

# NGPS Emergency Plan

Northgate Primary School



<b>Approved by:</b>	Northgate Governing Body
<b>Last reviewed on:</b>	April 2026
<b>Next review due by:</b>	April 2027

# Northgate Primary School

## Emergency plan

**If you are dealing with an emergency right now, go straight to:**

- **Section 2 for ON SITE emergencies; or**
- **Section 4 for OFF SITE emergencies on learning activities.**



November 25



<b>Plan administration</b>	
Name and address of establishment	Northgate Primary School Green Lane Northgate Crawley RH10 8DX
Date of issue:	September 2025
Date of review:	April 2027
Plan approved by:	Governors
Person responsible for review:	Headteacher
Copies of this plan are held:	School Office School Business Manager – Lesley Hodges Premises Manager – Paul Muteham Headteacher – Amanda Harrison Assistant Headteachers – Sarah Nower, Sarah Stringer Chair of Governors – Kirsty Shurety
Copy submitted to Emergency Planning Unit	13/05/25, by Paul Muteham. Copy sent by email <a href="mailto:schools.emergencyplan@westsussex.gov.uk">schools.emergencyplan@westsussex.gov.uk</a>

November 25

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## West Sussex County Council's response

West Sussex County Council aims to provide comprehensive and integrated support to any educational establishment involved in a major emergency

either on or off-site. Once activated, there are three key areas of support that may be provided according to the scale of the emergency. These are:

### **Core Support Group**

Coordinates the overall response to care for employees, young people, parents and the school community

- Management Group
- County Press Officer
- Deploys Area Support Team and Travelling Team as required
- Coordinates legal, financial, insurance advice as required

### **Area Support Team**

Supports the whole school community / youth group as required. In partnership with head of establishment will:

- Identify needs and coordinate support from Core Support Group
- Assist with setting up support centre
- Assist with dealing with media
- Lead arrangements for welfare / counselling
- Interface with external agencies

### **Travelling Team**

Supports the needs of the injured / uninjured / relatives at the incident

- Travels to the incident
- Provides support to those in crisis
- Liaises with external agencies
- Updates Core Support Group / establishment

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## **Section 1: Introduction**

This plan relates to:

- An event which threatens the safety of children, staff or the educational establishment premises
- An incident which affects the community within which the educational establishment is based
- A crisis which might affect the public reputation of the educational establishment.

This plan provides a generic guide to actions that should be considered by the head of establishment, his / her nominated deputy, and the establishment's Emergency Management Team in case of an emergency in the educational establishment, local community or during an off-site activity.

It also covers procedures for an incident occurring during the working day and out of hours.

### **Levels of Emergency**

#### **Sad Event**

An emergency of a minor nature that can happen on a regular basis. Incidents of this type involving people can be classed as a Sad Event and will normally be managed by establishment staff under normal day-to-day arrangements. Minor emergencies affecting premises are also dealt with in this way.

#### **Critical Incident**

A Critical Incident is of a more serious nature than a Sad Event. Managing the response will require some assistance from West Sussex County Council or other agencies, but not so serious as to warrant a full major emergency response.

#### **Major Emergency**

A Major Emergency would include incidents at educational establishments (including off-site trips) in which children, residents or staff have suffered a traumatic event, life-threatening injuries or are in danger. These types of incidents will require a full major emergency response, including support from West Sussex County Council and other agencies.

To provide appropriate support to educational establishments, WSCC has defined the term 'major emergency' as...

'An event which seriously threatens the safety of vulnerable adults, children and young people and which requires a coordinated response from the Adults and Children's Directorate.'

## **Section 2: On site emergencies – activation**

Information about an incident may come from a staff member, child, parent, member of the public, the emergency services or West Sussex County Council. Whoever receives the alert should ask for, and record, as much information as possible.

**If you are dealing with an emergency which has taken place during an off site visit, please turn to [Section 4](#).**

<b>Name and contact details of the caller (Try to authenticate caller)</b>
<b>Details of the incident (Including actual words used by caller)</b>
<b>Who else has been informed?</b>
<b>Exact location of the incident</b>
<b>Casualties</b>
<b>Any action taken so far</b>
<b>Name of contact at the scene</b>

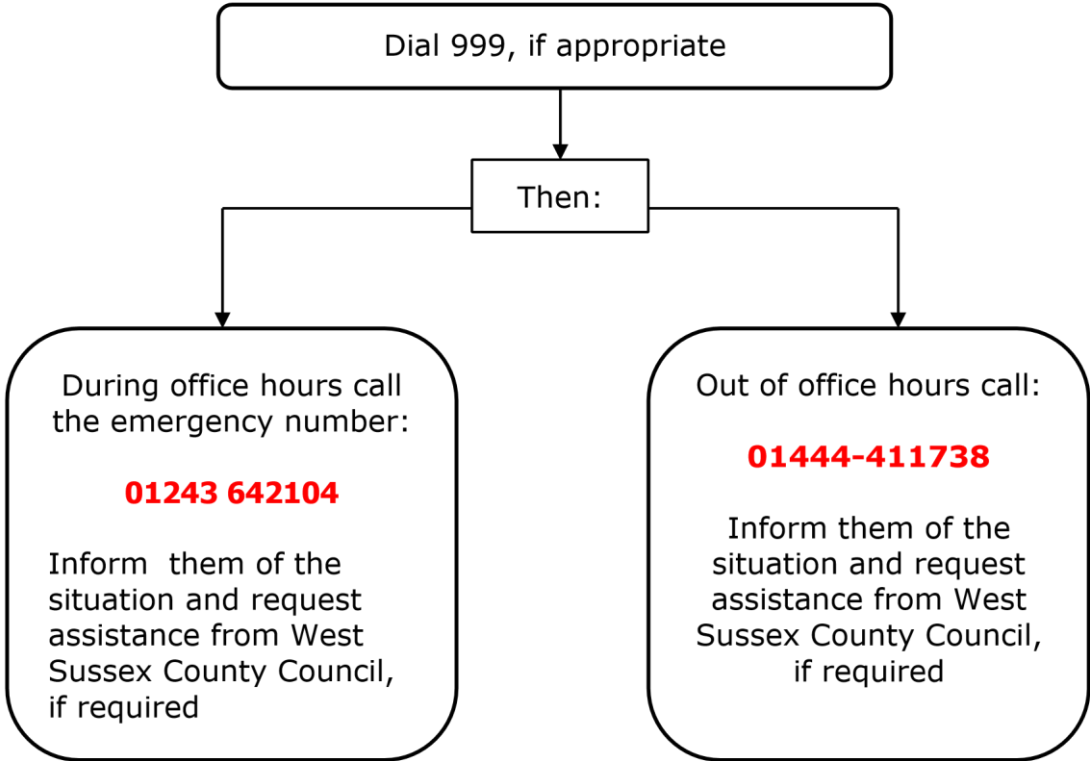
<b>Notes</b>

If appropriate, call 999 for the police, fire or ambulance service, giving the information above. If in doubt, call 999.

