teacher and members of staff	Additional lines being available	Mobile phones to be used in case of emergency Fill in crisis management book	As required	Ongoing
Carry out simulation exercise using previous incidents in other schools as examples.	Evacuation of building takes place every term – 1 week walk through to practice, following week, fire drill	Kay Dawson, Learning Mentor and Fire Marshall	Exercise has occurred within agreed timescale	Ongoing	Termly	Ongoing
To ensure the building/pupils/staff are secure from community/media should an incident occur	Examine security to ensure doors are locked Sign in and out book Next to last person notifies last person when exiting	Cleaner in Charge Keyholders Last person in school	Building secure	Walkie Talkies Alarm system CCTV Locks Gates Self locking doors	Daily	Ongoing

Guidance on infection control in schools and other childcare settings

April 2010

Prevent the spread of infections by ensuring: routine immunisation, high standards of personal hygiene and practice, particularly handwashing, and maintaining a clean environment.

Please contact your local health protection unit (HPU) on .....
or visit www.hpa.org.uk if you would like any further advice or information, including the latest guidance.

Rashes and skin infections	Recommended period to be kept away from school, nursery or childminders	Comments
Athlete's foot	None	Athletes foot is not a serious condition. Treatment is recommended
Chickenpox	Five days from the onset of rash	*SEE: Vulnerable Children and Female Staff – Pregnancy*
Cold sores, (Herpes simplex)	None	Avoid kissing and contact with the sores. Cold sores are generally mild and self-limiting
German measles (rubella)*	Six days from onset of rash	Preventable by immunisation (MMR x 2 doses). *SEE: Female Staff – Pregnancy*
Hand, foot and mouth	None	Contact your local HPU if a large number of children are affected. Exclusion may be considered in some circumstances
Impetigo	Until lesions are crusted and healed, or 48 hours after commencing antibiotic treatment	Antibiotic treatment speeds healing and reduces the infectious period
Measles*	Four days from onset of rash	Preventable by vaccination (MMR x 2). *SEE: Vulnerable Children and Female Staff – Pregnancy*
Molluscum contagiosum	None	A self-limiting condition
Ringworm	Exclusion not usually required	Treatment is required
Roseola (infantum)	None	None
Scabies	Child can return after first treatment	Household and close contacts require treatment
Scarlet fever*	Child can return 24 hours after commencing appropriate antibiotic treatment	Antibiotic treatment recommended for the affected child
Slapped cheek/fifth disease. Parvovirus B19	None	*SEE: Vulnerable Children and Female Staff – Pregnancy*
Shingles	Exclude only if rash is weeping and cannot be covered	Can cause chickenpox in those who are not immune i.e. have not had chickenpox. It is spread by very close contact and touch. If further information is required, contact your local HPU. *SEE: Vulnerable Children and Female Staff – Pregnancy*
Warts and verrucae	None	Verrucae should be covered in swimming pools, gymnasiums and changing rooms

Diarrhoea and vomiting illness	Recommended period to be kept away from school, nursery or childminders	Comments
Diarrhoea and/or vomiting	48 hours from last episode of diarrhoea or vomiting	
E. coli O157 VTEC	Should be excluded for 48 hours from the last episode of diarrhoea	Further exclusion may be required for young children under five and those who have difficulty in adhering to hygiene practices
Typhoid* [and paratyphoid*] (enteric fever)	Further exclusion may be required for some children until they are no longer excreting	This guidance may also apply to some contacts who may require microbiological clearance
Shigella (dysentery)		Please consult your local HPU for further advice
Cryptosporidiosis	Exclude for 48 hours from the last episode of diarrhoea	Exclusion from swimming is advisable for two weeks after the diarrhoea has settled

Respiratory infections	Recommended period to be kept away from school, nursery or childminders	Comments
'Flu (influenza)	Until recovered	*SEE: Vulnerable Children*
Tuberculosis*	Always consult your local HPU	Requires prolonged close contact for spread
Whooping cough* (pertussis)	Five days from commencing antibiotic treatment, or 21 days from onset of illness if no antibiotic treatment	Preventable by vaccination. After treatment, non-infectious coughing may continue for many weeks. Your local HPU will organise any contact tracing necessary

