



## TWEEDMOUTH COMMUNITY MIDDLE SCHOOL 2015-16

### EMERGENCY PROCEDURES – SCHOOL CLOSURE (EXTREME WEATHER)

- Caretaker to check school site at 7.00 a.m. for decision on school closure using Risk Assessment Checklist.
- Caretaker to contact Headteacher (BH) by 7.15 a.m. on decision regarding closure.
- Headteacher to liaise with Deputy Headteacher
- Deputy Headteacher to contact Caretaker for lone working risk assessment – Deputy Headteacher must attend school asap if no contact made.
- Headteacher to contact Administrator by 7.30 a.m. to notify the Local Authority, Regional Radio Stations and Parents via text or e-mail.
- Deputy Headteacher to attend school for pupils who turn up to school to be housed in the school hall until such time as parents can be contacted.
- Administrator to contact Team Leaders to commence round robin cascade to inform all staff of school closure.

#### Extreme Weather Checklist

Risks	Risk Rating 1 (low) 10 (high)
Pathways – condition they are in and whether a route into school can be cleared in time.	
Car Parks	



Condition of Building	
Heating	
Hot Water	
Hot Meals	
Weather Forecast (BH)	
Staffing Levels (BH)	
TOTAL	