Immediately inform **Amanda Harrison**. If neither is able to respond (they may be involved in the incident) the senior person present must follow the instructions from the checklist of initial action below.

**Checklist of initial action by head of establishment or nominee**

- 1. Assess the situation.
- 2. Take immediate action to safeguard children and staff where necessary.
- 3. Determine whether or not to implement the school evacuation procedures where necessary.
- 4. Call for support:



**Note:** These numbers should only be used in an emergency. Do not give them to the press, parents or members of the public.

5. Log all communications and actions.

6. Depending on the scale of the incident, consider assembling an Emergency Management Team from pre-identified staff (see [Appendix 3](#)) to assist with the response and relieve them of their normal duties.
7. Refer to the list of emergency contact numbers in [Appendix 3](#) for additional support, if required.
8. Where possible, avoid closing the educational establishment and try to maintain normal routines.
9. Having activated this emergency plan, go on to [Section 3](#).

## **Section 3: On site emergencies – roles and responsibilities**

### **Stage 1 – establishing the response for the Emergency Management Team**

<b>Check list for Lead Coordinator (head of establishment or nominee)</b>	<b>Tick</b>
Ensure you have an overview of the situation and don't become bogged down in responding – try and delegate tasks to appropriate staff	
Act as a central contact point for information both internally and externally BUT leave most of the communications and disseminating information tasks to the person allocated that role	
Take time out if you need it – this is YOUR emergency and you won't be able to respond effectively if you burn out	
Ensure relevant authorities are informed of the emergency (e.g. Fire, Police and Ambulance).	
Ensure that accurate, factual information is available for those arriving at the scene.	
Have a designated person to meet emergency services to give information - exact location of the emergency, who may need rescuing and their location and any individual hazards (e.g. chemicals) that may be present	

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Liaise with the police, fire and ambulance services, West Sussex County Council, and other organisations who may become involved. Act as the main contact to coordinate the response and provide your contact details.	
Allocate tasks amongst the Emergency Management Team as appropriate, immediate focus on safeguarding.	
Inform the chair of governors / Head of Youth Service (if applicable).	
Consult with the emergency services / West Sussex County Council regarding informing parents of injured and non-injured children. Ensure parents of any injured children are immediately informed of what has happened and where their son / daughter is. In event of a major incident, the police will give advice regarding naming badly injured people or fatalities. You may also need to inform next-of-kin of any staff who have been involved.	

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Ensure all staff maintain a log of actions and decisions.	
Arrange administrative / secretarial support for your team, if required.	
Hold regular Emergency Management Team meetings to keep everyone up to date with current information.	

<b>Check list for Welfare Coordinator</b>	<b>Tick</b>
Remain calm, as this will then calm other staff and children.	
Take actions to secure the immediate safety of children and staff – this may include evacuation or keeping children and staff inside the building / classroom (sheltering).	
Establish the whereabouts of all children, staff, and visitors using timetables, registers and the visitor's book, and make a list of those unaccounted for. Pass this information on to the emergency services.	

Consider any welfare needs for children with special needs and medication.	
Consider any welfare needs and support to staff. If a prolonged response, ensure a rota is established to ensure proper rest.	

<b>Check list for Communications Coordinator</b>	<b>Tick</b>
Consider emergency communications needs. Dedicate lines for incoming and outgoing calls and arrange extra support for reception. Use designated emergency centre / room.	
Line to be used for incoming calls only: 01293 526737	
Line to be used for outgoing calls only: <b>01293 526737 or SSC number 01293 582300 or Nursery 01293 582301</b>	
West Sussex County Council's Communications team may be able to assist dealing with enquiries from the public. During office hours, call them on: <b>01243-777722</b> . Outside office hours call: <b>07767-098415</b> .	
Inform people quickly, simply and factually to prevent rumours which can cause great distress in a crisis situation.	

Check list for Media Coordinator	Tick
<p>West Sussex County Council can give advice on briefing the press and help with the preparation of statements and press releases. During office hours, call them on: <b>01243-777722</b>.</p>	
<p>Outside office hours call: <b>07767-098415</b>. (See also <a href="#">Appendix 4</a>).</p>	
<p>Ensure that any media access to the site, staff and children is controlled. In a major emergency, the police may deal with the press and prevent intrusion onto the site. Be aware of the potential problems caused by the spread of misinformation through children / staff use of mobile phones.</p>	
<p>If applicable, try to direct media enquiries to WSCC's Communications team.</p>	
<p>It may be appropriate and beneficial for the head of establishment or a nominated representative to make a press statement or be interviewed after liaising with WSCC.</p>	
<p>Do not allow the press onto establishment premises or give them access to children unless there is a specific reason and permission and consents are in place – the police may help with this in a major emergency.</p>	
<p>If there is likely to be a high media presence at the establishment, it may be appropriate to pre-designate an area for media vans and journalists if they arrive at the establishment and from which interviews can be given. This may prevent the media blocking access routes to the establishment or intimidating children and staff.</p>	

Check list for Resources Coordinator	Tick
<p>Activate the designated emergency centre / room.</p>	
<p>Ensure access to the site for emergency services.</p>	
<p>Turn off water, gas and electricity supplies if necessary.</p>	

Open / close parts of the educational establishment as required.	
Ensure the security of the educational establishment premises.	
If there is damage to property or resources then a list will need to be made of what has been damaged or destroyed for insurance purposes.	
It may be necessary to procure resources for use in the emergency – WSCC may be able to help with this.	

## Stage 2 – ongoing response

Check list for Lead Coordinator (head of establishment or nominee)	Tick
Provide regular briefings for staff, and continue to liaise with the emergency services and West Sussex County Council (Core Support Group or Area Team).	
Consider implementing Recovery Team – See <a href="#">Section 7</a> .	
Try to maintain normal routines as far as possible.	
Tell the staff involved to prepare a written log of their involvement, noting events and times. Inform West Sussex County Council's health and safety staff (01243-752311) who will advise on reporting procedures and inform trade unions if necessary. In the event of serious injuries or a fatality, the Health and Safety Executive should be informed within 24 hours. Staff may wish to submit draft reports to trade union legal officers.	
Allocate tasks amongst the Emergency Management Team as appropriate.	

Check list for Welfare Coordinator	Tick
Establish a staff rota and ensure that staff take regular rest periods.	