Other infections	Recommended period to be kept away from school, nursery or childminders	Comments
Conjunctivitis	None	If an outbreak/cluster occurs, consult your local HPU
Diphtheria *	Exclusion is essential. Always consult with your local HPU	Family contacts must be excluded until cleared to return by your local HPU. Preventable by vaccination. Your local HPU will organise any contact tracing necessary
Glandular fever	None	
Head lice	None	Treatment is recommended only in cases where live lice have been seen
Hepatitis A*	Exclude until seven days after onset of jaundice (or seven days after symptom onset if no jaundice)	In an outbreak of hepatitis A, your local HPU will advise on control measures
Hepatitis B*, C*, HIV/AIDS	None	Hepatitis B and C and HIV are bloodborne viruses that are not infectious through casual contact. For cleaning of body fluid spills. *SEE: Good Hygiene Practice*
Meningococcal meningitis*/ septicaemia*	Until recovered	Meningitis C is preventable by vaccination. There is no reason to exclude siblings or other close contacts of a case. Your local HPU will advise on any action needed
Meningitis* due to other bacteria	Until recovered	Hib and pneumococcal meningitis are preventable by vaccination. There is no reason to exclude siblings or other close contacts of a case. Your local HPU will give advice on any action needed
Meningitis viral*	None	Milder illness. There is no reason to exclude siblings and other close contacts of a case. Contact tracing is not required
MRSA	None	Good hygiene, in particular handwashing and environmental cleaning, are important to minimise any danger of spread. If further information is required, contact your local HPU
Mumps*	Exclude child for five days after onset of swelling	Preventable by vaccination (MMR x 2 doses)
Threadworms	None	Treatment is recommended for the child and household contacts
Tonsillitis	None	There are many causes, but most cases are due to viruses and do not need an antibiotic

* **denotes a notifiable disease**. It is a statutory requirement that doctors report a notifiable disease to the proper officer of the local authority (usually a consultant in communicable disease control). In addition, organisations may be required via locally agreed arrangements to inform their local HPU.
Regulating bodies (for example, Office for Standards in Education (OFSTED)/Commission for Social Care Inspection (CSCI)) may wish to be informed – please refer to local policy.

Outbreaks: If a school, nursery or childminder suspects an outbreak of infectious disease, they should inform their local HPU.

GOOD HYGIENE PRACTICE

Handwashing is one of the most important ways of controlling the spread of infections, especially those that cause diarrhoea and vomiting, and respiratory disease. The recommended method is the use of liquid soap, warm water and paper towels. Always wash hands after using the toilet, before eating or handling food, and after handling animals. Cover all cuts and abrasions with waterproof dressings.

Coughing and sneezing easily spread infections. Children and adults should be encouraged to cover their mouth and nose with a tissue. Wash hands after using or disposing of tissues. Spitting should be discouraged.

Personal protective equipment (PPE). Disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons must be worn where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing). Goggles should also be available for use if there is a risk of splashing to the face. Correct PPE should be used when handling cleaning chemicals.

Cleaning of the environment, including toys and equipment, should be frequent, thorough and follow national guidance. For example, use colour-coded equipment, COSHH and correct decontamination of cleaning equipment. Monitor cleaning contracts and ensure cleaners are appropriately trained with access to PPE.

Cleaning of blood and body fluid spillages: All spillages of blood, faeces, saliva, vomit, nasal and eye discharges should be cleaned up immediately (always wear PPE). When spillages occur, clean using a product that combines both a detergent and a disinfectant. Use as per manufacturer's instructions and ensure it is effective against bacteria and viruses and suitable for use on the affected surface. Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below. A spillage kit should be available for blood spills.

Laundry should be dealt with in a separate dedicated facility. Soiled linen should be washed separately at the hottest wash the fabric will tolerate. Wear PPE when handling soiled linen. Children's soiled clothing should be bagged to go home, never rinsed by hand.

Clinical waste. Always segregate domestic and clinical waste, in accordance with local policy. Used nappies/pads, gloves, aprons and soiled dressings should be stored in correct clinical waste bags in foot-operated bins. All clinical waste must be removed by a registered waste contractor. All clinical waste bags should be less than two-thirds full and stored in a dedicated, secure area while awaiting collection.

Sharps should be discarded straight into a sharps bin conforming to BS 7320 and UN 3291 standards. Sharps bins must be kept off the floor (preferably wall-mounted) and out of reach of children.

SHARPS INJURIES AND BITES

If skin is broken, encourage the wound to bleed/wash thoroughly using soap and water. Contact GP or occupational health or go to A&E immediately. Ensure local policy is in place for staff to follow. Contact your local HPU for advice, if unsure.

ANIMALS

Animals may carry infections, so wash hands after handling animals. Health and Safety Executive (HSE) guidelines for protecting the health and safety of children should be followed.

Animals in school (permanent or visiting). Ensure animals' living quarters are kept clean and away from food areas. Waste should be disposed of regularly, and litter boxes not accessible to children. Children should not play with animals unsupervised. Veterinary advice should be sought on animal welfare and animal health issues and the suitability of the animal as a pet. Reptiles are not suitable as pets in schools and nurseries, as all species carry salmonella.

Visits to farms. Please contact your local environmental health department who will provide you with help and advice when you are planning a visit to a farm or similar establishment. For more information see www.hse.gov.uk/pubns/ais23.pdf

VULNERABLE CHILDREN

Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers, on high doses of steroids and with conditions that seriously reduce immunity. Schools and nurseries and childminders will normally have been made aware of such children. These children are particularly vulnerable to chickenpox or measles and, if exposed to either of these, the parent/carer should be informed promptly and further medical advice sought. It may be advisable for these children to have additional immunisations, for example pneumococcal and influenza.

