

MILLWOOD SCHOOL, BURY

POLICY:	SCHOOL CLOSURE
DATE:	updated November 2018
DATE ADOPTED BY GOVERNING BODY:	(October 2007)

There will be times when the school has to close. Communication needs to be quick and clear; children's safety is paramount.

Reasons for closing school (in consultation with the LA and Chair of Governors)

1. Overnight snow or very severe weather resulting in road closures in hilly areas (Ramsbottom and Holcombe) or where roads have not been gritted
2. Other extreme weather
3. Disruption to utilities including plant (boiler) breakdown, BMS failure, disruption to functioning of water, electricity, gas
4. Flood
5. Fire
6. Explosion e.g. due to gas
7. Security alerts e.g. bomb threat
8. Medical emergency e.g. highly infectious disease
9. Groundworks e.g. collapsed mine
10. Absence of staff – single point of failure as indicated in graph 4.1 and 4.2. below to be determined by the SMT in response to the medical and behaviour needs of the pupils e.g. strike action, traffic gridlock

This policy should be understood as part of the school's overall response to emergency planning and business continuity planning.

During adverse weather conditions, for example, snow and ice/temperatures below -5 degrees C, the Department for Education expects schools to plan for severe weather on the assumption that they will **generally stay open**. Schools have to take reasonable steps to keep premises free from danger. All staff are required to report to school even in the event of a school closure or, if they are unable safely to reach school, to undertake appropriate alternative duties by agreement with the headteacher. If a member of staff is unable to use private transport, they should attempt to reach school using public transport.

Pupil absence due to exceptional circumstances, for example adverse weather conditions, is recorded as authorised (Y).

Procedure

- SMT to be prepared from 6.30 onwards in case of any emergency.
- Duty Officer arrives on site and evaluates the situation.
- **Duty Officer to contact Helen Chadwick at 6.30 am** or as early as possible with information about situation and possible consequences.

- Snow and ice – Helen Chadwick to make a decision based on the snow risk assessment taking into consideration the following hazards:
 1. Lack of salt, grit;
 2. slipping causing injury to pupils and staff (between home and transport, on car park at school);
 3. very low temperatures outside affecting medically vulnerable children;
 4. transport safety on minor roads and hilly areas (this decision may be taken by contractors independently);
 5. staff unable to reach school due to ice and snow, meaning that children do not have appropriately trained staff to care for them;
 6. increase in traffic causing further difficulty in reaching work/school and increase in accidents;
 7. emergency services compromised and unable to reach school building;
 8. decision about journey home and weather at end of day;
 9. prevalence of compensation culture.

Guidance from LA to be taken into consideration.

- Helen Chadwick to contact local authority Emergency Control Room – 0161 253 6606 – and Max Dickinson to update school website with the message – ‘Millwood School is closed today’
- Helen to contact Alison Wilkinson who will use the text messaging service to contact all education and midday staff, and all parents and carers, Premises management team and cleaners, catering staff and Office team.
- Alison Wilkinson to text health and therapy staff including school nurse, Belinda Zabel, and Sue Steele (CAF worker) and (Jodie Walker).
- Alison Wilkinson to contact Lettings and any organisations/companies using the school
- School nurse to contact her team.
- (Jodie Walker to contact other physios and OTs.) Alison will text message as many therapists as possible who should then ensure that all their team know school is closed.
- Joanne Hurst to contact care providers.
- Jill Tierney to contact agencies and supply staff.
- Caroline to contact radio stations directly with the following DfE unique reference number: 351/7010:

Tower FM – 0845 208 1074 or 0844 736 0501 e-mail news@towerfm.co.uk
 BBC Greater Radio Manchester – 0161 335 6900, 0161 335 6000
 email radio.manchester@bbc.co.uk
 Key 103 - 0161 288 5000, e-mail news@key103.co.uk
- Duty Officer to contact transport contractors OR the bus escort.
- Any member of staff who is unable to reach school **must** contact school.
- Helen to contact Chair of Governors or vice chair re decision to close.
- If transport (LA and contractors) contact school asking if they should bring children in, the agreed course of action is for them to ensure that **they** can not only bring the child into school but ensure that **they** can take the child home at the end of the day. They will be reminded that the child’s safety is paramount.

