

# Base Academy Trust

## BUSINESS CONTINUITY PLAN

| PLAN DETAILS          |   |
|-----------------------|---|
| Date Written          | 29 <sup>th</sup> December 2025  |
| Plan Owner            | Base Academy Trust  |
| Plan Writer           | Nadine Barnes   |
| Review Schedule       | 6 monthly <input type="checkbox"/> Annually <input checked="" type="checkbox"/> |
| Date of Plan Review   | July 2026   |
| Date of Plan Exercise |   |
| Plan Storage Details  | Policies File on Red Lane's Office Drive  |

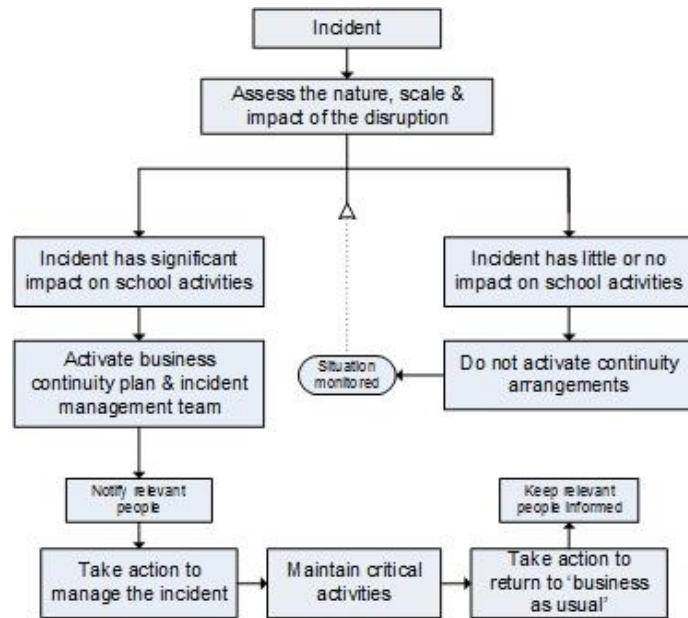
| VERSION CONTROL |                        |             |
|-----------------|------------------------|-------------|
| Date            | Change Details         | Approver    |
| 29/12/2025      | <b>New Format (V1)</b> | Trust Board |
|                 |                        |             |

| 1.0 PLAN PURPOSE AND SCOPE                 |   |
|--|---|
| <b>Purpose</b>                             | To provide a flexible framework to manage the response to any school disruption or major incident, maintain essential school activities and recover from the incident quickly and efficiently.  |
| <b>Plan Scope</b>                          | The following departments/sites are in scope of this plan: <b>Red Lane Primary School and Masefield Primary School</b>  |
| <b>Links to other Plans and Procedures</b> | <p>Health &amp; Safety Policy – Trust Policy</p> <p>Fire Evacuation Plan – Individual School Policy</p> <p>Fire Risk Assessments – Individual School Assessment</p> <p>Invacuation Policy &amp; Procedures – Individual School Policy</p> <p>Cyber Response Plan – Trust Policy</p> <p>First Aid Policy – Individual School Policy</p> <p>Snow Chain</p>  |
| 2.0 PLAN ACTIVATION                        |   |
| <b>Circumstances</b>                       | <p>This Plan will be activated to manage the response to any incident causing significant disruption to normal school activity, particularly the delivery of time critical activities. Plan activation triggers may include:</p> <ul style="list-style-type: none"> <li>▪ Loss of staff or skills e.g. above normal levels of absenteeism due to illness/injury or other emergency scenarios such as severe weather preventing travel etc</li> <li>▪ Loss of critical systems e.g. ICT network disruption, telephony outage or power outage.</li> <li>▪ Denial of access, or damage to, facilities e.g. loss of a building through fire or flood, an external emergency where emergency service cordon would prevent access for a period of time or utilities failure meaning the building cannot safely operate.</li> <li>▪ Loss of a key resource such as an external supplier or partner vital to the delivery of a key activity, such as school meals or school transport.</li> </ul> |
| 3.0 INCIDENT REPORTING                     |   |
| <b>Who?</b>                                | <b>Why?</b>   |
|  | <i>(note this is <b>not</b> an exhaustive list, communication will vary on the circumstances of the event)</i>  |
| Emergency Services                         | Call 999 if the incident needs an urgent emergency response   |

