



Larkrise Primary School Health & Safety Policies

Critical Incident Management

This policy covers the management of critical incidents such as violent intrusion, fire, explosion, gas leaks

Preventing unauthorised access to the building

- All external doors should be kept closed at all times
- Staff should always use the front door to gain access & leave the building including the Cabin and should make themselves known to any office staff present
- All staff should wear ID badges at all times
- The gate to the cycle path and gates and the front of the school are locked at 8.55am and 3.20pm
- Staff will approach any unauthorised/suspicious person entering the site during the school day & direct them to the school office at the front of the school
- If the person refuses to comply staff should lead them away from children and walk directly to the front office or the nearest telephone/radio/alarm point, leaving other adults to take charge at the scene
- New fencing has been placed around the front of the school.
- All staff exiting the building must sign out.
- All visitors must sign in and provide ID to office staff.

Emergency Procedure in the event of a major incident

- Staff in the immediate vicinity of any such emergency will immediately evacuate the building to Assembly Positions on the playground
- At the earliest opportunity an adult will sound the alarm (breaking alarm glass, use radio/telephone to contact office)
- Office staff will take with them the Children's Contact File, the gate key, a telephone, a radio
- The Head/Deputy will assess the situation
- If it is impossible to re-enter the building, and safe to do so, office staff will contact St Gregory the Great school to make arrangements for staff and pupils to walk across the field to their premises
- Instructions will be given to office staff to involve, or not, the emergency services
- Office staff & staff at St Gregory's will contact parents/carers to collect their children from there
- If the incident results in injury that requires hospitalisation, a known adult (TA in the first instance), if possible, will accompany the child
- Teachers should remain with their classes

- Office staff will direct all media enquiries to the County Council Press Office

Incidents that occur off site

- A Risk Assessment will be completed before any visit off site
 - Staff will familiarise themselves with any local evacuation procedures at the earliest opportunity
 - Staff will manage the incident following these procedures & the principles described above
 - The teacher should always remain with the children
 - Immediately there is an opportunity the teacher should telephone the school
 - The Head/Deputy will make an assessment & provide instructions
 - If required, office staff will make contact with parents to inform them of the incident and arrange collection of children
-
- If the person refuses to comply staff should lead them away from children and walk directly to the front office or the nearest telephone/radio/alarm point, leaving other adults to take charge at the scene

Larkrise Primary School Lock Down Procedures

Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school)
- An intruder on the school site (with the potential to pose a risk to staff and pupils)
- A warning being received regarding a risk locally, of air pollution (smoke plume, Gas cloud etc.)
- A major fire in the vicinity of the school The close proximity of a dangerous dog roaming loose

The school's lockdown plan is as follows:

Signals	
Signal for lockdown	Alarm to sound intermittently for five times
Signal for all-clear	Verbally from the designated person via two way radio.

Lockdown	
Rooms most suitable for lockdown	All classes to remain in their own classes unless the threat is directly outside their door/window. In this situation evacuate to the nearest internal location
Entrance points (e.g. doors, windows) which should be secured	External doors Fire doors Internal doors All windows
Communication arrangements	Two-way radios Class telephones-nursery and Kingfisher Mobile phones
Other important information	If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site

Ref	Initial response-lockdown	Tick/sign/time
L1	Ensure all children are inside the school building. Alternatively, ask pupils to hide or disperse if this will improve their safety. Class teachers are responsible for their own class. Take cover under the desks.	
L2	Lock/secure any entrance points (e.g. doors, windows) to prevent the intruder entering the building.	
L3	Dial 999 and explain the nature of the emergency. Give the name of the school and postcode OX4 4AN	
L4	Ensure action is taken to increase protection from attack: Block access points (e.g. move furniture to obstruct doorways Sit on the floor, under tables or against the wall Keep out of sight Draw curtains and blinds Turn off lights Stay away from windows and doors Class teachers responsible for their own class	
L5	Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access	
L6	Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services	
L7	Pupils will not be released to parents during a	

	lockdown	
L8	Parents will be notified as soon as it is practicable via the parent mail text system	
L9	If it is necessary to evacuate the building, the fire alarm will sound and a verbal message to evacuate will be sent via two way radio	

It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff. To achieve this, a lockdown drill should be undertaken at least once a year. Depending on their age, pupils should also be aware of the plan. (Regular practices will increase their familiarity).

Partial Lockdown

Alert to staff: 'Partial lockdown'

This may be as a result of a reported incident / civil disturbance in the local community with the potential to pose a risk to staff and pupils in the school. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

Immediate action:

- All outside activity to cease immediately, pupils and staff return to building. (Staff will be alerted via two way radios)
- All staff and pupils remain in building and external doors and windows locked
- Movement may permitted within the building dependent upon Circumstances but this must be supervised by a member of staff

All situations are different, once all staff and pupils are safely inside, senior staff will conduct an on-going and dynamic risk assessment based on advice from the Emergency Services. This can then be communicated to staff and pupils.

'Partial lockdown' is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

In the event of an air pollution issue, air vents can be closed (where possible) as an additional precaution. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Communication between parents and the school

School lockdown procedures, especially arrangements for communicating with parents, will be routinely shared with parents either by newsletter or via the school website.

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable.

Parents should be given enough information about what will happen so that they:

- Are reassured that the school understands their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety
- Do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers
- Do not come to the school. They could interfere with emergency provider's access to the school and may even put themselves and others in danger
- Wait for the school to contact them about when it is safe for you to come get their children, and where this will be from

Parents will be told '**..the school is in a full lockdown situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out...**'

Emergency Services

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds. The school site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the Lockdown. Emergency Services will support the decision of the Headteacher with regarding the timing of communication to parents.

In the event of a prolonged lockdown or more severe scenario, Oxfordshire Council has the capacity to provide humanitarian assistance by establishing a Reception Centre for friends and family outside of the cordoned area.

April 2017

Review Date- April 2018

Signed.....(Chair of Governors)

Signed.....(Headteacher)