Closure during the day

- Closure during the day would be due to a **major incident** or severely **deteriorating weather conditions**.
- The decision will be made by the headteacher in consultation with the LA and Chair of Governors.
- The headteacher, SMT, School Business Manager and Premises team will decide on the appropriate course of action dependent on the level of disruption.
- **Major incident procedure** – pupils will be transferred from Millwood School to Cams Lane Primary School. The second place of safety is Radcliffe United Reformed Church, Blackburn Street, Radcliffe. Joanne will contact Cams Lane headteacher (Mrs Graves 0161 724 8018 Fax – 0161 725 9615, email camlane@bury.gov.uk) or the church to inform (Susan Metcalf 07710 292083).
- Joanne Hurst to contact Carol Gill on 0161 253 5932 or 07791 456388.
- Parents and carers will be contacted using the text messaging service. Parents and carers should make arrangements to collect their child as soon as possible as, in the event of a major emergency, the normal transport arrangements may not apply. Updates will be provided on the day via text message.
- It is the parents'/carers' responsibility to ensure that their emergency contact number is accurate and up-to-date. If school is unable to contact the parent or carer, the child may be taken to a local authority place of care. Sue Steele would contact 0161 253 5678 in order to make arrangements for children to be taken into temporary care if necessary. The parent/carer may contact 0161 253 5000 for further information.
- In the event of deteriorating weather conditions, or sudden onset of severe weather conditions, the headteacher will contact local authority transport to arrange for early collection of children, and parents and carers will be texted to arrange urgent collection of their child.
- Children will remain in school in classrooms or in the hall with additional resources including food, drink and 'space' blankets, additional feeds/milk if possible, which can also be used on transport to keep the children warm until arrival at home. Staff will be requested to remain in school until children have safely left.
- **ANY MEMBER OF STAFF NOT ABLE TO REMAIN IN SCHOOL DUE TO CHILDCARE ARRANGEMENTS OR OTHER DEPENDENTS, SHOULD LET THE HEADTEACHER KNOW AT THE BEGINNING OF THE AUTUMN TERM.**
- In the event that the headteacher is unavailable, the deputy head will make the appropriate decisions; in the event that the deputy head is unavailable, the assistant heads (Joanne Hurst to take the lead) will make the appropriate decisions. Alison Wilkinson and Duty Officer would be able to remain on site if safe to do so.

Dealing with snow on the premises

- Risk assessment
- Snow clearance/gritting plan – aerial view
- Snow and Ice Clearance at School Premises Advice Note
- Guidance to Schools on Unavoidable Closure

- Updated Services and Bury Council Contacts

Dealing with major incidents

- Emergency Planning Risk Assessment (August 2016 Version 8) in Bury Schools Emergency Procedures file in Joanne's office and on shared drive.

Updated 19-11-18

Copies: Carol Gill, D Hilton

4.1 Activity Summary

Using the current school structure chart, populate the table below, consider and list whether they are a SPOF, the MTPD and the RTO for each aspect. The structure chart should then be altered to display in a prioritised order.

We can tick in column 3 if it is considered a single point of failure. And in columns 4 we can identify how quickly it has to be brought back or maintained at an agreed minimum standard.

