

Burtonwood Community Primary School



Invacuation, Lockdown and Evacuation Policy

Version Number	2
Date policy last reviewed	May 2023
Policy Type	Health and Safety
Owner	Mr Jason Heatley
Approved By	
Approval Date	November 2024
Next Review Date	September 2025

Signed by:

A handwritten signature in black ink that reads 'Jason Heatley'.

Headteacher

Date: 30th October 2024

Chair of governors

Date: _____

Review Date and Summary of Changes

Date of review	Summary of changes
October 2024	Clarified the details of procedures during an evacuation, Invacuation and a full lockdown.

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Statement of intent

The safety of pupils, staff members and visitors on the premises is paramount and Burtonwood CP School takes the duty to protect the wellbeing and welfare of these people very seriously.

The main priority is to prevent an emergency from occurring in the setting; however, this is sometimes, unfortunately, out of the hands of the school. In an emergency, staff members at the school will endeavour to take all reasonable actions in order to ensure the safety of pupils and visitors.

The procedures outlined in this policy aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils, staff members and visitors.

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1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Regulatory Reform (Fire Safety) Order 2005
- DfE (2014) 'Fire safety in new and existing school buildings'
- DfE (2019) 'School and college security'
- DfE (2021) 'Health and safety: responsibilities and duties for schools'
- DfE (2021) 'Emergency planning and response'

This policy operates in conjunction with the following school policies and procedures:

- Health and Safety Policy
- Lockdown Procedure
- Invacuation Procedure
- Evacuation Procedure

2. Definitions

The term '**evacuation**' refers to the orderly removal of pupils, staff members and visitors from the school building; this can be as a result of a fire or other incident within the building.

The term '**invacuation**' refers to keeping staff, pupils and visitors inside the school building to ensure their safety from an internal or external incident which has the potential to pose a threat to their safety and wellbeing, e.g. toxic fumes in the air.

The term '**lockdown**' refers to the procedure of locking external doors and windows before taking immediate shelter in a secure location. This procedure is typically invoked as a response to a security threat.

3. Roles and responsibilities

The governing board will be responsible for:

- Ensuring the school meets its responsibility to keep all pupils, staff and visitors safe.
- Monitoring the overall implementation of this policy.
- Reviewing this policy, in conjunction with the headteacher and health and safety coordinator, to ensure its effectiveness.

The headteacher will be responsible for:

- Appointing a competent member of staff to lead on school security and the procedures outlined in this policy.
- Ensuring effective and rehearsed emergency procedures are in place at the school.
- Ensuring all staff members are aware of this policy and receive training on the procedures.

- Ensuring all staff receive training following any changes to the school's emergency procedures.

The health and safety coordinator will be responsible for:

- Identifying the likelihood of a security-related incident occurring that would result in activating this policy, and assessing the level of impact of these incidents.
- Developing the school's invacuation, lockdown and evacuation procedures, in conjunction with the headteacher.
- Delivering training to all staff members on the emergency procedures outlined in this policy.
- Leading rehearsals of emergency procedures.
- Recording all evacuation procedures, including drills and practices.
- Reviewing the school's emergency procedures following any incident during which they were activated, and at least annually, to ensure the procedures remain effective.

The head teacher will be responsible for informing and seeking advice from the relevant external services, such as the police, in the event of an emergency.

The site manager will be responsible for ensuring that emergency exits and evacuation points are clearly signposted.

School office staff will be responsible for:

- Providing the emergency services with copies of the school's site plan.
- Ensuring that all contractors or external services working within the school are supplied with a copy of the school's emergency procedures.
- Continuously monitoring any emergency situations and keeping both the emergency services and fellow colleagues up-to-date.

All members of staff will be responsible for acting in accordance with this policy and associated procedures where required.

4. Appropriate procedures

The headteacher and health and safety coordinator will develop a plan to decide which emergency procedure would be implemented under different circumstances.

The evacuation procedure will be implemented in the following circumstances:

- Fire in the school
- Dangerous structural damage to the school where it is safe to exit the premises
- Bomb threat within the school

The Invacuation procedures will be implemented in the following circumstances:

- A bomb threat near the school
- Chemical spillages near the school
- Toxic fumes near the school
- A civil disturbance in the local community with the potential to pose a risk to the school

The full lockdown procedure will be implemented in the following circumstances:

- An intruder on the school site

Where possible, advice will be sought from the emergency services.

The above lists are not exhaustive and if a different incident occurs, the headteacher and health and safety coordinator will decide what procedure should be implemented, considering the circumstances of the situation.

