BASE Academy Trust

Business Continuity Plan

For

Disaster Recovery in the event of a Critical Incident

July 2024

Table of Contents

1.0   Introduction

The BASE Academy Business Continuity Plan (BCP) has been written for those who will be involved in re-establishing the operational delivery of services following a major incident at Red Lane Primary School or Masefield Primary School. It should be read in conjunction with:
- Individual detailed plans for both schools
- The Academy's fire evacuation plans for both schools (the operation of which does not necessarily activate the BCP).

2.0   Definitions

An emergency is any event which causes, or has the potential to cause injury, loss of life, damage to property or significant business disruption.

> *A disaster is the escalation of an emergency to the point where normal conditions are not expected to be recovered for at least 24 hours.*

3.0   General Information

3.1   Review and Training
This document should be reviewed annually by the Leadership Teams and the Academy Trust Board and shared with staff during inset sessions and governors during committee meetings. Parts of the plan should be tested throughout the school year.

3.2   Associated Documents/information
Associated Documents include:
- BASE Business Continuity Plan
- Fire Evacuation Plans including site plans
- Invacuation Policy & Procedures
- Fire risk assessments
- Snow Chains
- First Aid Policies/First Aid Needs Assessments
- Health & Safety Policy & Procedures
- Pandemic sickness
- Inventory/Asset Register

3.3 Emergency Contact Information
An emergency information file is kept in the main offices of Red Lane Primary and Masefield Primary and includes:
- Copies of this document
- Copies of associated documents
- Hard copies of pupil data (those on roll) with parental information, addresses and contact numbers. (printed termly)
- Class reports detailing medical information for pupils on roll. (printed termly)
- Hard copies of current staff data with addresses, next of kin and contact numbers.

3.4 IT Arrangements and Secure Off Site Storage of Documents

The school servers are located:

- Red Lane Primary School – Library KS2 building
- Masefield Primary School – Executive Headteacher's Office

Within the Schools' ICT SLA with Bolton LA, the school servers from both schools are backed up on a daily basis to a location off site.

Copies of this plan and supporting documents are held at both schools.

A USB memory stick containing the information is kept at the Finance Manager's home.

4.0   Aims and Objectives

The aim of this emergency response plan is to mitigate the effects of any emergency situation on the school, staff and pupils and recover from any incident quickly and efficiently. The supporting objectives are to:

- Prevent/minimise the loss of life, injury and ill health to pupils and staff;
- Alert and work with relevant parties as necessary to provide guidance and reassurance e.g. Emergency Services, Bolton Local Authority, Governors and Parent/Carers;
- Manage the situation until the relevant support arrives;
- Minimise disruption to the normal daily routine of staff and pupils;
- Ensure appropriate working with the media and support staff, pupils and parent/carers in the aftermath of the incident.

Further guidance is available on the department for Education website

https://www.gov.uk/guidance/emergencies-and-severe-weather-schools-and-early-years-settings

5.0   Strategy

If a disaster is declared by BASE ACADEMY's Principal or their deputy and/or BASE Academy's Account Director, both Red Lane's Business Continuity Plan and Masefield Primary's Business Continuity Plan will be activated.

Incident occurs

Assess the scale, impact and duration of the incident
(see Incident Impact Assessment form for additional guidance if required)

Are critical activities disrupted?

Yes

No

Significant impact?

No → Monitor situation

Yes

Activate Plan

Do **NOT** activate Plan

Notify key stakeholders

Take necessary action to **manage incident**

Take necessary action to **maintain critical activities**

Take necessary action to **resume** and **recover** all activities

Stand Down Plan → **Notify** key stakeholders

Staff communication will be via Teacher2Parents, email and the website if this is operable, or by use of the snow plan telephone lists if not.

The following organisations may need to be advised of the implementation of the Business Continuity Plan as soon as possible:

- Emergency Services — 999
- Public Health England (Significant disease outbreak) — 0344 225 0562 Option 3
- Media Office –Karen Spibey (Reputational Incident) — 01204 332064/07824 541215
- Extranet (Extreme Weather) — https://extranet.bolton.gov.uk/
- Information Management — 01204 332077/07392 108201
  (Significant Information Security Breach) — paul.rankin@bolton.gov.uk
- Bernie Brown – Director of People – Bolton Council — 01204 338021
- Bolton Council Security & Response — 01204 336900
- Asset Management Unit — 01204 331367
- Lancaster Maloney – Facilities Management — 0161 4773500
- AW Safety Management – Health & Safety — 01623 821516
- Environmental Health — 01204 338060
- CISS (Educational Psychologists) — 01204 336500/1
- Health and Safety Executive (fatal/major incidents only) — 0345 300 9923
- Global Policing – Data Protection Officer — 0161 510 2999
- Insurance Advisors -RPA — 0117 976 9361
- RPA – Urgent Incident notification — 0113 246 2040
  RPAadvice@willis.com & www.dfeclaimforms.co.uk
- Local Police (Central) — 0161 872 5050/101
- Greater Manchester Fire & Rescue — 0161 736 5866
- United Utilities — 0345 672 3723
- Electricity North West — 0800 195 4141
- British Gas — 0800 111 999
- Foreign Office — 020 7270 1500
- Public Health England — 0344 225 0562 (Option 3)
- Information Commissioner's Office — 0303 123 1113

6.0   Roles and Responsibilities

6.1   Executive Headteacher

The Executive Headteacher is responsible for the implementation and co-ordination of the BCP, including:

- Immediately contacting the BASE Account Director if the disaster relates to the built environment or the ICT infrastructure to establish if the building can be re-occupied and/or service delivery reinstated
- Co-ordination of status reports/communication for the benefit of all audiences (including staff, pupils, parents, LA, Academies Team at DfE, press)
- Maintaining the BCP in an up-to-date format by delegating responsibility to the Finance Director for updates.

6.2 Incident Management Team (IMT)

Lead by the Executive Headteacher, the Incident Management Team includes Heads of both schools, all Assistant and Deputy Headteachers and the Schools' Site Manager/s. Additional members of the team will be recruited to match the specific needs of the incident.

The IMT is responsible for acting under the direction of the Executive Headteacher (or their Deputy) to restore normal conditions as soon as possible.

6.3 Staff

Staff are required to co-operate with the IMT in support of the BCP.

In the event that staff are sent home, they should remain available during normal working hours to assist with necessary tasks.

6.4 Individual Roles and Responsibilities

Role	Responsibility	Person(s) Responsible
Incident Manager	• Consider the need to alert other colleagues and external agencies • Establish an Emergency Response Team and allocate roles • Collate all relevant information relating to the emergency • Co-ordinate the emergency response strategy, liaising with relevant agencies as appropriate • Evacuate buildings/close school as necessary • Monitor the emergency response • Provide regular staff/team briefings • Authorise any additional expenditure	Executive Headteacher
Deputy Incident Manager	• Assists Incident Manager • Co-ordinates and manages staff in the Emergency Response Team • Monitors staff welfare and organises staff roster	Head of School
Parent/Carer Liaison Officer(s)	• Advises parents/carers and provide information • Provides a point of contact • Arranges on Site co-ordination of visiting parents and carers • Maintain regular contact with parents and carers where appropriate	Assistant Headteacher/Deputy Headteacher
Administrators	• Staff the telephone lines • Help collate information • Relay incoming and outgoing messages by phone, fax email and text etc. as appropriate in a prompt manner • Provide admin support to the Incident Manager and Deputy Incident Manager • Maintain a log of ley events and decisions including expenses incurred	Finance & Facilities Manager, Office Manager & Office Staff
Communications Officer/Media Spokesperson	• Acts as point of contact for media enquiries • Work with the LA's communications team to prepare media statements/interviews • Assist with internal communications	Executive Headteacher

Teachers/Teaching Assistants	• Maintain supervision • Ensure the safety and security of pupils • Provide information and offer reassurance • Take roll call where necessary • Monitor pupils' physical and psychological welfare	Teaching and Support Staff
Facilities Manager	• Ensure site security at all times • Provide information about site facilities/layout as necessary • Assist with access/egress to the school	Site Manager and Caretaking Staff
Liaison Officer	• Communicate with colleagues at school on a regular basis during the incident and receive updates/progress reports • Relay information to and from the local authority	Executive Headteacher Head of School School Business Manager

6.5(i) Red Lane Primary School Emergency Response Team – Tel: 01204 333580

Designation	Name
Executive Headteacher	Lisa Whittaker
Head of School	Rhian Driver
Head of Teaching & Learning KS1	Laura Behan
Assistant Headteacher	Lee Nicholson
Assistant Headteacher	Rob Hudson
Assistant Headteacher	Stephanie Gregory
Finance & Facilities Manager	Nadine Barnes
Office Manager	Charlotte Moran
Site Management	Stephen Monks
	Lyall Mew