Identify children and staff who are badly affected by the incident and may require extra support.	
Make arrangements for reuniting children with their parents.	
Take account of religious and cultural factors, and consider contact with leaders of local faith communities. In particular, some faiths may wish to hold funerals within 24 hours of death, so swift and sensitive enquiries must be made to ascertain whether it would be appropriate for representatives of the school, including children, to attend. Liaise with the police.	

<b>Check list for Communications Coordinator</b>	<b>Tick</b>
Inform children, in groups as small as practicable, considering the best way to impart tragic news – educational psychology department may be able to assist.	
Inform parents of children not directly involved in the incident, as decided by the head of establishment or nominee. Use any existing arrangements, such as a telephone tree, for contacting parents quickly and efficiently.	
Receive visitors to the school, ensuring they sign in and out and are issued with identification badges.	

<b>Check list for Media Coordinator</b>	<b>Tick</b>
Liaise with West Sussex County Council communications staff to prepare a press statement, to be agreed by the head of establishment and Children's Services. Decide an ongoing strategy for dealing with the press.	
Be prepared to be interviewed by the press if necessary.	

<b>Check list for Resources Coordinator</b>	<b>Tick</b>
Establish a safe and secure base for the Emergency Management Team.	

Arrange an appropriate place to receive parents and guardians of children involved.	
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## Section 4: Off-site emergencies – activation

The Group Leader will immediately inform the designated emergency contact person (or head of establishment) of any off site activity emergency that occurs.

### Initial action by the designated emergency contact person (or head of establishment)

1. Maintain a written record of your communications and actions using this pro forma and a logbook.
2. Offer reassurance and support. Be aware that all involved in the incident (those at the site, your establishment and you) may be suffering from shock or may panic.
3. Find out what has happened. Obtain as clear a picture as you can. Who informed you of the incident? Try to authenticate the caller. (It could be a child, parent, member of the public or staff, emergency services or West Sussex County council.)

Initial contact	
Name:	
Telephone number:	
Additional telephone numbers:	
Where are they now and where are they going?	
Notes:	

4. Record the details of the off-site activity / visit during which the incident occurred:

<b>Details of off-site activity / visit</b>	
Location and nature of visit:	
Name of person in charge of visit:	
Telephone number(s):	
Number of staff on the visit:	
Number of children on the visit:	
Number of other people present:	

5. Record the details of the incident:

<b>Details of incident</b>	
Date and time of incident:	
Location of incident:	
What has happened?	
People affected (including names, injuries, where they are / will be taken to):	
Emergency services involved and advice they have given:	
Names and locations of hospitals involved:	

Arrangements for children not directly involved in the incident:	
Name of person in charge of your group at the incident (include telephone numbers):	

6. Discuss with the person in charge of the group what action needs to be taken and by whom. Enter this information into your logbook.

7. Contact West Sussex County council for support  
During office hours call

the emergency number:

**01243 642104**

Inform them of  
the

situation and request

**Note:** These numbers should only be used in an emergency. Do not give them to the press, parents or members of the public.

assistance from West

Sussex County Council,

Out of office hours call:

**01444-411738**

Inform them of the  
situation and request  
assistance from West  
Sussex County Council, if  
required

8. Depending on the scale of the incident, consider assembling an Emergency Management Team to assist with the response.

To provide appropriate support to educational establishments, WSCC has defined the term 'major emergency' as...

'An event which seriously threatens the safety of vulnerable adults, children and young people and which requires a coordinated response from the Adults and Children's Directorate.'

9. Having activated this emergency plan, go on to [Section 5](#).

## Section 5: Off-site emergencies – roles and responsibilities

### Action list for the emergency contact (or head of establishment)

Communication	Tick
Inform school staff as appropriate, depending on the time and scale of the incident.	
Consider emergency communications needs. Dedicate lines for incoming and outgoing calls and arrange extra support if required.	
Line to be used for incoming calls only: <b>01293 526737</b>	
Line to be used for outgoing calls only: <b>01293 526737 or SSC number 01293 582300 or Nursery 01293 252301</b>	
Consult with the emergency services / West Sussex County Council regarding informing parents of injured and non-injured children. Ensure parents of any injured children are immediately informed of what has happened and where their son / daughter is. Record what their plans are, e.g. to travel to their son / daughter, any assistance they need and any means of communications with them. In event of a major incident, the police may give advice regarding naming badly injured people or fatalities. You may also need to inform next-of-kin of any staff who have been involved.	
Inform parents of any other children on the visit but not directly involved in the incident. Decide which parents should be informed and by whom and contact them as appropriate. Wherever possible, parents should first hear of the incident from the educational establishment (or from the person in charge of the group), not from hearsay or from the media. Information given must be limited until the facts are clear and all involved parents / next-of-kin are informed.	
Inform the chair of governors/Head of Youth Service, if applicable.	

During office hours, call the West Sussex County Council emergency contact: <b>01243 642104</b> Outside office hours, call West Sussex County Council's emergency helpline: <b>01444-411738</b>	
Support from other organisations may be required (please see <a href="#">section 8</a> ). Contact details are available in <a href="#">Appendix 3</a> . Examples of support include: □ Assistance at the educational establishment by the WSCC	
Area Support Team or the WSCC Travelling Team at the site of the incident. <ul style="list-style-type: none"> <li>• Help with arranging transport between the incident, parents and the educational establishment.</li> <li>• Help with media management, including press statements and interview briefing.</li> </ul>	
If the visit is abroad, and the incident results in substantial medical or other expense, risk and insurance staff at West Sussex County Council, or appropriate tour operator, should be informed as soon as possible. (Collaboration with any applicable tour operator's emergency response plan will be important.)	
Inform children and staff at school and their parents. Remember that information given must be limited until the facts are clear and all involved parents / next of kin are informed. In the event of a tragic incident, seek support from the WSCC Educational Psychology Service about the best way to inform children and to support them afterwards. Staff, children and parents should be asked to avoid talking to the media.	
Consider implementing Recovery Team – See <a href="#">Section 7</a> .	

<b>Media management</b>	<b>Tick</b>
Introduce, if necessary, controls on school entrances and telephones.	
Designate a senior member of staff as primary liaison person.	
Liaise with WSCC's Communications staff as early as possible, and work with them to prepare a press statement, to be agreed by Operations Director of WSCC Learning Service, and the head of establishment before release.	

Resources	Tick
Refer to your establishment's plan of buildings and predesignated rooms / spaces for incident response centre, family and friend's reception area, quiet area, media – if appropriate - and so on	
Arrange a quiet space to receive parents of the children involved as they arrive at the school and ensure someone is there to meet and greet them.	