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|   | If your incident relates to an imminent terrorist threat to life or property, please contact the Police on 999 or the Anti-Terrorist Hotline on 0800 789 321.   |  |
| Executive Headteacher/<br>Headteacher or Deputy             | The Executive Head/Headteacher is responsible for taking decisions on appropriate incident response e.g. whether business continuity arrangements should be activated and direct resources to respond. The Executive Head/Headteacher will normally be the 'Plan Owner' and will lead the incident management team.   |  |
| Board of Trustees   | The Trust Board is responsible for overseeing strategic decisions in response to significant incidents in coordination with school senior management.   |  |
| Key stakeholders such as staff, parents/carers and partners | <p>If the incident is causing significant disruption, an appropriate message should be released to relevant stakeholders/partners detailing:</p> <ul style="list-style-type: none"> <li>▪ Event details and the impacts</li> <li>▪ Action being taken to respond to the incident</li> <li>▪ Estimated length of the disruption and return to business as usual.</li> <li>▪ When and how further information will be provided</li> </ul> <p>Consider the timeliness of any messages as well as the most appropriate channels and the sign-off process.</p> |  |
| Bolton Council  | Security and Response<br>(24/7, 365 days per year)  | 01204 336 900<br>Security and Response provide a contact point for urgent Civil Contingencies matters and will escalate a response as needed.<br>Schools who have the key holding and alarm service SLA with Security and Response will receive additional services that include, for example, site attendance, boarding up, alarm engineer call out, incident reporting to the police and other guarding services |
|   | Media Response  | Communications and Media<br>01204 334 072  |
|   | Building Incident   | Asset Management Team - 01204 332 080<br>Lancaster Maloney Martin – 0161 477 3500  |
|   | Serious accident or injury – Health & Safety Incident   | Bolton LA Occupational Health & Safety - 01204 336 968<br>AW Safety Management Ltd – 01623 821516<br>Health & Safety Executive ( <i>major incident</i> ) – 0345 300 9923   |
|   | Extreme Weather (e.g. snow)   | Report unavoidable school closures through the extranet:<br><a href="#">Bolton   School Extranet</a>   |
|   | Information Security Breach   | Report any information security breaches to your Data Protection Officer (DPO) Global Policing 0161 510 2999<br>ICT provider - Bolton Schools ICT 01204 332034<br>Information Commissioner's Office 0303 123 1113  |
|   | RPA Insurance   | Urgent Incident notification – 0113 246 2040<br><a href="mailto:RPAadvice@willis.com">RPAadvice@willis.com</a> & <a href="http://www.dfclaimforms.co.uk">www.dfclaimforms.co.uk</a>  |
|   | Any other type of major incident  | Director of Children<br>01204 332 010  |
| Public Health   | In the event of a significant outbreak in a school, UK Health Security Agency (UKHSA), who lead the investigation and management of outbreaks and incidents, should be contacted.   |  |

The Greater Manchester Health Protection Team can be contacted in office hours: 0344 225 0562, Option 3 (and out of office hours 0151 434 4819).

#### 4.0 INCIDENT RESPONSE FRAMEWORK



#### 5.0 INCIDENT MANAGEMENT

|   |   |
|---|---|
| Initial response  | <ul style="list-style-type: none"> <li>✓ Quickly assess, review and verify key facts</li> <li>✓ Survey the scene, ensure health and safety of pupils, staff and visitors</li> <li>✓ Risk assess situation - scale, severity impact and duration of the event</li> <li>✓ Notify emergency services as appropriate</li> <li>✓ Evacuate the building if necessary, or is it safer to stay? Consider assembly points/evacuation arrangements. Ensure recording processes are in place for staff/pupils leaving the site</li> <li>✓ Communicate according to criticality – notify and escalate as needed</li> <li>✓ Consider roles &amp; responsibilities needed to respond to the incident</li> <li>✓ Refer to experience from similar previous incidents where possible</li> <li>✓ Discuss, prioritise and disseminate actions</li> <li>✓ Ensure a log of key decisions and actions is started and maintained throughout the incident</li> <li>✓ Where appropriate, record names and details of any staff or pupils that may have been injured or affected by the incident as part of your incident record keeping, including material losses</li> <li>✓ Assess the key priorities for the remainder of working day/next day and take relevant action</li> </ul> |
| Ongoing considerations for incident response, continuity and recovery | <ul style="list-style-type: none"> <li>✓ Welfare issues for those affected by the incident – including medication</li> <li>✓ How will you maintain your critical school activities? What are your key priorities? Will you need to close school? How quickly can it be re-opened?</li> <li>✓ Activate your contingency plans for a loss of staff, building, ICT, supply chain...</li> <li>✓ Incident monitoring and reporting</li> <li>✓ How will you return to 'business as usual'? Consider recovery and salvage if appropriate</li> </ul>  |