6.5(ii) Masefield Primary School Emergency Response Team – Tel: 01204 333714

Designation	Name
Executive Headteacher	Lisa Whittaker
Head of School	Andy Done
Deputy Head of School *(on secondment to Red Lane)*	Laura Behan
Finance & Facilities Manager	Nadine Barnes
SLT	Megan Ritchie
SLT	Jodie Tyrer
Office Manager	Victoria Evans-Jones
Site Manager	Craig Allsop

Security Leads

Red Lane Primary School   -   Mrs Rhian Driver, Head of School
Masefield Primary   _   Mr Andrew Done, Head of School

7.0　Initial Response In case of Major Emergency:

The staff member witnessing or first discovering the emergency situation will be responsible for initiating the immediate response to the threat. This may involve:

- Summoning help/calling the emergency services
- Taking charge of the scene until further support arrives
- Securing immediate welfare of students and staff e.g. shelter/evacuation
- Alert Executive Headteacher/Head of School or other senior member of staff in their absence.
- Log relevant information e.g. location and time of emergency, details of people involved and nature of any injuries and a summary of events etc.

Once the initial alert has been made, consideration must be given to who else should be informed so it is imperative that contact details for staff, parents & carers, governors and LA departments are kept up to date and are readily accessible.

A cascade system of alerting relevant persons should be considered as this allows information to be distributed quickly by several people. Please refer to the snow chains for this information.

8.0　Procedure for Closing a School in the Multi Academy Trust

8.1　Closure in advance of a School day
The school can be closed in advance of a normal school day using the following system:
1. Closure authorised by the Executive Headteacher or Head of School
2. Notification of a school closure using the Local Authority Extranet Website: https://schoolextranet.bolton.gov.uk/ (actioned by the School Business Manager).
3. Implementing the school staff 'snow chain' (actioned by – Senior Decision Leadership Team)
4. Recording the closure on the home page of the school website (actioned by – IT Lead)
5. Sending out text messages via the 'Teacher2Parents system to all parents (actioned by – Admin Staff).

8.2 Closure during a School Day
It is never a preferred option to close the school during a school day but it can be done using the following procedures:
1. Closure authorised by the Executive Headteacher or Head of School on the basis that pupils with parental authorisation may make their way home by themselves. Pupils will continue to be supervised by staff until parents authorise them to leave or they are collected.
   a. Parental authorisation can be provided by phone or email. Consider use of Places of Safety (as described below).
2. Notification of a school closure using the Local Authority Extranet Website: https://schoolextranet.bolton.gov.uk/   (actioned by the School Business Manager).
3. Recording the closure on the home page of the school website (actioned by – IT Lead). Sending out text messages via the 'Teacher2Parents system to all parents (actioned by – Admin Staff).

8.3 Immediate Places of Safety
In the event of a major incident on site requiring the school to be closed, students will assemble at the primary assembly points – school playground. If these are not useable staff will escort pupils to the secondary assembly points – school field.

- a map of the school grounds showing primary and secondary assembly points, field and staff car park respectively. (see fire evacuation plan for each school)
- A map of the local area. (see fire evacuation plan for each school)

8.4   Off-Site Place of Safety

If it becomes necessary to evacuate the site completely, pupils will be escorted into the grounds of Ladywood School for Masefield and Mosley Pub Car Park for Red Lane from where they can be collected or from where they can be released to make their own way home.

9.0   Evacuation Policy & Procedure

In the event that the school buildings need to be evacuated in an emergency please refer to the Fire Evacuation Plans for each school.

9.1   Grab Packs

Each school retains, alongside the Business Continuity File, a grab pack containing the following items. The Finance Manager / School Business Manager will check the contents on a 6 monthly basis.

Contents of Grab Pack include:
- A High Visibility Vest
- Pen / Paper / Clipboard
- Local Map
- Torch
- Whistle
- First Aid Supplies

9.2   Site Plans and Map of Local Area

Within the Fire Evacuation Plan can be found plans detailing the following:-

- Fire Call Points, Fire Extinguishers, Emergency Lighting and Assembly locations
- Chemical Stores
- Boiler house(s)
- Gas, Electricity and Water Services cut off points

10.0   Invacuation Policy & Procedure

It is now possible to envisage circumstances where the school may wish to lock itself in, to secure staff and pupils from an outside threat. This circumstance is described as a 'lockdown'. Please refer to each school's Invacuation policy and procedures.