Reporting of accidents	Tick
Tell the staff involved to prepare a written log noting events and times. Inform local authority health and safety staff (01243752311) who will advise on reporting procedures. Any serious injury or fatality must be reported immediately to the Health and Safety Team who will notify the Health and Safety Executive. Staff may wish to submit draft reports to trade union legal officers.	

## Section 6: Activity Card for off site Leader in Charge

(To be taken on visit with other information)

Immediate action in an emergency	Tick
Assess the situation and take immediate action to ensure the safety of children and staff.	
Establish if anyone is injured and how.	
Call the emergency services if necessary.	
Be aware that you and others may be suffering from shock.	

Next steps	Tick
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<p><b>ADULTS AND CHILDREN'S SERVICES</b></p>  <p><b>EMERGENCY CONTACT NUMBERS</b> If your group has suffered life-threatening injury or fatality, or a member of it is in peril including being missing, contact:</p> <p><b><u>+44 (0) 1243 642104</u></b></p> <p>If you call this number in an emergency, be prepared to give: your name, who you are, your telephone number, where you are calling from and brief description of the incident, including time.</p>	<p><b>ADULTS AND CHILDREN'S SERVICES</b></p>  <p><b>EMERGENCY CONTACT NUMBERS</b> <b>TRIP EMERGENCY CONTACT</b></p> <p>Normal Daytime No. (8am-4pm) 01293 526737 Out of Hours No. (4pm-8am) 07903 653140 (GB)</p> <p><b>ALTERNATIVE CONTACT</b> Tel. No. 07940 160716 TC 07876 717004 ERW 07799 431431517 SS</p> <p><i>If you call these numbers in an emergency, be prepared to give: your name, who you are, your telephone number, where you are calling from and brief description of the incident, including time.</i></p>
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Give clear details of what has happened and who is involved.	
Discuss with the emergency contact person (or head of establishment) who should inform parents and next-of-kin of children and staff. The police will inform next of kin if there have been fatalities.	

<p>The emergency contact person (or head of establishment) should contact West Sussex County Council if further help is required – if they are unavailable you may have to do this. During office hours, call them on: ☎ <b>01243 642104</b> Outside office hours call: <b>01444-411738</b>.</p>	
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<p>Avoid speaking to the media – if necessary direct them to West Sussex County Council’s communications staff. During office hours, call them on: <b>01243-777722</b>. Outside office hours call: <b>07767-098415</b>.</p>	
<p>Staff and children should be told to avoid talking to the media or spreading what has happened unnecessarily (particularly via use of mobile phones – consider confiscation).</p>	
<p>Make notes of what has happened, any phone calls made and your actions.</p>	

<p>Keep in contact with the emergency contact person (or head of establishment).</p>	
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## Section 7: Post incident welfare, stand-down and recovery

As soon as possible after the emergency	Tick
Visit injured children / staff.	
Consult with and involve parents in the aftermath of an emergency. It is particularly important to communicate with parents of children who have been involved, and ensure that their needs and wishes are taken into account	
Liaise with parents regarding plans for attendance at funerals	
Liaise with parents regarding plans for attendance / representation at memorial services.	
Arrange debriefing meetings for staff and children. Staff should not be expected to perform a counselling role unless they are trained to do so. It is also important not to underestimate the impact of an emergency on staff, which in some cases may be greater than the impact on children.	
Arrange debriefing meetings for the head of establishment and Emergency Management Team.	
Identify and support high-risk children and staff.	
<p>Promote discussion of the emergency. Staff can help children by being aware of the most frequent and normal reactions of children to a traumatic emergency (fear, guilt, anger, confusion) and other normal reactions that may be seen (such as withdrawal, aggression, nervousness, depression). Some of the following responses may be appropriate:</p> <ul style="list-style-type: none"> <li>• Do not minimise the effect of loss upon the child – recognise the uniqueness of the child’s feelings</li> <li>• Listen to the child – do not attempt to stop his / her references to the emergency</li> <li>• Show that you are prepared to listen and offer reassurance</li> <li>• Show that you care by offering genuine support and empathy.</li> </ul>	
Consider the need for individual or group support.	

Help affected children and staff to return to the educational establishment.	
Seek advice on legal issues from West Sussex County Council legal staff.	

<b>In the longer term</b>	<b>Tick</b>
Arrange an incident debrief for staff who were involved in the response.	
Initiate a review of the educational establishment emergency response plan, evaluating its effectiveness and incorporating any lessons identified.	
Consult staff and decide whether and how to mark anniversaries.	
The impact of some incidents can continue for years, so thought may need to be given to ongoing identification and support measures for both children and staff who are affected.	
Remember that legal processes, enquiries and news stories may bring back distressing memories and cause upset within the educational establishment.	
Remember to make any new staff aware of which children and staff were involved and how they were affected.	



## Section 8: Support and assistance

The following agencies may provide support and assistance:

### **Northgate Primary School** Emergency Management

Team:

- Coordinate the educational establishment's response to an emergency
- Fulfil specific roles as outline in [Section 3](#) and [Section 5](#).

Establishment staff:

- Follow procedures for evacuation, shelter or lockdown (outlined in [Appendix 5](#)) when necessary to secure the safety of children
- Provide children with information and reassurance
- Assist Emergency Management Team in carrying out tasks relating to emergency response as far as they are able.

School governors/Management Committee:

- Support the school during the incident and throughout the recovery process.

### **West Sussex County Council** Children's Support

Services:

- Coordination of assistance throughout West Sussex County Council (Core Support Group / Area Support Team / Travelling Team)
- School transport
- Administrative support
- Educational Psychologists
- Welfare services / emotional support
- Additional accommodation
- Health and safety advice
- Insurance Advice

Emergency Management:

- Operational / logistical support
- Emergency planning support
- Communications support
- Debriefing
- Activation of specific emergency plans if required.

Communications:

- Press statements
- Advice and assistance with media management.

Legal:

- Legal advice.

Occupational health:

- Advice and support on health issues ☐ Counselling service for staff.

### **Police**

- Overall control of the emergency response (depending on emergency)
- Media relations
- Contact with bereaved families ☐ Criminal investigation.

### **Fire and rescue service**

- ☐ Fire fighting ☐ Life saving and rescue ☐ Chemical spillage clean-up.

### **Ambulance service**

- ☐ Emergency medical response ☐ Transportation of casualties to hospitals ☐ Access to other health services.

### **Trade unions**

- Information resource & support services for members
- Health & safety responsibilities (consultation, investigation and joint inspection)
- Will be informed by health & safety staff of incidents causing / threatening injury.