|  |   |
|--|---|
|  | <ul style="list-style-type: none"> <li>✓ Communications – staff, management, pupils, parents/carers, Trustees/School Governors, partners, extended services, public and the media, including social media. Engage Council Media Team as needed.</li> <li>✓ Reporting to Trustees, Local Governors, Bolton Council and other school stakeholders</li> <li>✓ Consider resourcing any out of hours response</li> <li>✓ Keep a log of key decisions and actions</li> <li>✓ Resources - short, medium and long term arrangements, availability and deployment. Depending on the incident, you may need additional/specific input from your external partners and suppliers.</li> <li>✓ Finance / insurance issues – protect vital assets and log all expenditure</li> <li>✓ Respond to any ongoing or long term support needs of staff and pupils</li> <li>✓ Ensure incident records are collated and stored securely</li> <li>✓ Carry out a post-incident debrief with staff and suppliers, partners as appropriate – document any learning from the incident and any actions to help prevent re-occurrence or mitigate risks and vulnerabilities</li> <li>✓ Review business continuity plan in light of incident learning</li> </ul> |
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## 6.0 INCIDENT MANAGEMENT ROLES AND RESPONSIBILITIES

| Role  | Responsibilities  |
|---|---|
| Incident Manager/<br>Incident Management Team | <ul style="list-style-type: none"> <li>▪ Determining overall response and recovery strategy</li> <li>▪ Activating and standing down incident response arrangements</li> <li>▪ Safeguarding the welfare of all pupils, staff, contractors and visitors</li> <li>▪ Ensuring key stakeholders are kept informed during an incident and in the recovery phase – pupils, parents/carers, staff, Local Authority etc</li> <li>▪ Prioritising the recovery of key activities disrupted by the event</li> </ul> |
| Incident loggist                              | <ul style="list-style-type: none"> <li>▪ Ensuring that all key decisions, supporting rationale and all actions taken in relation to the incident are recorded clearly, accurately and stored confidentially</li> <li>▪ Ensuring all incident records are collated and are able to withstand scrutiny e.g. Public Enquiry</li> </ul>   |
| Site Management /Facilities Management        | <ul style="list-style-type: none"> <li>▪ Undertaking duties to ensure site security and safety in an incident</li> <li>▪ Advise on any issues relating to physical infrastructure of the building</li> <li>▪ Lead point of contact for any Contractors who may be involved in incident response</li> <li>▪ Support the incident management team in creating an inventory of any damaged assets/equipment when/if safe to do so</li> </ul>   |
| First Aider                                   | <ul style="list-style-type: none"> <li>▪ To ensure that the Emergency Services are immediately called when they are required to treat any casualties</li> <li>▪ To provide immediate first aid to casualties in line with training received to preserve life, prevent the condition getting worse and to promote recovery</li> <li>▪ To keep individuals as comfortable as possible until professional help arrives</li> </ul>  |
| Fire Safety Responsible Person                | <ul style="list-style-type: none"> <li>▪ Emergency evacuation and coordination</li> <li>▪ Point of contact, ability to provide floor plans to Fire Service</li> <li>▪ Invoking Personal Emergency Evacuation Plans (PEEPs)</li> <li>▪ Dynamic risk assessment</li> </ul>  |

## 7.0 INCIDENT COMMUNICATIONS PLAN

|   |   |
|---|---|
| Initial response and ongoing considerations | <ul style="list-style-type: none"> <li>✓ Incident reporting arrangements – who, how, when?</li> <li>✓ How will you establish key facts and agree messages?</li> <li>✓ Do you have any pre-agreed messages, holding statements available?</li> <li>✓ Who needs to sign-off incident communications?</li> <li>✓ Which communication channels are available and how will you use them? E.g. school website, answer phone, SMS. Don't forget that communication channels can be compromised - include contingency measures</li> </ul> |
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|  | <ul style="list-style-type: none"> <li>✓ Consider media response early on, including social media and how this will be managed and coordinated with other key stakeholders. Consider school spokesperson and ensure training in place.</li> <li>✓ Which stakeholders do you need to provide updates to?</li> <li>✓ Do you have relevant contact information available?</li> <li>✓ Remember to monitor social media/listen to feedback</li> </ul> |
|--|--|