11.0   Silent Evacuation

Notification of a silent evacuation would be made by word-of-mouth by the Head of School, members of the SLT and the admin staff.

12.0 Business Recovery in the Event of a Loss of Buildings or site Space

12.1 General

Replacement of the buildings and facilities that have been damaged or made unavailable will be the responsibility of the PFI Contractor and the Local Authority. In the event of building unavailability, the school will be entitled to financial unavailability deductions to off-set the Unitary Charge Payments that will still be due for payment.

Temporary working facilities are the responsibility of the School and Academy Trust for which it holds insurance (see below).

12.2 Insurance

BASE Multi Academy Trust hold insurance to the value of £10,000,000 for any one loss (maximum) to cover the cost for business interruption or interference following a material damage loss.

12.3 Replacement Site Facilities

The size and scope of facilities required for the school will vary according to circumstance. In the first instance contact should be made with the RPA Insurance on 0117 976 9361 or RPAadvice@willis.com

The location of the temporary accommodation will be determined based on the space required and circumstances at the time. Two possible locations that have been identified for consideration should temporary accommodation / buildings need to be sited are:
- Contacting Bolton LA to see if they can provide temporary accommodation within any other schools in Bolton.
- Porta cabins situation elsewhere on the school grounds

Erecting additional buildings on our current campus site will always be the preferred solution.

13.0 Pandemic Threat / Mass Staff Unavailability

Loss of staff is considered a generic threat to operations. The spread of a virus capable of impacting on operational service delivery is now considered genuine and serious.

In the event of mass staff illness, the IMT will shut the school to pupils using the same procedures described above.

In the Event of a Pandemic

The timing of any health pandemic onset is highly unpredictable. In the event of a pandemic, schools will have a key role to play in reducing the risk to stakeholder's health and safety as far as possible as well as maintaining essential operations as directed by the UK Government.

Given the highly uncertain nature of a health pandemic, we cannot know in advance how serious it will be and who will be most affected. The Academy Trust will follow guidance and direction from the UK Government, Local Authority and Public Health England with regard to the maintenance or adaptation to operations.

With regards to an influenza pandemic, The UK influenza Pandemic Contingency Plan contains information on the types of scenarios which may arise. The plan offers some initial ideas and guidance to assist the Trust in developing and reviewing plans. It identifies important and specific activities which organisations can do to prepare for a pandemic as well as where more general guidance will be

provided by the Government. This checklist is not exhaustive but is a guide which may be used in order to start thinking about what may need to be planned for.

14.0   Cyber Security

The risk of data theft, scams, and security breaches can have a detrimental impact on the trusts systems, technology infrastructure, and reputation.

To ensure the security of all company-issued devices and information, BASE Academy employees are required to:

- Keep all company-issued devices, including tablets, computers, and mobile devices, password-protected (minimum of 8 characters) and change passwords every three months.
- Keep secure all relevant devices in their possession both in school and off the premises.
- Refrain from sharing private passwords with co-workers, personal acquaintances, senior personnel, and/or shareholders.
- Regularly update devices with the latest security software.

Email Security

Protecting email systems is a high priority as emails can lead to data theft, scams, and carry malicious software like worms and bugs. Therefore, BASE Academy requires all employees to:

- Verify the legitimacy of each email, including the email address and sender's name.
- Avoid opening suspicious emails, attachments, and clicking on links.
- Look for any significant grammatical errors.
- Avoid clickbait titles and links.
- Contact the IT department regarding any suspicious emails.

Transferring Data

BASE Academy recognizes the security risks of transferring confidential data internally and/or externally. To minimize the chances of data theft, we instruct all employees to:

- Refrain from transferring classified information to employees and outside parties.
- Only transfer confidential data over company networks and use remote access when working from home.
- Obtain the necessary authorization from senior management.
- Verify the recipient of the information and ensure they have the appropriate security measures in place.
- Adhere to BASE Academy information management, data protection policy and data breach procedures which includes immediately alerting the head of school of any breaches, malicious software, and/or scams.

Staff Training

All staff are to receive regular training to make them aware of the main cyber risks and threats to schools alongside data protection training to keep them up-to-date with policies and procedures. School staff can be a crucial part of a schools' cyber defences by following key cyber security steps.

