

SECTION 1 - CONTACT DETAILS

1.1 School information

School details	
Name of school	
Type of school	
School address	
School operating hours (including extended services)	
Approximate number of staff	
Approximate number of pupils	
Age range of pupils	
Are accurate names, addresses and telephone numbers held for all pupils?	
Person responsible for updating all contact details?	

Office contact details	
Office telephone number	
Office fax number	
Office email address	

Useful websites	
School website / extranet	
Local authority	
National Health Service	www.nhs.uk/111
Department for Education	www.gov.uk/dfe
Foreign & Commonwealth Office	www.gov.uk/fco
Environment Agency	www.gov.uk/ea
Met Office	www.metoffice.gov.uk
Health and Safety Executive	www.hse.gov.uk
Teacher Support Network	www.teachersupport.info

1.3 Contact details - extended services

* Leave this field blank for use during an emergency; you may need to record alternative contact details.

Name	Type / description of extended service	Operating hours	Contact details	Alternative contact details *	Notes (e.g. key holder)
Devon Health and Safety Service Help Desk	Health and safety advice	8:00 till 17:00 Monday to Thursday. 8:00 till 16:30 Friday	Tel: 01392 382027 Email: healthandsafety@devon.gov.uk		
Keith Furzeland CAST H&S Adviser	Named Health and Safety Advisor	8:30 till 4:30	Tel: 07968416220 Email: keith.furzeland@devon.gov.uk		
Devon Health and Safety Service	<u>Emergency only</u>	Out of hours	Tel: 07773577981		
Torbay Economic Development Company Limited (TDA)	Property Services	8:00 till 17:00 Monday to Thursday. 8:00 till 16:00 Friday	Tel: 01803 207582 Email: propertyserviceshelpdesk@tedcltd.com		
TDA Service Level Agreement Contractors	<u>Emergency only</u>	Out of hours	For the latest contact information, please download the Emergency Contacts List from your Smartfile portal.		

1.4 Contact details – Plymouth CAST and local authority

* Leave this field blank for use during an emergency; you may need to record alternative contact details.

Organisation	Name / role of contact (if applicable)	Contact details	Alternative contact details *	Notes
Plymouth CAST	Paul Stewart - Premises and Procurement Manager First line contact for major incidents/accidents	paul.stewart@plymouthcast.org.uk		
	Dr Karen Cook - Chief Finance & Operations Officer Designated Lead Officer	karen.cook@plymouthcast.org.uk		
	Raymond Friel - Chief Executive Officer	helen.moram@plymouthcast.org.uk		
	Graham Briscoe Board Member	admin@plymouthcast.org.uk		
	For reporting a school closure due to severe weather	admin@plymouthcast.org.uk		
	Head Office	Tel: 01364 645450		
Children's services				
Media / communications				
Property				
Transport				

Catering				
Educational visits				
Emergency planning				
Risk / insurance				
Legal				
Human resources				
Educational psychology				
Occupational health				

1.5 Contact details - local radio stations

* Leave this field blank for use during an emergency; you may need to record alternative contact details.

Radio station	Name / role of contact (if applicable)	Contact details	Alternative contact details *	Notes (e.g. coverage, frequency)

1.6 Contact details - other organisations

* Leave this field blank for use during an emergency; you may need to record alternative contact details.

Organisation	Contact details	Notes
Police	Tel: 999 (24 hour) Tel: 101 (24 hour, non-emergency number)	
- Local Station	Tel:	
Fire & rescue service	Tel: 999 (24 hour)	
- Local Station	Tel:	
Ambulance service	Tel: 999 (24 hour)	
National Health Service	Tel: 111 (24 hour)	
Local GP Surgery	Tel:	
Local Hospital	Tel:	
Department for Education	Tel: 0370 000 2288 (office hours, general enquiries)	
Foreign & Commonwealth Office	Tel: 0207 008 1500 (24 hour, consular assistance)	If abroad, please dial: +44207 008 1500
Environment Agency	Tel: 0845 988 1188 (24 hour, floodline)	
Met Office	Tel: 0370 900 0100 (24 hour, weather desk)	
Health and Safety Executive	Tel: 0845 300 9923 (office hours, incident contact centre) Tel: 0151 922 9235 (24 hour, duty officer) Tel: 0151 922 1221 (24 hour, duty press officer)	