## 8.0 INCIDENT RESPONSE STRATEGIES

|         |   |
|---------|---|
| Purpose | <ul style="list-style-type: none"> <li>▪ To ensure that time critical school activities are resumed as quickly as possible and/or continue to be delivered during the incident with pre-prepared or dynamic workarounds</li> <li>▪ To document alternative ways of working designed to maintain your critical school activities in the event of a disruption</li> <li>▪ To ensure alternative ways of working have been agreed, tested and are fit for purpose</li> </ul> |
|---------|---|

### Loss of premises or partial loss

*\*delete planning guidance below and replace with more detailed plan information once agreed \**

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|--|---|
|  | <ul style="list-style-type: none"> <li>▪ Alternative building(s) pre-designated as the agreed school relocation site, this may be a reciprocal arrangement with another school locally. You will need to consider any transport requirements, ICT equipment and accessibility for these pre-identified premises. It's possible you may not be able to find a building that can locate all of your school pupils – in this case consider priority groups that could be relocated if needed urgently.</li> <li>▪ Ensure that you have a plan for alternative premises for relocation of groups of pupils/students undertaking statutory exams.</li> <li>▪ Consider how school lunches and other extended services might be maintained in the event of relocation.</li> <li>▪ Create an emergency 'grab bag' that contains essential information and equipment needed for both incident management and business continuity. Essential resources should be stored in a secure place on and off site. The contents of the bag should be the responsibility of a named person and should be regularly checked and updated.</li> <li>▪ Virtual learning environment opportunities</li> <li>▪ Localising the incident, e.g. isolating the problem and utilising different sites or areas within the school premises</li> <li>▪ Off-site activities e.g. physical activities, school trip as appropriate to circumstances of the incident</li> <li>▪ Ensure that anyone who requires ICT to undertake essential activities has the ability to work at home where possible.</li> <li>▪ Consider site security and safety at all times.</li> </ul> |
|--|---|

### Loss of staff or skills

*\*delete planning guidance below and replace with more detailed plan information once agreed \**

|  |  |
|--|--|
|  | <ul style="list-style-type: none"> <li>▪ Use of temporary staff (teaching/non-teaching)</li> <li>▪ Multi-skilling/cross training/to ensure staff can undertake different roles and responsibilities where appropriate.</li> <li>▪ Use of pre-prepared educational materials that allow for independent learning where appropriate</li> <li>▪ Team activities and sports to accommodate larger numbers of pupils at once</li> <li>▪ Larger class sizes (subject to relevant ratios)</li> <li>▪ Ensuring that the business continuity aspects of staff management are considered in management arrangements e.g. flexibility in job descriptions</li> <li>▪ Engage resources to support students/pupils and staff dealing with emotional impacts in the case of injury, accident or death where appropriate</li> </ul> |
|--|--|

### Loss of ICT or telephony

*\*delete planning guidance below and replace with more detailed plan information once agreed \**

- Manual workarounds e.g. paper-based ways of working – you will need to include details of where pre-printed forms etc are stored and any procedure guides to inform their use.
- Using different ways of working, this may include changing shift patterns (in the short term), or suspending 'non critical' activities and focusing on your priorities to assist the recovery of 'critical' systems in the first instance. A phased approach to return to business as usual might be considered for all other ICT 'non critical' applications, utilising alternative ICT options e.g. accessing systems via the internet outside of the corporate network for secure, cloud-based applications, using landlines or smartphones if the telephone system is down, or activating pre-agreed disaster recovery arrangements.
- Data recovery options: the ICT Service currently has no Disaster Recovery in place. Therefore backup does occur periodically, but recovery of data is subject to system and infrastructure availability. You may also wish to consider saving files, documents or information to a secure external network, virtualized network or secure cloud that can be accessed via the Internet.
- 'Critical User' procedures: ensure that anybody who has been identified as a 'Critical User' takes their relevant ICT work equipment home (if possible) e.g. iPad, laptop or smartphone. If a 'Critical User' does not have flexible ICT equipment, consider whether it is possible for this to be procured and provided to each relevant individual within the team in order to provide additional ICT resilience. Testing of critical user procedures e.g. 'Critical User' working from home once a month (or other appropriate timeframe).