15.0   Bomb Threat/Terrorist Attack or Threat

The department for Education has released guidance in April 2024 on '**protective security and preparedness for education settings'** to support us dealing with terrorism or other major incidents. The guidance adapts principles from the National Counter-Terrorism Security Office (NaCTSO) into more sector-specific advice. Please refer to this guidance for more details. Protective security and preparedness for education settings - GOV.UK (www.gov.uk)

For the purpose of this policy, a bomb threat is where an individual places an article or communicates information with the intention of inducing a person to believe that something is likely to explode or ignite causing harm within an educational settings.

A bomb threat may be communicated in different ways:
- A phone call
- Recorded message
- Written communication
- Face-to-face
- Email or Social media
- Via an independent third Party

All bomb threat communications are a crime and should be reported to the police by dialling 999, no matter how ridiculous or implausible the threat may seem.

How to respond to a bomb threat?

If the threat is made by phone, calls are automatically recorded on the 3CX phone systems (make a note of the number used). If the threat is made in person, try to keep the speaker talking to gather as much information as possible. Record the details immediately. At this point call 999. Check any CCTV footage if available.

RUN HIDE TELL

All staff, including regular contractors need to make informed choices when faced with a terrorist incident. Understanding and remembering the RUN HIDE TELL principles, combined with a good knowledge of the school site and emergency procedures will help people respond to an incident. There is a two minute video available: https://www.protectuk.police.uk/advice-and-guidance/response/run-hide-tell

	RUN	HIDE	TELL
1.	Locate the threat using sight & hearing	if you are unable to run, hide	Call 999 when it is safe to do so
2.	If there is a safe route, run	Lock yourself in a room with solid walls, barricade yourself in and move away from the door	Listen carefully & give as much information as you can
3.	Insist others go with you but don't let their hesitation slow you down	Find cover that can withstand threats such as a knife attack	If it is safe to do so, stop others going towards the danger
4.	Don't waste time filming videos or collecting belongings	Use any hiding place that puts you out of sight of the attacker	If it is safe to do so, alert other people to the threat
5.	Runing to safety is your best option	Stay quiet & still, silence your phone & turn off vibrate	
6.		Stay hidden until you are rescured	

Response Options:

1. **Lockdown – school specific policy in place**
2. **Invacuation – school specific policy in place**
3. **Evacuation – school specific policy in place**

4. **Extended Evacuation**

   Once a situation has become more stable and it is likely that a school site will remain closed for a substantial time, staff and pupils will be sent home as soon as it is safe to do so.

Communicating during an incident

The Incident Lead (Head of School) needs to give clear and concise instructions while avoiding giving someone intending to cause harm information that could be used to put anyone in greater danger. The first alerts will be to the emergency response team and the police. Following this, decisions will be made on further communication with parents and carers, others based locally near the school and handling the media and social media content.

16.0   Other Threats

The following Other Threats have been considered
- Phone and ICT Communications Loss
- Finance Process Breakdown – payments to staff & suppliers fail
- Utilities / Energy Supply failure
- Service Delivery Loss of General Nature – BASE Academy are unable to provide buildings or ICT support
- Key Supplier Failure other than BASE Academy – Catering, transport
- Evacuation due to Nearby Incident
- Bad Weather prolonged
- Strikes

17.0   Draft Recovery Action Plans

Operational Threat	Steps to Restore Normal Working	Action by Whom	Comments/Notes
Phone and ICT Communications Loss	1.		
Finance Process Breakdown – payments to staff & suppliers fail			
Utilities / Energy Supply failure	1.		
Building Loss – partial or complete (Fire, Flood etc.)	1.		
Building Denial leading to short term lack of access	1.		
Service Delivery Loss of General Nature – BASE Academy are unable to provide buildings or ICT support	1.		
Key Supplier Failure other than BASE Academy – e.g. Catering, transport	1.		
Evacuation due to Nearby Incident	1.		
Lockdown due to Nearby Incident	1.		
Fire	1.		
Bad Weather prolonged			
Strikes	1.		
Terrorist Attack or Threat			