Teacher Support Network	England: 08000 562 561 (24 hour) Wales: 08000 855 088 (24 hour) Scotland: 0800 564 2270 (24 hour)	The Teacher Support Network can provide practical and emotional support to staff in the education sector and their families.
Insurance company		
Trade union		
Supplier (transport)		
Supplier (catering)		
Supplier (cleaning)		
Supplier (temporary staff)		
Utility supplier (gas)		
Utility supplier (water)		
Utility supplier (electricity)		
Utility supplier (heating)		

APPENDIX 11 - SEVERE WEATHER

The school Severe Weather Contingency Plan should be prepared well before the bad weather season so that all staff, parents / guardians and pupils understand them. It should contain: -

- General information, such as how to contact pupils' families and staff.
- Details for maintaining stocks of salt or grit.
- Identifying which walkways or areas need to be kept clear to allow people to get around the premises safely.
- Estimating how many staff members need to get in for the school to operate safely, if not to deliver the full normal curriculum.

It is therefore important that contingency plans are developed according to the local requirements of the individual establishment. Plans should include arrangements for issues such as roles and responsibilities, communication and media management, as well as how information about potential school closures and re-opening will be communicated to pupils, staff and parents and contractors.

Points to remember when remaining open during Severe Weather:

Remaining open during severe weather may increase risks arising from less supervision, longer journeys to and from school, minor slips and bumps, etc. There may be practical steps you can take to manage these increased risks, for example:

- Reducing the extent to which children have to move between school buildings for different lessons.
- Bringing some classes together in the hall to ensure adequate supervision.
- Ending the school day early so that children do not get home too late (while making arrangements for children who cannot get collected by parents until later).

When severe weather coincides with examinations, every effort should be made to remain open for examination candidates, even if the rest of the school is closed.

Points to remember when making the decision to close during severe weather:

Closing a school is never an easy option. In taking a decision to close a school, the safety of pupils, staff and visitors is of paramount importance.

The decision to close is delegated to the Head Teacher who will know local weather and ground conditions, and the likely impact of the weather on the numbers of staff and pupils who will be able to get into school. Before making the decision to close, the Head Teacher should undertake a risk assessment and decide if

there is significant risk of severe injury, ill health or inability to comply with relevant legislation which would then lead to their decision to close part or all of the school.

If the Council receives a severe weather warning this will be communicated to schools by e-mail. **This does not mean that your school has to close.** The decision to close must be assessed individually by each school and may relate to whether children live within walking distance or where most pupils travel by public transport.

The attendance of many pupils will depend on road conditions and the decision of transport providers whether or not to operate. Schools should liaise with transport contractors before making any decision as this will provide information on how many pupils to expect if the school remains open.

If the school decides to close, the contractors must be notified as soon as possible. However, if this decision is made after school buses have begun their journey to school, it is important to remember that bus contractors arriving at school with the pupils on board are under no obligation to take pupils home again immediately.

School staff must remain at school to supervise the pupils remaining on site until contractors can take them home.

In timing the decision, it will be important to balance the likely accuracy of weather forecasts against the benefits of early decisions to help parents and staff plan ahead; in many cases, decisions will however need to be taken in the hours immediately before the start of the school day. However, it may sometimes be necessary for schools to close during the day; for example, if the weather is deteriorating and children may not be able to get home later. **As soon as a decision has been reached on closing the school, it is for the Head Teacher to inform the Plymouth CAST Senior Management Team of their decision via the Plymouth CAST Office Manager.**

Once the decision to close the school has been reached it will be necessary to communicate this message as promptly as possible to all relevant parties, including the local authority, local radio stations, transport services and contractors or service providers. The latest contact details are kept in Section 1.

School should have a variety of methods to get information to parents, staff and pupils about closures and re-opening. These could include:

- Posting notices on the school gates
- Messages via the local media
- School and Local Authority websites
- Staff telephone cascade
- Parent telephone cascade
- Text messaging, social networking sites such as Twitter!