## **Appendix 1: Closing your school due to extreme weather**

This section describes the policy and associated arrangements related to closing the school due to extreme weather conditions, both before the start of the school day and during the school day.

Schools are expected to remain open in all but the most extreme circumstances. Closing at short notice may cause difficulties for families if they need to make arrangements for children to be cared for during the school day. Any children at the school should remain there until the head teacher is satisfied that appropriate alternative arrangements have been made.

Head teachers are best able to judge the severity of the journeys faced by both children and staff but should always consider safety in arriving at a decision. When to take the decision to close the school is important; it must balance the benefits of an early decision (avoiding unnecessary

journeys and providing parents with enough time to arrange childcare) against the drawbacks (finding that the situation is not as bad as initially feared).

### **Monitoring information about travelling conditions from the emergency services and weather warnings from the Met Office**

Headteacher in Consultation with Premises Manager on site at school and Staff based in Brighton, Horsham and villages,

### **Keeping the school open with fewer staff present than usual**

If Brighton staff, Horsham staff and those in surrounding villages can't get in then school would need to close.

If all staff other than Brighton can get in then may be able to keep school open – would need to use TA's to cover classes or amalgamate classes, close Nursery

Teachers - Brighton and surrounding areas = 8, Horsham district = 5, East Grinstead and surrounding areas = 3, Crawley = 5

### **Resources available to prevent the school closure, mitigate the effects of the weather or reduce risk**

Premises Manager maintains a stock of SALT each winter, if school to open then Premises Manager & Assistant Caretaker clear path from Barnfield Road to Old Middle School Entrance and Green Lane to main office

### **Assistance in arranging school transport**

Please contact your transport provider(s) as early as possible with information about closure (their knowledge of local road conditions may be able to help inform the decision making). It is also essential that transport providers have the school's 'out of hours/emergency' contact number. This will enable them to communicate any difficulties they may have with providing a service during extreme conditions. Transport providers will be reminded of the importance of having an out of hours/emergency contact number for their schools and of informing you of their own 'out of hours/emergency' contact number

Teacher in Charge of SSC to notify Taxi's and SSC pupils

### **Publicising the school closure to relevant parties**

In the event of a decision being taken to close a school because of deteriorating weather, the school will contact:

- The media (e.g. local radio)
- Parents / guardians / children / staff
- West Sussex County Council Contact Centre on 0845 075 1007  
(Note: WSCC will alert schools of the Emergency School Closure Dedicated Telephone Number, and when to use it, should one be set up at any time)

The school will also:

- Update its website.
  - Arrange for a recorded message on the school telephone giving information on the closure for parents/guardians
1. Headteacher to notify Radio station and West Sussex County Council
  2. ICT Subject Leader/headteacher to update school website
  3. Headteacher to send Parentmail letter
  4. Headship Team to update message on school phone

### **Special arrangements to ensure examinations can still take place**

Not applicable

### **Reassuring children and guardians if examinations cannot take place**

N/a

### **Emergency arrangements in case children / staff are stranded at the school**

Senior staff/Premises Manager to ensure heat and food availability – school lunch food, McDonalds, Sainsbury's may be accessible.

PE mats and staffroom chairs – appropriate for sleeping on  
Girls and boys in separate rooms

### **HR issues associated with staff absence (e.g. payment of staff unable to get to work)**

School closed – staff not expected to attend but work from home is appropriate e.g. Teaching Staff expected to complete activities at home - Planning, Marking, research etc.

Staff unable to get to work because of severe weather, major emergency situation will be paid, absence from work to care for dependents – see absence policy

### **Provision of remote learning**

- Children asked to complete homework tasks, reading, number bonds, times tables, creative homework
- Learning to be put on class pages on school web site

## **Appendix 2: Establishment site information and risk assessment**

See paper plan, additional available in alarm cupboard

Premises Manager/Caretaker to isolate services within the school.

Fire alarm reset using key from Key Cupboard (Premises team have own key) assuming glass hasn't been broken in which case replace first spare glass on top of alarm panel.

Emergency access to building via Green Lane or alternatively via gate next to Children's Centre Barnfield Road.

School Phone: 01293 526737

Fax number: 01293 582308

Premises manager (school) Matt Pears Mobile 07557 236 941

### **Specific information relating to on-site hazards**

Asbestos register in front main office, most Asbestos has been removed from the premises, the remaining asbestos has been treated.

## Specific information and procedures relating to off-site external hazards

Gatwick Airport is close to the school. Major emergency arrange for pupils to be collected and sent home is safe to do so.

## Appendix 3: Emergency contacts list

### Staff identified for incident response

This should be updated in response to changes and reviewed annually.

Key holder?	Name	Role	Home telephone	Mobile phone	Notes
✓	Amanda Harrison	Head of establishment		07841 201172	
✓	Paul Muteham	Premises Manager		078304 85327	
✓	Peter Perry	Caretaker	07990 638102	07990 638102	
	Sarah Stringer	Deputy Head teacher	01293 884369	07799 431517	

### Other contacts

Key holder?	Name	Role	Home telephone	Mobile phone	Notes
✓	Lesley Hodges	Business Manager	01293 871309	07775 698425	
✓	Sarah Nower	Depty Head Teacher		07792 504281	

## External contacts

You may wish to add in other important numbers specific to your establishment that you may need during an emergency, such as contact details to access your place of safety or those of key suppliers.

Organisation	Contact number
<p>West Sussex County Council – to obtain support from the following:</p> <ul style="list-style-type: none"> <li>School Support Service</li> <li>Communications (Press office)</li> <li>Outdoor Educational Adviser</li> <li>Educational psychology / welfare service</li> <li>Human resources</li> <li>Occupational health</li> <li>School travel assistance</li> <li>Risk &amp; insurance</li> <li>Health and safety</li> </ul>	<p>In office hours 01243 642104</p> <p>Out of hours 01243-792792</p>
Emergency Management	01243-752311 01243-777917
School's usual bus company	
Off-site insurance emergency number (Zurich Municipal)	0845 271 3848
The Foreign Office (links with British Consulates) <a href="http://www.fco.gov.uk">www.fco.gov.uk</a>	020 7008 1500
Local radio station Heart FM	01293 636030
Met Office Weathercall (60p per minute from a UK landline) <a href="http://www.weathercall.co.uk">www.weathercall.co.uk</a>	09068 500 400
The Samaritans <a href="http://www.samaritans.org">www.samaritans.org</a>	08457 909090
Teacher Support Network (trained support and counsellors available 24hrs)	08000 562 561
Right Core Care (Independent counselling service subscribed to by WSCC)	0800 111 6387  Management Support – 0800 111 6385


## Appendix 4: Communications

Seek support from – they may be able to assist dealing with enquiries from the public. Contact West Sussex County Council’s Communications team:

During office hours, call them on: **01243-777722**.