FEMALE STAFF* – PREGNANCY

If a pregnant woman develops a rash or is in direct contact with someone with a potentially infectious rash, this should be investigated by a doctor. The greatest risk to pregnant women from such infections comes from their own child/children, rather than the workplace.

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Report exposure to midwife and GP at any stage of exposure. The GP and antenatal carer will arrange a blood test to check for immunity. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.
- German measles (rubella). If a pregnant woman comes into contact with german measles she should inform her GP and antenatal carer immediately to ensure investigation. The infection may affect the developing baby if the woman is not immune and is exposed in early pregnancy.
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), inform whoever is giving antenatal care as this must be investigated promptly.
- Measles during pregnancy can result in early delivery or even loss of the baby. If a pregnant woman is exposed she should immediately inform whoever is giving antenatal care to ensure investigation.
- All female staff under the age of 25 working with young children should have evidence of two doses of MMR vaccine.

*The above advice also applies to pregnant students.

IMMUNISATIONS

Immunisation status should always be checked at school entry and at the time of any vaccination. Parents should be encouraged to have their child immunised and any immunisation missed or further catch-up doses organised through the child's GP.

For the most up-to-date immunisation advice www.immunisation.nhs.uk, or the school health service can advise on the latest national immunisation schedule.

2 months old	Diphtheria, tetanus, pertussis, polio and Hib (DTaP/IPV/Hib) Pneumococcal (PCV)	One injection One injection
3 months old	Diphtheria, tetanus, pertussis, polio and Hib (DTaP/IPV/Hib) Meningitis C (Men C)	One injection One injection
4 months old	Diphtheria, tetanus, pertussis, polio and Hib (DTaP/IPV/Hib) Pneumococcal (PCV) Meningitis C (Men C)	One injection One injection One injection
Around 12 months	Hib/meningitis C	One injection
Around 13 months	Measles Mumps and Rubella (MMR) Pneumococcal (PCV)	One injection One injection
Three years and four months or soon after	Diphtheria, tetanus, pertussis, polio (DTaP/IPV)or dTaP/IPV Measles Mumps and Rubella (MMR)	One injection One injection
13 to 18 years old	Tetanus, diphtheria, and polio (Td/IPV)	One injection
Girls aged 12 to 13 years	Cervical cancer caused by human papilloma virus types 16 and 18. HPV vaccine	Three doses over six months

This is the UK Universal Immunisation Schedule. Children who present with certain risk factors may require additional immunisations. Some areas have local policies – check with your local HPU.

Staff immunisations
All staff should undergo a full occupational health check prior to employment; this includes ensuring they are up to date with immunisations. All staff aged 16–25 should be advised to check they have had two doses of MMR.

For references visit www.hpa.org.uk
Information produced with the assistance of the Royal College of Paediatrics and Child Health.

Emergency Closure Information for Parents

EWANRIGG JUNIOR SCHOOL

Ewanrigg Junior School may be closed for children at short notice due to a number of circumstances, for example:

- Problems with heating or electricity
- Problems due to water leaks
- Problems due to inclement weather

CLOSURE BEFORE SCHOOL STARTS

A decision to close the school will generally be made by 8.00am. and the text and cascade system will be put into operation. It is important that as few people as possible are phoning school between 7:30am and 8:00am so that staff and bus companies are able to provide vital information. Please wait to be contacted by a school representative or listen to CFM/ Radio Cumbria.

PROBLEMS WITH THE Public Transport/Trains/Buses

There are occasions where sufficient staff are able to get to school but the buses/trains are either not running or running a reduced service. As soon as information is received from the bus companies, this will be passed on via a school representative. On these occasions, parents must make their own decision as to whether it is safe to bring their child to school. If you bring them you must also collect them at the end of the day.

CLOSURE DURING THE SCHOOL DAY

For safety reasons we are unable to send children home during the school day until we have made sure that someone is available to meet them. In practice this would mean having to telephone every emergency contact and as this will take some time, we will only close if the situation is very severe. Parents who are concerned about local conditions are welcome to collect their children from school. Please note that booked dinners will have to be paid for.

If we do have to close we will do so by contacting: Radio Cumbria, CFM, Teachers 2 Parents texting Service, Local Authority, other parents, school office

Parents,
If we cannot contact you, the children will remain in school until they are collected.

- CFM Tel: **01228 818964 – 810444**
- Radio Cumbria Tel: **0845 3051122** (**01228 592444** after 9am)
- Local Authority Tel: **01228 221616**
- Kym Allan H&SW Consultant Tel: **01228 210152**
- Teachers2Parents: **playgroundfruit212 – school212**