These are decided in conjunction with the Activity Summary

Activity No	Impact Category ¹	Activity ²	SPOF ³	MTPD ⁴					RTO ⁵	Does the activity depend on, or influence the activities of other departments within the organisation or external agencies? If YES, list the departments ⁵
				First 24 Hrs	24 to 48 Hrs	Up to 1 Week	Up to 2 Weeks	Up to 1 Month Plus		
1	15	Nursing	Yes	x						Yes – Review Daily
2	15	Teaching	Yes	X						Yes – Review Daily
3	15	First Aid	Yes	X						Yes – Review Daily
4	15	Fire Marshalls	Yes	X						Yes – Review Daily
5	15	Providing school meals	Yes	X						Review Daily

6	15	Utilities	Yes	X						Review Hourly
7	15	Communications	Yes	X						Review Daily
8	15	Supervision of Health & Safety & Risk	Yes	X						Alternative Arrangements
9	15	S.E.N	No		X					Alternative Arrangements
10	12	Financial Control / Admin / Reception	Yes	X						Review Daily – Agency Staff
11	12	Supply of Premises	No		X					Review Daily
12	8	Grounds maintenance/ Repairs / Security	Yes		X					Yes Review Daily – Agency Staff
13	6	Cleaning Of Premises	Yes	X						Yes – Agency Staff
14	6	Physio/O.T., SALT, CAFW	No		X					Yes Review Daily – Agency Staff
15	6	Senior Management Team	No			X				Review Daily – Agency Staff
16	4	Lunchtime Supervision	No					X		Yes – Agency Staff
17	4	Educational Visits	No					X		No

1 8	4	ICT Management	No					X		24hr Service
1 9	4	Financial Management	No					X		Yes Review Daily – Agency Staff
2 0	4	Hoist and Tracking System	No					X		Alternative Arrangements
2 1	4	Pool Plant	No					X		Alternative Arrangements
2 2	8	Plant Failure	Yes	X						Yes Review Daily

¹ all activities should be impact assessed using the criteria in Section 2

² list activities with the most critical first in descending order

³ are any of the activities regarded as a Single Point of Failure (SPOF)

⁴ Recovery Time Objectives (RTO) should indicate the priority/timescale to restore a process to minimum service levels (for category 3, 4 or 5 activities only – the remainder can be left blank).

⁴ Maximum Tolerable Period of Disruption (MTPD) should indicate the maximum time to manage a disruption without damaging (for category 3, 4 or 5 activities only – the remainder can be left blank).

⁵ the Impact Assessment should take into consideration the effect on any interlinked departments or outside agencies

4.2 People

Activity No	SPOF ¹	Normal number of staff to carry out activity		Minimum number of staff required to start/maintain activity		Location	Specialist skills/ training required by staff	Can staff from outside the department support this activity and if yes, where from		Contingency Arrangements ²
		Teachers	Staff	Teachers	Staff			Y/N	Dept/Organisation	
1	Y		2		1	Millwood	Relevant quals	Y	Community Nursing Team	Agency Staff
2	Y	24	45	10	35	Millwood	Relevant quals	Y	Children's Services	Agency Staff
3	Y	10	17	3	3	Millwood	Training	Y	Children's Services	Agency Staff
4	Y	4	12	2	10	Millwood	Training	Y	Children's Services	Agency Staff
8	Y	4	2	2	1	Millwood	Relevant quals	Y		Alternative arrangements

9	N	3		1		Millwood	Relevant quals	Y		Alternative arrangements
10	Y		7		3	Millwood	Relevant quals	Y		Alternative arrangements
12	N		3		1	Millwood	Training	Y		DCN / Agency Staff
13	Y		6		3	Millwood	Training	Y		DCN / Agency Staff
14	N		6		2	Millwood	Relevant quals	Y	Children's Services/NHS	Agency Staff
15	N	4	1	1	1	Millwood	Training	Y		Alternative arrangements
16	N		15		8	Millwood	Training	Y	Children's Services	Alternative arrangements

¹ Are any of these people regarded as a Single Points of Failure (SPOF) the only one who can provide this activity?

² Contingency arrangements should include any actions that can be implemented locally - i.e. agency staff, mutual assistance - whether agreed or identified as the potential for good practice