### Loss of utilities (including water/gas/electricity)

*\*delete planning guidance below and replace with more detailed plan information once agreed \**

- Document utility provider information – including emergency numbers
- In a power cut, call freephone number 105 that will put you through to your local electricity network operator. Switch off all electrical appliances that shouldn't be left unattended, ready for when the power comes back on.
- To report a gas or carbon monoxide emergency or if a pipeline is struck (even if no gas leak has occurred) call 0800 111 999 24 hours a day
- If your water supply is interrupted by an emergency, such as a burst main water pipe, your water company must restore the supply within 12 hours of becoming aware of the problem. However, if it's in a strategic main pipe, they must restore the supply within 48 hours. Your water company must take reasonable steps as soon as possible to let you know where you can get an alternative water supply, when it plans to restore the supply, a telephone number where you can get more information.
- Specific advice will be available from your relevant providers:
  - United Utilities – 0345 672 3723
  - Castle Water- emergency – 01250 715005
  - EDF Energy – Electricity Contract – Electricity emergency service line on 105
  - Bolton LA – Gas Contract – SEFE – Gas emergency service on 0800 111 999

### Cyber Attack

*\*delete planning guidance below and replace with more detailed plan information once agreed \**

There is a range of advice to help you protect against a cyber-incident and your plan should give you the framework to respond if you are faced with a cyber-attack:

- [www.cyberessentials.ncsc.gov.uk](http://www.cyberessentials.ncsc.gov.uk)
- [www.getsafeonline.org](http://www.getsafeonline.org)
- [www.cyberaware.gov.uk](http://www.cyberaware.gov.uk)
- [www.ncsc.gov.uk/guidance/10-steps-cyber-security](http://www.ncsc.gov.uk/guidance/10-steps-cyber-security)
- [www.ncsc.gov.uk/cisp](http://www.ncsc.gov.uk/cisp)
- [www.net-aware.org.uk](http://www.net-aware.org.uk)

### Severe weather event such as snow, heat, high winds or flooding incidents

*\*delete planning guidance below and replace with more detailed plan information once agreed \**

- Ensure monitoring arrangements in place for severe weather events, [Met Office](#) and [Environment Agency](#) provide trusted forecast information and flood alerts so that additional contingencies can be put into place where necessary.
- These types of incident will usually impact premises, staffing, ICT or all of the above, so re-consider whether the above options would be fit for purpose if you are developing specific plans and arrangements for severe weather events.
- Consider your communications and response strategy in advance of any severe weather incidents, the health, safety and welfare of staff, pupils and visitors is a priority in all response arrangements.
- Consider PPE for any staff that might be required to respond

### 8.0 OTHER INCIDENTS RESPONSE STRATEGIES NOT COVERED BY THIS PLAN

|         |   |
|---------|---|
| Purpose | <ul style="list-style-type: none"><li>▪ To provide general guidance for incidents not specifically addressed in this plan.</li><li>▪ To ensure staff have clear direction when responding to unexpected events.</li><li>▪ To promote consistent and co-ordinated decisions making across the schools in the Trust.</li><li>▪ To support the schools ability to maintain essential operations under a wide range of circumstances.</li></ul> |
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### Terrorist response and other major emergencies

*\*delete planning guidance below and replace with more detailed plan information once agreed \**

- [Report all suspicious activity](#) to the Police
- [NaCTSO](#) produce a range of advice on the steps to keep safe in the rare event of a terrorist attack, including a short 'stay safe' video with 'Run, Hide, Tell' principles
- [Action Counters Terrorism \(ACT\) Awareness eLearning](#) is a new counter terrorism awareness product from NaCTSO designed to provide specific advice and guidance on identifying security vulnerabilities, responding to suspicious behaviour, dealing with a suspicious item, bomb threats and firearms and weapon attacks.

The following links provide specific guidance to help you prepare for a major incident:

- [www.gov.uk/government/publications/crowded-places-guidance](http://www.gov.uk/government/publications/crowded-places-guidance)
- [www.gov.uk/government/publications/developing-dynamic-lockdown-procedures](http://www.gov.uk/government/publications/developing-dynamic-lockdown-procedures)
- [www.gov.uk/government/collections/guidance-for-educational-professionals](http://www.gov.uk/government/collections/guidance-for-educational-professionals)
- [www.gov.uk/government/publications/first-aid-advice-during-a-terrorist-incident](http://www.gov.uk/government/publications/first-aid-advice-during-a-terrorist-incident)
- [www.gov.uk/government/publications/bomb-threats-guidance](http://www.gov.uk/government/publications/bomb-threats-guidance)
- [www.gov.uk/government/publications/recognising-the-terrorist-threat](http://www.gov.uk/government/publications/recognising-the-terrorist-threat)
- [Save the Children Take Care Toolkit](#) is a great resource to involve pupils in emergency planning to help build resilience
- [www.gmemergencyplanning.org.uk](http://www.gmemergencyplanning.org.uk) – advice to prepare against a range of threats
- [www.manchester.gov.uk/mbcf](http://www.manchester.gov.uk/mbcf) - for ongoing business continuity support
- <https://www.gov.uk/government/publications/school-and-college-security> – for further information on security
- <https://www.gov.uk/government/publications/martyns-law-for-education-settings/how-martyns-law-will-affect-education-settings> – for ongoing information around Martyn's Law