5. Implementing procedures

When an incident occurs, the headteacher and health and safety coordinator will make a decision on which emergency procedure should be implemented. They will take account of all the circumstances and seek advice from the emergency services where necessary.

The school will implement one of the following procedures depending on the circumstances:

- Evacuation Procedure
- Invacuation Procedure
- Full Lockdown Procedure

All of these procedures are made available to staff and visitors via the school office.

Evacuation

An evacuation will be triggered by the fire alarm system. Ringers are located around the school so that each area/ classroom will be aware of the alarm. The children exit by a designated exit (this is highlighted within class) and they then congregate at the far end of the playground at the designated meeting point. A head count is then conducted to ensure that all children are accounted for. The timings for the evacuation, actions and any points for discussion are recorded on a proforma and shared with site staff.

The children will only return to class when the all clear has been given by the designated person in charge. (Usually the headteacher/ deputy headteacher)

Invacuation

If an emergency situation occurs, an Invacuation will be triggered by 3 long whistles, with a 3 second pause. This will continue until all children are inside the building and all external doors are closed. The children will walk to their classrooms. Teachers will return to their classes and the door will be closed. A member of SLT will then visit each classroom to end the Invacuation, once any concern has been addressed.

Full Lockdown

In a full lockdown, 3 long blasts on a whistle will be conducted within the corridors. An alarm call will also be sent via the internal phone system. Upon hearing these alarms, any children and adults on the corridors will return to class. A head count will be conducted and the doors locked by the adult in the room. If blinds are available within class, these will also be closed. A member of SLT will then visit each class to check on the welfare of the children and adults, and to end the lock down.

Each of these procedures will be practised on a termly basis.

6. Personal Emergency Evacuation Plan (PEEP)

Where a member of staff, pupil or visitor has a disability which may result in them needing help in evacuating the premises, a PEEP will be put in place.

The purpose of a PEEP is to enable the school to implement effective arrangements to ensure that everyone can evacuate the building in an emergency, should one arise.

These plans will ensure that no one is discriminated against, or treated less favourably, in the event of an emergency.

A PEEP will identify the following:

- Any specific needs of the individual
- Responsibilities of staff members
- Specific evacuation routes, where applicable
- Refuge areas
- Any specific evacuation procedure requirements

Where possible, pupils with PEEPs in place will exit the premises using the same route as the rest of their class, unless otherwise stated within their plan.

PEEPs will be reviewed on an annual basis in order to ensure that the most up-to-date information is available. When there is a change in the individual's health, a change of procedure, or an alteration made to the premises, their PEEP will be reviewed and amended to reflect these changes. The individual, for whom the plan is for, will be consulted at each review, alongside any specified staff members.

7. Communication with parents

Arrangements and information regarding the school's invacuation, lockdown and evacuation procedures will be routinely shared with parents via a secure communication method, e.g. a letter home / on Seesaw. The school will be mindful to not share information regarding the school's procedures in a way that would mean third parties unrelated to the school would be able to access them.

In the event of any of the procedures taking place due to a real emergency, parents will be informed of any developments as soon as is practicable via the parent messaging system.

Parents will be informed not to call or come to the school as this could interfere with the work of the emergency services and may result in putting themselves and others in danger. The school will contact parents when it is safe for them to collect their child.

Whilst talking to parents, it is important for the school to reassure them that they understand their concern for their child's welfare, and that the school is doing everything possible to ensure the safety and wellbeing of all pupils.

8. Actions following incidents

Following an occurrence necessitating the implementation of an emergency procedure, the following actions will be taken:

- A follow-up talk with staff members and pupils will be delivered by the headteacher
- Support will be sought where necessary, for example, from counselling services
- Parents and other stakeholders will be informed via letter
- The response to the crisis will be evaluated and procedures amended where necessary
- The school's Business Continuity Plan will be activated to help restore normality following an incident

9. Conducting practices

Practices of each emergency procedure will be conducted at least annually. Before a practice takes place, parents will be informed that this is happening.

During a practice, all pupils and staff will be expected to follow the relevant procedure. Any issues or concerns that arise from the practice will be considered by the headteacher and health and safety coordinator and changes will be made to procedures if necessary.

10. Monitoring and review

All of the procedures outlined in this policy will be tested at least annually.

This policy will be reviewed on an annual basis, or sooner if statutory guidance is released before the review date. The next scheduled review date is 31.03.24. This policy will also be reviewed and evaluated following any incidents which required it to be activated.

The review will be conducted by the health and safety coordinator, in collaboration with the headteacher and the governing board.