18.0 Business Continuity Plan Checklist

Point to Consider	YES	NO	Comments/Action
Does the school have an Incident Management Team (IMT)?			
Has the IMT established roles and responsibilities?			
Has the school emergency response plan been implemented after discussions with staff?			
Are procedure established to ensure contact details are maintained and updated for: • Parents/Carers • Staff • Pupils • Governors • LA Departments • Peripatetic Staff			
Do you perform daily back-ups of your IT systems and are these kept off site?			
Is a copy of the assets register kept off site?			
Are archived school records kept in a secure and accessible place?			
Is a fireproof safe used for relevant records?			
Do you have site plans showing gas/water/electricity cut-off locations?			
Are details of staff/pupils on Educations visits and work experience known to relevant staff?			
Have local hazards been identified e.g. train lines, major roads, neighbouring industrial estates etc.?			
Are there procedures for inclement weather and dealing with flooding in place?			
Have risk assessments been undertaken and control measures implemented to reduce risks?			
Have precautions been taken to reduce the threat of arson?			
Do relevant staff have suitable grab packs?			
Does the school have suitable arrangements for out of hours emergencies?			
Does the school have an off-site evacuation contingency plan?			
Are arrangements in place to introduce counselling to pupils, staff, parents and carers as necessary?			

18.1 IMMEDIATE INCIDENT CHECKLIST – PEOPLE RELATED

Major incident involving people

• Death of a pupil or member of staff
• Abducted/missing pupil
• Assault causing serious injury
• Transport incident involving school visit/journey
• Communicable Disease
• Food poisoning

Death of a pupil or member of staff on site

Action	Action Taken (4)
Withdraw the pupils to a secure controlled area	
Secure site i.e. electricity, gas, water etc. if due to an accident	
Contact emergency services	
Inform next of kin	
Inform person in charge (Head Teacher)	
Notify LA	
Inform Chair of Governors	
Ensure safety /welfare of other pupils and staff	
Complete accident book	
Investigate circumstances	

Abducted /missing pupil

Action	Action Taken (4)
Inform person in charge (Head Teacher)	
Inform police	
Notify next of kin	
Notify LA	
Attend to emotional welfare of pupils and staff	
Notify Chair of Governors	
Update school registration details	

Assault causing serious injury

Action	Action Taken (4)
Administer first aid and contact emergency services	
Secure site for investigation	
Inform person in charge (Head Teacher)	
Inform next of kin	
Inform Asset Management Unit	
Inform Chair of Governors	
Complete serious incident forms	
Ensure safety /welfare of pupils and staff	

Transport incident involving school visit/journey

Action	Action Taken (✔)
Establish the nature and extent of the incident	
If an injury – assess injury (preferably by first aider)	
Contact emergency services	
Ensure all other members of the group are accounted for	
Ensure all other members are safe from danger and looked after	
Inform person in charge – giving full information of incident	
Person in charge (Head Teacher) to oversee situation from school	
Confirm hospital details	
If serious incident inform LA	
Inform Chair of Governors	
Make arrangements for return of group to base or home	
Contact place of visit and inform them of the situation	
Obtain a police report	
Obtain insurance information	

Communicable Disease - only classed as an outbreak if more than one case

Action	Action Taken (✔)
Inform person in charge (Head Teacher)	
Contact and liaise with Health & Safety Department within LA	
Contact School Nurse	
Inform Chair of Governors	
School nurse and /or LA to advise re: letters to parents	
Attend to emotional welfare of pupils and staff	

Food Poisoning

Action	Action Taken (✔)
Inform person in charge (Head Teacher)	
Identify who is affected and assess severity of the illness	
Continue observation of casualty or casualties	
Administer first aid as required	
Contact next of kin and advise hospital details	
Contact Health Team – Consumer Protection Department giving full information	
If serious outbreak inform LA	
Inform Chair of Governors	
Exclude affected people from school where necessary	
Identify cause of illness to avoid a reoccurrence	

18.2 IMMEDIATE INCIDENT CHECKLIST – PROPERTY RELATED

Major incident related to property

- Widespread structural damage
- Major fire
- Terrorist incident

Widespread structural damage

Action	Action Taken (4)
Evacuate the premises	
Take a roll call	
Call emergency services	
Ensure person in charge informed (Head Teacher)	
Decide whether to keep pupils in school or send home	
Provide information to parents via phone /letter	
Inform LA	
Inform Chair of Governors	
Ensure no unauthorised persons gain access to the site	
Contact Corporate Property Services/Building Officer/Asset Management to assess damage	
Strictly control access to the damaged building	

Major fire

Action	Action Taken (4)
Ensure safety of pupils, staff and visitors by following schools evacuation procedures – Option to move to the Secondary Evacuation Point	
Ensure person in charge is informed (Head Teacher)	
Ensure safety and security of premises	
Staff /pupils must not be allowed to re-enter the building until emergency services allow them to do so	
Advise the LEA /Insurance Department	
Contact Corporate Property Services/Building Officer/Asset Management to assess damage	
Close the school if necessary	
Advise the Chair of Governors	