Outside office hours call: **07767-098415**.

### Telephone lines

Incoming calls: 01293 526737 all offices

Outgoing calls: Nursery **01293 582301** or **SSC 01293 582300**

First Phone point from exchange – school office 01293 526737. In the event of power failure this may provide a useable line when a powered switchboard system may not work.

### Communicating with parents

Emergency during school day: Parent Mail - Text alert/letter, web site local radio.

Emergency pout of school hours: as above

SSC TIC to contact taxi firms

Office staff to contact Kitchen supervisor

Instructions for answer/message on phone found by phones in office

## **Appendix 5: Evacuation and shelter plan**

See plan for Emergency exits

If need to vacate site go to St Pauls church via Barnfield Road exits. On to Barnfield road and walk left past the shops St Pauls in front of you.

Completed PEEP for:  
Taylor Wilmott (child)

Available in HT's office for Staff and Pupils, pupils also kept in AEN file

If advised to stay in rather than evacuate:  
CT to close windows and pull blinds down  
AHTs to check all exterior doors are locked in KS 2  
HT/Bursar to check all other exterior doors are locked

Lockdown procedure as above, plus:  
CT and TAs to stay in classroom with Pupils – no one to leave classroom until given ok by AHT/HT  
CT to lock classroom door if Key available

Fire Alarm – continuous ringing of bell  
Sheltering/Lockdown – Code 'PURPLE'

Place of safety – St Pauls Church Junction of Barnfield and Woodfield Road

Buddy Education establishment: Three Bridges Primary School Gales Drive  
01293 526888 children to walk, use their school hall  
Take our registers and signing in out book

Office staff to take evacuation class lists which will be used to mark off children when they are sent home and state who with if situation becomes prolonged.

## Appendix 6: Business continuity

### Business continuity planning

#### Our priorities

This table lists the key activities / services we provide and the maximum time within which they need to be restored.

Activity number	Key activity / service	Description	Is this a statutory duty?	When do you aim to have this reinstated by?	When must it be reinstated by?
1	SATs	60 pupils take their tests in May each year.	Yes	< 1 day	< 1 day
2	Provide catering	Lunches are provided to 60 pupils (FSM). + 15 pupils who pay	a) Yes for 60 eligible students b) No for others	< 1 day	a) < 1 day for eligible students  b) < 3 days for others

**Impact of failing to deliver key activities / services**

This table describes what will happen if the key activities / services are not provided and the likelihood and impact of the failure to occur. Provision could be interrupted by a loss of people, premises, technology, information, supplies or stakeholders.

<b>Activity number</b>	<b>Description of failure to deliver activity / service</b>	<b>Likelihood Low/Medium/High</b>	<b>Impact Low/Medium/High</b>	<b>Evaluation</b>
1	60 students will be unable take their SATs in May each year. Teacher assessment information to be used instead	Low	low	low
2	Lunches will not be provided for students and staff. Failure to meet statutory requirement regarding eligible students.	a) Low b) Low	a) High b) Low	a) High b) Low

**Actions to be taken in the event of disruption affecting key activities / services**

<b>Disruption to People</b>		
<b>Timeframe</b>	<b>Business continuity strategy</b>	<b>Actions list</b>

< 4 hours	Ascertain how many teachers are unavailable and from which areas, can they get to school?	Arrange for supply teachers to attend Amalgamate classes to ensure student safety Send students home Inform / seek support from Schools Support Service if appropriate
< 24 hours	To ensure normal staff levels are restored	Ensure alternative staff have been sourced if agency staff are available if not consider amalgamation of classes or PT for pupils
< 1 week		
< 1 month		

<b>Disruption to premises</b>		
<b>Timeframe</b>	<b>Business continuity strategy</b>	<b>Actions list</b>
< 4 hours	Decide whether or not to open or / keep open all or part of establishment or to close all or part of it.	Ascertain which parts of the establishment have been affected
		Inform staff, students and parents / guardians and media if school is closed Inform / seek support from Schools Support Service if appropriate

< 24 hours	If closed, decide when each area will be reopened	Inform staff, students and parents / guardians and media if school when the school is expected to be fully opened again and if it will be done in stages Assess damage and instruct repairs to be carried out Inform / seek support from Schools Support Service if appropriate
< 1 week	If repairs unable to be carried out, ensure alternative premises are found	Seek to share accommodation with local schools/Hire alternative premises / portacabins Inform / seek support from Schools Support Service if appropriate
< 1 month		

### Disruption to technology

Timeframe	Business continuity strategy	Actions list
< 4 hours	Fall back to paper record keeping and work with IT services to establish recovery time	Staff to do paper registers Ensure people are aware of expected recovery time
< 24 hours	Determine scale of problem and potential impact	Record potential / real impacts Purchase / source equipment as required Place order with suppliers
< 1 week	Ensure recovery on is track	Chase suppliers
< 1 month	Ensure recovery is complete	Request notification when delivered and installed / repaired

### Disruption to information

Timeframe	Business continuity strategy	Actions list
< 4 hours	Determine scale of problem and potential impact	Contact students/staff if their personal information is lost. Advise them to contact their banks / change passwords etc as appropriate
< 24 hours		
< 1 week		
< 1 month		

### Disruption to supplies

Timeframe	Business continuity strategy	Actions list
< 4 hours	Instigate rationing wherever possible	Inform staff that supplies are low and should be conserved.
< 24 hours	Utilise supplies from elsewhere	Contact like establishments for short term assistance e.g Milton Mount/Hazelwick
< 1 week	Instruct alternative supplier	Purchases ordered.
< 1 month		

### Disruption to stakeholders

<b>Timeframe</b>	<b>Business continuity strategy</b>	<b>Actions list</b>
< 4 hours	Determine who else will be affected by the incident.	Children's centre
< 24 hours		Inform all stakeholders of disruption and likely reinstatement date.
< 1 week		
< 1 month		

## **Inventory**

### **Equipment inventory**

Available separately

<b>Description</b>	<b>Make</b>	<b>Model number</b>	<b>Serial number</b>	<b>Purchase price</b>	<b>Purchase date</b>	<b>Location</b>

### **Data / IT systems**

<b>Data / IT system</b>	<b>Users requiring access</b>	<b>Backed up?</b>	<b>Where is the back up held?</b>

SIMS FMS School documents HT drive and I drive	1	Yes	Backed up daily onto West Sussex County Council's network

**Paper-based records**

<b>Document</b>	<b>Location</b>	<b>Duplicated?</b>	<b>Where are duplicates held?</b>
School emergency plan	School office	Yes	Off-site with head of establishment, deputy head of establishment and caretaker
Pupils contact file	School Office	No yes	For residential visits separate list is kept off site by HT and or AHT

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## **Appendix 7: Pandemic influenza plan**

### **Pandemic influenza action check list**

*(This appendix has been written specifically with schools in mind, but many of the actions will be applicable to other educational establishments and should therefore be adapted for use by them.)*

#### **School Closures**

Depending on the circumstances at the time, schools may be advised to close for children for some, or all, of a pandemic. The school will receive this information from central Government via WSCC. Department of Education' (DfE) advice, however, is that staff should still be asked to continue to work if they are not ill, caring for dependants or authorised to work at home. This is consistent with Government advice to employers across all employment sectors.