### Lock down

*\*delete planning guidance below and replace with more detailed plan information once agreed \**

- Consider the most suitable room for lockdown and signal for lockdown
- Entrance points – which doors and windows should be secured?
- Communications arrangements – e.g. radios, telephones, mobiles phones, email, instant messaging – including staff outside the main school building e.g. playground activities, break time
- Consider staff and pupils outside the school building – they should immediately return to base (classroom, tutor room or other agreed location e.g. sports / assembly / dining hall) leaving any equipment outside

- Call 999 asap. Confirm: nature of the incident, emergency service(s) required, exact location of the incident, numbers of casualties (if possible) and nature of injuries, location and telephone number where call is being made from, hazards which may be encountered by the emergency services at the site.
- Where possible, all classroom and interlocking doors should be locked (where a member of staff with key is present) to prevent easy movement within the building, all window blinds closed.
- Pupils asked to sit quietly until told it is safe to remove the full lockdown
- Register taken; the office will contact each class in turn for an attendance report.
- If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site.

### Shelter

*\*delete planning guidance below and replace with more detailed plan information once agreed \**

- Ensure all pupils are inside the school building
- If appropriate, move pupils away from the incident (e.g. to the other side of the building). Dial 999, if appropriate
- If sheltering from an environmental hazard (e.g. a smoke plume) ensure all doors and windows are closed and ventilation / air circulation systems are switched off.
- Check for missing / injured pupils, staff and visitors.
- Reassure pupils and keep them engaged in an activity or game.
- Notify parents / carers of the situation.
- Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.

### Evacuation

*\*delete planning guidance below and replace with more detailed plan information once agreed \**

- Identify appropriate evacuation point: fire and bomb assembly with safe distances
- If the school has been evacuated and pupils are not able to return to school (or go home) it may be possible to relocate temporarily to another pre-identified building (e.g. buddy school or place of safety)
- Consider estimated travel time (walking with pupils, coach or other) and safe routes
- Consider any special needs and develop Personal Emergency Evacuation Plans (PEEPs) as needed
- Capacity of back-up site, what facilities and resources might be needed and for how long
- Many decisions around evacuation, shelter and lockdown will need to be made dynamically depending on the circumstances of the incident and who is impacted.

## APPENDIX A: KEY CONTACTS

| STAKEHOLDER KEY CONTACT LIST  |  |
|---|--|
| <i>*OR DETAILS OF WHERE STORED, NETWORK, PHONES, CLOUD, OFFICE ETC*</i> |  |
| <b>Base Academy Trust</b>   |  |
| Contact   |  |
| Chair of Trust Board – Crag Graham                                      |  |
| Executive Headteacher – Lisa Whittaker                                  |  |
| CFO – Nadine Barnes   |  |
| <b>Red Lane Primary School</b>  |  |
| Contact   |  |
| School Contacts   |  |
| Headteacher/Security Lead – Rhian Driver                                |  |
| Deputy Headteacher – Laura Behan  |  |