Terrorist incident

Action	Action Taken (4)
For bomb scares and gas leaks implement standard fire evacuation procedures – Option to move to the Secondary Evacuation Point	
Inform everyone that **MOBILE PHONES MUST NOT BE USED**	
Establish a safety point at a fair distance away from the school	
Ensure person in charge is informed (Head Teacher)	
Inform LA	
Inform Chair of Governors	

ONGOING ACTION FOLLOWING A PROPERTY RELATED INCIDENT

- Ensure safety of pupils and staff
- Ensure all parents, staff and governors are informed of and are aware of incident
- Evaluate damage to building and likely disruption to the education process
- Ensure safe removal of hazardous materials and debris
- Identify welfare support of pupils and staff
- Review health & safety and security /fire prevention on site
- Review the accommodation and catering
- Maintain communications with outside bodies
- Be involved in rebuilding and /or occupation of temporary premises
- Formalise the revised transport arrangements
- Prepare inventory to furnish alternative accommodation
- Inform other users of the premises
- Provide written information regarding the incident
- Hold a fire drill as soon as possible if new exit routes and assembly points are necessary
- Walk through the building to check fire escape requirements
- Re-allocate parking space and pupil areas
- Hold briefing meeting with staff
- Ensure all utilities have been checked and are functioning correctly
- Exercise caution before using electrical equipment
- IMT to maintain a brief Diary /Log of events and action taken.

18.3 Various Templates for Recording Information

18.3a

INCIDENT IMPACT ASSESSMENT FORM	
Completed By	
Date	
Time	
Consideration	**Logged Response**
Which department/s or classes are affected?	
What is the nature of the incident? *(Describe the type of incident, location and severity)*	
Are there any staff/pupil casualties or fatalities? *(Complete casualty / fatality sheets if needed)*	
How is the incident currently affecting the running of your school?	
What is the estimated duration of the incident?	
Has access to the whole of the school site been denied or part of it? If so, which area/s and for how long?	
Have any work areas been destroyed, damaged or made unusable? Is there evidence of structural damage?	
Are any systems and other resources such as data unavailable? *(include computer systems, telecoms and any other assets)*	

Have any utilities been affected? *(E.g. gas, electricity or water)*	
Other Relevant Information	

18.3b

Log of Events, Decisions and Actions					
Completed by		**Sheet Number:**		**Date:**	
Incident:					
Time	**Log Details**				

18.3c

Lost Property Form					
Completed by			**Incident:**		
Date:			**Time:**		
No.	**Name**	**Status (e.g. staff, pupil, visitor)**	**Details of possessions lost/left behind**		
			What		**Where left/lost**

18.3d

Financial Expenditure Log				
Completed by			**Incident:**	
Date:			**Time:**	
	Expenditure *(what, for whom etc)*	**Cost**	**Payment Method**	**Transaction made by**

18.3e

Injuries and Fatalities Log						
Name of Injured/ Deceased	Status e.g. Staff, Pupils, Visitors, etc	Nature/Event of Injury e.g. Broken Leg, emotional distress etc	Present Location *e.g. Hospital Name, Home etc*	Source of Information *Include Name & contact details if known*	Date & Time of Information	Information Confirmed? Yes/No
Name of Injured/ Deceased	Status e.g. Staff, Pupils, Visitors, etc	Nature/Event of Injury e.g. Broken Leg, emotional distress etc	Present Location *e.g. Hospital Name, Home etc*	Source of Information *Include Name & contact details if known*	Date & Time of Information	Information Confirmed? Yes/No

18.3f

Post Incident Report Form	
1.0 Incident Information	
Background	
1.	Incident date	
2.	Time incident started	
3.	Time incident ended/closed	
4.	Description of incident • What happened? • How each stage was dealt with • Involvement of other schools/organisations • Service recovery details	
5.	Details of any casualties or fatalities	
Impact Assessment	
6.	Impact on school • How long was the school affected? • What was the effect? • Any systems and other resources were unavailable? (include computer systems, telecoms, other assets)	
7.	Impact on pupils • Loss/relocation of teaching and learning? • Directly involved in incident?	
8.	Impact on staff • Relocated • Emotionally affected by incident • Loss of personal belongings	
9.	Impact on other stakeholders	
10.	Impact on the building/site • Were any utilities (gas, electricity or water) affected? • What was the effect? • Any work areas that were inaccessible but intact? • Is there evidence of structural/asset damage – or a potential insurance claim?	
11.	Long term impact • Financial loss • Data/file loss • Relocation/rebuilding • Reputational impact	

| 12. | Detail action being taken post incident to respond to its impact
   • Counselling for pupils/ staff
   • Information to the community
   • Changes to procedures or relationships e.g. with suppliers | |