In West Sussex a safe staff-working ratio has been determined as at least one teacher/teaching assistant per class, with one other person spare for health and safety purposes. Class ratios should be based on one adult per 30 children.

For short periods of emergency lasting no longer than 1-2 hours, larger staff/pupil ratios may be acceptable, but must be based on any ratio of staff to children the school's leadership team considers appropriate and fit for purpose, e.g. while it might be appropriate for the head of establishment to take a large number of children all together, at the same time, it would not be appropriate for that number to be taken by a non qualified teacher.

The following people are empowered to make a decision on the closure of the school:

- 1) Amanda Harrison or in her absence
- 2) Sarah Nower or Sarah Stringer

Amanda Harrison/Sarah Stringer/Sarah Nower will inform WSCC of the closure.

#### **Infection control guidance**

The DoE guidance on infection control has been provided to all staff and added to the curriculum. This will be repeated each term.

Christine Morton has been tasked with the provision of infection control materials / equipment as recommended in the DoE guidance and the following arrangements have been put in place:

[Aprons and gloves always available and staff use](#)

[Face masks available](#)

[Milton available for cleaning](#)

Antibacterial wipes and hand sanitiser

[Premises manager has plans for deep clean if required](#)

Premises to ensure that during a pandemic the provision of cleaning will meet the requirements detailed in the DoE guidance.

If a member of staff or child arrives at school with flu-like symptoms, or develops them during the day, you should remove them from lessons immediately. The member of staff should be sent straight home and told to seek medical advice. The child should be isolated in medical room until arrangements can be made to get them home.

Make sure good personal hygiene is maintained by everyone at the school

### **Personal protective equipment (PPE)**

A stock of PPE was delivered to schools and other establishments in September 2009. Our PPE is kept in medical room and has an expiry date of [Gloves 2016, Masks - TBC](#). Christine Morton, Amy Watson and Sue Young are responsible for issuing PPE and ensuring that stocks are replenished as they get low or approach their expiry date. .

### **Training in the use of PPE**

Health and Safety Officers delivered training on the correct use and disposal of PPE to Matt Pears, Christine Morton or Lesley Hodges who will, in turn, train other staff when it is issued.

### **Safe disposal of PPE**

Existing procedures for disposal of PPE are:

Yellow bins in medical rooms

### **Communication and provision of information**

During a pandemic the school will communicate with staff, students, parents / carers via the following systems / arrangements;

Parent Mail

School letters

School Web site

Draft letters and information sheets have been prepared in advance and included at the end of this section. They will also be provided in the following languages;

Remote learning arrangements have already been described in [Appendix 1](#).

Lisa Wakeling has been asked to consider how relevant information will be made available to students who are hearing or sight impaired and for those with special educational needs

HI staff will receive written communication or have information signed to them

A paper copy of staff contact details, including email addresses, is held in Headteachers and Bursars office in case computer systems are unavailable and are updated by the Bursar

A paper copy of students, parents / carers contact details, including email addresses, is held in Main School Office in case computer systems are unavailable and are updated by Nikki Humphrey

### **Business continuity arrangements**

Cover for absent teaching staff will be arranged by:

- 1) Headship Team or in their absence
- 2) Lesley Hodges

Amanda Harrison has been asked to list non-teaching jobs in priority order and consider job shadowing so that the highest priority jobs can be maintained in the event of staff absences.

Support for children who have 1:1  
Nursery/ reception classes  
KS1 classes  
KS2 Classes

Cover for absent non-teaching staff will arranged by:

- 1) Amanda Harrison or in her absence
- 2) Sarah Stringer/Sarah Nower

### **Pastoral arrangements**

What pastoral arrangements need to be put in place for students and staff during or following a pandemic and whether any additional facilities or training could be put in place in advance. Speak with headship team.

### **Volunteers**

A list of willing volunteer helpers who have been CRB checked is maintained by Lesley Hodges. It is kept in the School Office

## **Pandemic influenza recovery plan**

The following people are empowered to make a decision on the re-opening of the school:

- 1) Amanda Harrison or in her absence
- 2) Sarah Stringer/Sarah Nower

The school will re-open on Insert date.

Christine Morton will inform WSCC of the reopening.

The following teaching staff will be available to return to work:

- >>> Insert name <<< will return on >> Insert date <<
- >>> Insert name <<< will return on >> Insert date <<
- >>> Insert name <<< will return on >> Insert date <<
- >>> Insert name <<< will return on >> Insert date <<
- >>> Insert name <<< will return on >> Insert date <<
- >>> Insert name <<< will return on >> Insert date <<

The following non-teaching staff will be available to return to work:

- >>> Insert name <<< will return on >> Insert date <<
- >>> Insert name <<< will return on >> Insert date <<
- >>> Insert name <<< will return on >> Insert date <<
- >>> Insert name <<< will return on >> Insert date <<
- >>> Insert name <<< will return on >> Insert date <<
- >>> Insert name <<< will return on >> Insert date <<

Year groups will return on the following dates:

- Year group >>> Insert year group <<< will return on >> Insert date <<
- Year group >>> Insert year group <<< will return on >> Insert date <<
- Year group >>> Insert year group <<< will return on >> Insert date <<
- Year group >>> Insert year group <<< will return on >> Insert date <<
- Year group >>> Insert year group <<< will return on >> Insert date <<
- Year group >>> Insert year group <<< will return on >> Insert date <<
- Year group >>> Insert year group <<< will return on >> Insert date <<

The curriculum will be adjusted in line with the above.

The following facilities will not be available until:

>>> Insert facility <<< will be unavailable until >> Insert date <<  
>>> Insert facility <<< will be unavailable until >> Insert date <<  
>>> Insert facility <<< will be unavailable until >> Insert date <<  
>>> Insert facility <<< will be unavailable until >> Insert date <<

SSC will discuss the provision of transport with contracted provider if applicable.