|   |   |
|---|---|
| Assistant Headteacher – Lee Nicholson         |   |
| Assistant Headteacher – Rob Hudson            |   |
| Assistant Headteacher – Tim Charlton          |   |
| Assistant Headteacher – Megan Ritchie         |   |
| Office Manager – Charlotte Moran              |   |
| Site Managers – Stephen Monks & Lyall Mew     |   |
| Chair of Local Governors – Margaret Tuckley   |   |
| <b>Masefield Primary School</b>               |   |
| <b>Contact</b>                                |   |
| <b>School Contacts</b>                        |   |
| Headteacher/Security Lead – Andy Done         |   |
| Assistant Headteacher – Jodie Tyrer           |   |
| Assistant Headteacher – Gemma Walton          |   |
| Office Manager – Victoria Evans-Jones         |   |
| Site Manager – Craig Allsop                   |   |
| Chair of Local Governors – William Jordan     |   |
| <b>Other Local Contacts</b>                   |   |
| Police  | 999 / 0161 872 5050/101 (for general enquiries)<br>101 for non-emergency calls  |
| Police – your local station/community officer |   |
| Greater Manchester Fire & Rescue Services     | 999 / 0161 736 5866 (for general enquiries)   |
| Hospital – your nearest A&E                   |   |
| Your Local Church or Religious Centre         |   |
| BBC Manchester                                | 0161 335 6000   |
| NHS – your local clinic                       |   |
| <b>Other Useful Contacts</b>                  |   |
| Department for Education                      | 0370 000 2288   |
| Foreign Office                                | 0207 008 1500   |
| Public Health England                         | The Public Health England GM Health Protection Team can be contacted in/out of office hours: 0344 225 0562, Option 3. |
| Information Commissioner's Office             | 0303 123 1113   |
| Health and Safety Executive                   | 0345 300 9923   |
| United Utilities                              | 0345 672 3723   |
| Electricity North West                        | 0800 195 4141   |
| British Gas                                   | 0800 111 999  |
| <b>Local Authority Contacts</b>               |   |
| Security and Response                         | 01204 336 900   |
| Transport                                     | 01204 337 981   |
| Catering                                      | 01204 336 940   |
| Educational Visits                            | 01204 336 968   |

|  |               |
|--|---------------|
| Emergency Planning (Policy, Strategy and Partnerships) | 01204 334 253 |
| Risk and Resilience                                    | 01204 331 620 |
| Insurance and Claims                                   | 01204 331 679 |
| Legal  | 01204 338 782 |
| Human Resources  | 01204 332 802 |
| Occupational Health                                    | 01204 332 589 |
| Business Support                                       | 01204 332 010 |
| Schools ICT  | 01204 332 034 |

## APPENDIX B: GRAB BAG

The purpose of the 'grab bag' is to provide you with easily accessible critical information or equipment that you would need in a major incident all in one place. Grab bags are particularly useful in the case of loss of premises or loss of ICT. The below list are suggestions of what you can include in this - however each school will have different needs and this is not a prescriptive. Some of the key forms referenced here are available on the extranet if you find them useful, others can be developed by you to suit your own purposes.

| Essential Items   |  |
|---|--|
| Details   | Why?   |
| Pupil registers/absence sheet/pupil numbers sheet             | Accurate pupil records are vital to ensure that in the event of evacuation or relocation pupil safety can be ensured   |
| Medical Notes (records of medication requirements) for pupils | To ensure that pupils health and wellbeing is maintained wherever education provision is taking place  |
| Business Continuity Plan                                      | To ensure good practice is followed when responding to an incident and to ensure the plan is accessible in the event of an incident.   |
| Incident Impact Assessment Form                               | To assess the impact of the incident in order that the appropriate action can be taken in managing the response.   |
| Log Template  | To provide a record of key events and decision-making during an incident. Keep original copies of this form as it may be required in the future e.g. in an enquiry/investigation.  |
| Lost Property Form  | To record the details of any possessions staff, visitors or pupils have lost or have left behind as a result of the incident. This can assist with insurance claims.   |
| Financial Expenditure Log                                     | To record any expenditure made in connection with the incident e.g. costs of emergency supplies purchased etc. This form only records the additional expense generated by the incident which may need to be referred back to e.g. if an insurance claim is made.   |
| Injuries And Fatalities Log                                   | This information may be required for use by the emergency services, as well as by management. This information will also be required for insurance purposes to ensure policy conditions are met.   |
| Post Incident Report  | Following an incident it is essential that a 'debrief' takes place with staff, pupils and Suppliers/Partners, if appropriate. The incident debrief should capture what went well, plus opportunities for improvement and any lessons identified. The debrief is also a way of assessing any staff or pupil welfare requirements following an incident that need to be addressed. |
| Evacuation Procedure  | In the event of an incident requiring evacuation, the safety of all those within the building is paramount and it is   |