Incident Communication

13.	Details of communication to pupils	
14.	Details of communication to staff	
15.	Details of communication to other stakeholders	
16.	Involvement of Manchester City Council	

17.	Details of how effective BCP was in the incident
	   • How successful
	   • How relevant
	   • Gaps
	   • Areas for amendment	

2. Actions Resulting from Incident

	Actions Needed	Lead	Timescale
1			
2			
3			
4			
5			
6			
7			

18.4 Please remember to complete an Accident/Incident Report Form for each individual affected, as appropriate.

School Logo to be inserted here	**Accident/Incident Form** **(including occurrences of violence or aggression)**

This form is to be used by all Departments for the recording of all accidents. A copy of the 1st page must be given to the injured person if requested. The form is intended for accident prevention and statistical purposes, and to comply with the Department for Work & Pensions requirements.

1. Injured Person

☑ **Employee** ☐ Public ☐ Agency ☐ Contractor ☐ Volunteer ☐ Service User ☐ Pupil

Forename: _____ Surname: _____
Address: _____ Age: _____
_____ Contact No: _____
Postcode: _____ Occupation: _____

2. Accident/Incident Details

☐ Accident ☐ Incident (e.g. Violence & Aggression) ☐ Near Miss

☐ Cyber Abuse

Date: Time:

Location (*inc. address& postcode*):

Description of accident/incident (*please continue on separate sheet if needed*):

Was the employee engaged in work at the time of the accident/incident?	☐ Yes	☐ No
Has the injured person been off or unable to do their normal work for more than 7 days, including weekends, as a result of the accident/incident?	☐ Yes	☐ No
Dates of absence: from: to: or still absent?	☐ Yes	☐ No

3. Injury Details

Nature of the injury (*e.g. fracture, sprain, cut etc…*):		
Part of the body (*Indicate L or R where necessary*):		
First aid given by (*inc post*):		
First aid treatment given(*i.e. compress, plaster*):		
Was the injured person taken to hospital from the scene?	☐ Yes	☐ No
Were they detained: ☐ Yes ☐ No If yes, how long for, in days?		

4. Witnesses (*if needed, ask witness(es) to complete a Witness Statement Form*)

Name: _____ Name: _____
Address: _____ Address: _____
Contact No: _____ Contact No: _____

5. Report Details

Accident reported to (*i.e. Manager, supervisor, 1st Aider (inc name)*):
Contact details of person reported to (*dept & tel no*):
Accident reported by (*if different from section 1, inc post*):
Reported on (*date*):   Time:

Signed by injured person:			
For social care only CQC informed:	☐ Yes ☐ No		*Date:*
Name of Trade Union Safety Representative informed and date: -			

6. Signature of Manager/Supervisor/Responsible Person

Signed:	Print:
Date:	

This page is CONFIDENTIAL to the Department and to the Health Safety and Wellbeing team (HSWT)

7. Accident Investigation *(to be completed by manager/supervisor/responsible person)*

Carried out by:		
Position/occupation:		
Contact No:		
How did the accident/incident happen, and what has been done to prevent reoccurrence?		
Does the risk assessment require updating? Do you need to provide additional information instruction or training to the member of staff?	☐ Yes	☐ No
If Yes, what additional control measures are needed / recommended?		
In cases of violence/aggression/threats or cyber abuse, has action been taken to support the individual / prevent a reoccurrence?	☐ Yes	☐ No
If Yes, detail what action has been taken:		
Signed:	Date:	

Please forward this form and any attachments to the Health, Safety and Wellbeing Team

8. For Internal HSWT use only

Accident Code: Department Division Sub dept Category	
Reported to the HSE: ☐ Yes ☐ No If **Yes,** report reference no:	
Reported by: Officer	Date: Date.
Comments:	
Signed by HSWP:	Date: Date.

This form can be emailed to AW Safety Management Ltd: consultancy@awsafety.co.uk **or**
sam.roberts@awsafety.co.uk
Helpline: 01623 827850 or 01623 821516