WSCc transport office - Jackie Bowles 01243 753533/753532

Christine Morton will discuss the provision of meals with provider if applicable.

Chartwells – Sue Spiers **07887 832343**

Staff, students and parents / carers will be informed that the school is reopening by the following methods (delete as applicable): letter, email, local media, telephone or other: Parent Mail, Web site

Lesley Hodges/Christine Morton will record details of the reopening on school answer-phone.

Premises will ensure that all areas are disinfected prior to reopening to staff or students.

SLT will consider whether there may be a need for bereavement counselling for both staff and students.

Ref: to Learning Mentor, Core care, Loss Policy for other support services

SLT will consider if there is a need for a memorial service.

## **Draft letters and information sheets**

Electronic versions of pre-prepared draft letters prepared by Northgate Primary School can be found at Letter file on I drive

Electronic versions of pre-prepared draft letters prepared by West Sussex County Council can be found on the West Sussex Grid for Learning at <http://intranet.westsussex.gov.uk/ccm/portal/>

## Appendix 9: Bomb threats and suspicious packages

### Bomb threat prompt card for reception staff

If you receive a telephone call from someone who claims to have information about a bomb, perform the following actions:

Actions	Tick
1. Stay calm.	
2. Let them finish the message without interruption. Try to record EXACTLY what they say, especially any codeword they might give.	
3. Make a note of: <ul style="list-style-type: none"> <li>• The exact time of the call</li> <li>• The caller's sex and approximate age</li> <li>• Any accent the person has, or any distinguishing feature about their voice (e.g. speech impediment, state of drunkenness)</li> <li>• Any distinguishable background noise.</li> </ul>	
4. When they have finished the message, try to ask as many of the following questions as you can, being cautious to avoid provoking the caller: <ul style="list-style-type: none"> <li>• Where is the bomb?</li> <li>• What time is it due to go off?</li> <li>• What kind of bomb is it?</li> <li>• What does it look like?</li> <li>• What will cause it to explode?</li> <li>• Why are you doing this?</li> <li>• What is your name?</li> <li>• What is your address?</li> <li>• What is your telephone number?</li> </ul>	
5. Dial 1471 – you may get the details of where the phone call was made from, especially in the case of a hoax caller.	

<p>6. Report the call to the police and the head of establishment / nominated deputy immediately. In the extremely unlikely event that there was a codeword with the message, and the location of the bomb was given as a location other than the school, follow the same procedure – report the call immediately to the police, and then notify the head of establishment.</p>	
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**Guidance on suspicious packages**

The likelihood of a school receiving a postal bomb or suspected biological / chemical package is very low. However, you should be aware of the immediate steps to be taken if you receive a suspicious package or come into contact with a biological or chemical substance.

Postal bombs or biological / chemical packages may display any of the following signs:

- Grease marks or oily stains on the envelope or wrapping
- An unusual odour including (but not restricted to) almonds, ammonia or marzipan
- Discolouration, crystals on surface or any powder or powder-like residue on the envelope or wrapping (suspect biological / chemical threat)
- Visible wiring or tin foil
- The envelope or package may feel very heavy for its size
- The weight distribution may be uneven
- Delivery by hand from an unknown source or posted from an unusual place
- If a package, it may have excessive wrapping
- There may be poor hand writing, spelling or typing
- It may be wrongly addressed, or come from an unexpected source
  - No return address or postmark that does not match return address
  - There may be too many stamps for the weight of the package.

If you suspect that a letter or a package may contain a bomb:

<b>Instructions</b>	<b>Tick</b>
Stay calm.	
Put the letter or package down gently and walk away from it.	
Do not put the letter or package into anything (including water) and do not put anything on top of it.	

Ask everyone to leave the area (including classes if necessary).	
Notify the police and the head of establishment / nominated deputy immediately.	
Do not use mobile phones or sound the alarm using the break glass call points.	

If you suspect that a letter or a package may contain a biological or chemical threat:

<b>Instructions</b>	<b>Tick</b>
Stay calm.	
Do not touch the package further or move it to another location.	
Shut windows and doors in the room and leave the room, but keep yourself separate from others and available for medical examination.	
Notify the head of establishment / nominated deputy immediately.	

The head of establishment / nominated deputy should then:

<b>Instructions</b>	<b>Tick</b>
Notify the police immediately on 999.	
Ensure that any air conditioning system in the building has been turned off, and that all doors (including internal fire doors) and windows have been closed.	
Evacuate the building, keeping people away from the contaminated room as far as possible.	
Keep all persons exposed to the material separate from others and available for medical attention.	

Anyone experiencing symptoms of chemical exposure (e.g. streaming eyes, coughs and irritated skin) should seek medical attention immediately.	
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If anyone believes they have been exposed to biological / chemical material, they should be encouraged to:

- Remain calm
- Avoid touching their eyes, nose or any other part of their body □  
Wash their hands in ordinary soap where facilities are provided.

## **Appendix 10: Emergency arrangements for other services using the school site**

You may use this section to record any separate emergency procedures for other services using the site (e.g. Sure Start, play schemes, afterschool clubs) or any additional arrangements relating to extended services at the school. You may need to create additional appendices if there are several other services using the school site.

Consider whether it is necessary to add extra points to the action checklists in the main body of the plan to ensure these procedures are integrated into the school's emergency response.

No other service users use the site

## **Appendix 11: Log keeping**

### **Basic principles**

Notes should be contemporaneous or made as soon as reasonably practicable after the incident (that is, within 24 hours). They must be clear, intelligible and accurate.

### **What to use to record your log**

- Hardback notebook
- Numbered pages
- Bound so that pages cannot easily be removed (i.e. not ring-bound or spiral-bound)
- Use permanent black ink.

### **How to write the log**

- Note all relevant facts in chronological order
- Stick to the facts – (if you are using assumptions to show your reasoning for making a decision, make it clear)
- If you make a mistake, cross it out with a single line (so that what is underneath is still visible) and initial it
- Do not overwrite – if you make a mistake, cross it out, initial it and start again
- Do not leave large blank spaces between words or between entries
- Do not use correction fluid
- Unused space after the end of a series of entries should be ruled through with a 'Z' then signed in full, dated and timed
- Record important statements, questions, comments and answers in direct speech
- Sign, date and time each series of entries at their close
- Make a note of the time the log began and ended
- Record where the log was made
- Check the log for mistakes immediately afterwards – if a mistake is found it should be crossed out in red ink, and an alphabet notation should cross refer to the corrected entry which should be made on the next available page, signed, dated and timed
- Use plain language and correct grammatical English
- Avoid approximations and abbreviations **Do not miss out key words** **Do not use arrows or dashes.**