|  |   |
|--|---|
|  | therefore vital that your agreed evacuation procedure is followed.  |
| Assets Register (including ICT assets)                                     | In the event of a loss of building incident e.g. due to fire or flood it is useful to have a record of assets to assist in the insurance claim.   |
| Insurance Risk SLA   | Includes general conditions summary   |
| First Aid Kit  | To assist in providing immediate first aid in line with training received in order to preserve life, prevent the condition getting worse and to promote recovery.   |
| Stationery – e.g. pens, paper  | Particularly important to allow recording a record of events in the incident particularly in the event of a loss of ICT   |
| <b>Additional Items</b>  |   |
| <b>Details</b>   | <b>Why?</b>   |
| Utility supply location information/isolation tap                          | This can be useful information when there has been an incident impacting your school premises, such as a fire or flood and you need to switch the supply off urgently.  |
| Floor plan showing evacuation routes                                       | In the event of a fire or violent attack/terrorist attack this can be useful information  |
| ICT equipment, for example laptop  | This may be useful in the event of an ICT network outage. You may also wish to keep copies of software licence agreements and key codes, if appropriate.  |
| Office telephone list  | In the event of an incident requiring relocation, this information may be required for phone diverts.   |
| Mobile phone, mobile phone charger and battery powered charger/power pack. | To mitigate against a loss of telephony, a mobile phone is a useful contingency. In the event of a loss of power, a battery powered charger will help to ensure communication with key stakeholders can still take place. It is helpful if the phone has a camera, as an emergency incident may become part of a crime scene and photographs may be useful evidence. Ability to listen to the radio and internet access may also be valuable to keep you up to date with the news - especially if the school's incident is part of a wider geographical incident. A battery powered charger can be difficult to source so a useful alternative can be a powerpack/bar. Although this needs to be charged initially they can then hold the charge for a longer period so can be used to charge a phone in a power cut situation. |
| Greater Manchester A – Z map   | To assist in any logistical aspects required as part of the incident response especially in the event of a loss of internet access.   |
| LED torch (preferable wind up)   | In the event of a loss of power, particularly in the winter months you may find a torch useful. If possible to source a wind up torch this helps in the event that the batteries have run down.   |
| High visibility vest   | This is a form of personal protective equipment and it may be an easy way to ensure those directly managing the incident are clearly visible.   |
| Hazard barrier tape  | This may be useful if only part of a building is affected by an incident and you need to cordon-off part of the site for safety reasons – on the advice of the relevant professionals.  |
| Whistle/megaphones   | In the event of an incident requiring emergency evacuation or invacuation, this may be useful in managing a large crowd.  |



## APPENDIX D: ACCIDENT FORM

|                                 |  |
|---------------------------------|--|
| School Logo to be inserted here | <h1 style="margin: 0;">Accident/Incident Form</h1> <p style="margin: 0;">(including occurrences of violence or aggression)</p> |
|---------------------------------|--|

This form is to be used by all Departments for the recording of all accidents. A copy of the 1<sup>st</sup> 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  |   |
|--|---|
| <input checked="" type="checkbox"/> <b>Employee</b> <input type="checkbox"/> Public <input type="checkbox"/> Agency <input type="checkbox"/> Contractor <input type="checkbox"/> Volunteer <input type="checkbox"/> Service User<br><input type="checkbox"/> Pupil |   |
| Forename: _____  | Surname: _____  |
| Address: _____   | Age: _____  |
| Postcode: _____  | Contact No: _____   |
|  | Occupation: _____   |
| 2. Accident/Incident Details   |   |
| <input type="checkbox"/> Accident <input type="checkbox"/> Incident (e.g. Violence & Aggression) <input type="checkbox"/> Near Miss<br><input type="checkbox"/> Cyber Abuse  |   |
| Date: _____  | Time: _____   |
| Location <i>(inc. address &amp; postcode)</i> : _____  |   |
| Description of accident/incident <i>(please continue on separate sheet if needed)</i> :<br>_____<br>_____<br>_____   |   |
| Was the employee engaged in work at the time of the accident/incident?   | <input type="checkbox"/> Yes <input type="checkbox"/> 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?  | <input type="checkbox"/> Yes <input type="checkbox"/> No    |
| Dates of absence: from: _____ to: _____ or still absent?   | <input type="checkbox"/> Yes <input type="checkbox"/> No    |
| 3. Injury Details  |   |
| Nature of the injury <i>(e.g. fracture, sprain, cut etc...)</i> : _____  |   |
| Part of the body <i>(Indicate L or R where necessary)</i> : _____  |   |
| First aid given by <i>(inc post)</i> : _____   |   |
| First aid treatment given <i>(i.e. compress, plaster)</i> : _____  |   |
| Was the injured person taken to hospital from the scene?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| Were they detained: <input type="checkbox"/> Yes <input type="checkbox"/> 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, 1 <sup>st</sup> 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:  |       |
| <b>For social care only</b> CQC informed: <input type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> 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:      |  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | If <b>Yes</b> , 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](mailto:consultancy@awsafety.co.uk) or [sam.roberts@awsafety.co.uk](mailto:sam.roberts@awsafety.co.uk)

Helpline: 01623 827850 or 01623 821516