

The Health and Safety Team can update your status on your behalf if you are unable to access the portal for any reason (contact details below).

Online notification triggers RSS and Twitter feeds to which local media, Governors and Parents can subscribe to free of charge. Full instructions for the online system are available on the schools' portal. In the event of the decision to close being taken you should be satisfied that you have notified the following by the quickest possible means:

1. **Parents** By whatever means are most appropriate in your situation. E.g. text to home alerts.
 - **BBC Radio Cumbria** and other local media will subscribe to the portal RSS Feeds, but they are always willing to assist schools directly to send out important messages. Contact details are; Radio Cumbria Carlisle **0845 3051122 (01228 592444** after 9.00am) Barrow **01229 836767** (not always manned) www.bbc.co.uk/radiocumbria
 - **CFM Carlisle** **01228 818964** (01228 810444 before 9:00am) Register here - www.cfmradio.com/pages/school-closures-register/
Check School Closures here - www.cfmradio.com/pages/school-closures/
 - **Bay Radio Lancaster** **01524 848747** (Reception) or **01524 848969** (Newsroom) Email snow@thebay.co.uk www.thebay.co.uk/contact-and-about-us/contact-us/
 - **Lakeland Radio Kendal** **01539 737380** or **01539 737370** www.lakelandradio.co.uk/
As a security check you may be asked to quote the school's DfE Number.
2. **Local School Services** - Catering Manager and home/school transport operator(s)
3. **The Health and Safety Team** – Advisors will be alerted automatically when your online status is updated to "closed". For emergency support please contact either **01228 221616** (office hours), Sharon McCubbin Lead H&S Adviser, Children's Service's and Schools **07825 340570** or for out of hours use the 24hr Emergency Pager (details overleaf)
4. **Your Chair of Governors**
5. **Your General Adviser** (Learning Improvement Service)

Closures due to Adverse Weather

If for any reason it is impossible for any teaching or non-teaching staff to reach the school, a cascade system of communication needs to be put into practice to ensure that children are not left at the school by parents who are unaware of the staff situation.

Your cascade system should include the use of Governors, some of whom generally live close to the school. In the absence of any member of the teaching staff, a Governor can then take charge of the situation and ought to make his/her way to the school as soon as possible to ensure that parents are informed of the fact that the school is to be closed. Any communication system put in place should be based around availability of Governors and/or other members of staff who would be able to assist locally.

If staff find it impossible to reach their normal place of work because of bad weather but they could safely attend a school closer to their home, they should make contact with that school in order to establish whether or not their services may be required, in terms of helping out for the duration of the bad weather.

Closing Early due to Adverse Weather Conditions

If it is decided that the school must close early because of adverse weather conditions, all parents must be contacted as soon as possible.

No primary school pupil should be allowed to leave the school premises until it has been established that their parents/ carers are aware of the situation and have given permission for the child either to make their way home alone or leave with another parent.

Emergency Support in the event of Major Incidents/Accidents/Fatalities

Although thankfully rare, a serious situation could occur, for which you require the additional support of the LA to help coordinate and assist you with responding to the emergency. This assistance can be for incidents at your school or for incidents affecting your staff/pupils off-site.

Examples of such incidents could be a fatality, serious accident/incident, fire, major flooding, bomb threat etc. The LA can help coordinate such issues as an organised evacuation of your premises, assistance from additional transport operators, emergency catering requirements or medical help. There is a system in place to arrange the coordination of various organisations to ensure that help for schools is, as far as possible, always available. The network of organisations includes Children's Services, Property Unit, Resilience Team, Police, Fire and Rescue Services, Public Health, etc. If required, press and media calls can also be dealt with centrally.

Should you require access to this network, you should contact Sharon McCubbin, Lead H&S Adviser, Children's Services/Schools, Corporate Health and Safety Team, **07825 340570** or **01228 221616** (main H&S office) during office hours. Outside normal office hours, the team operates a 24-hour /7 days a week emergency number for health and safety emergencies only as follows:

Phone - 07699 113300 Quote Pager Number 786440

Leave your message including a telephone number. A member of the team will then make contact with you as soon as possible. Please ensure that all staff are aware of the emergency contact numbers and of the help available if it is required.

If you have any queries about any of the above information, please do not hesitate to call. General Advice for Emergency Planning in Cumbria can be accessed here:

www.cumbria.gov.uk/emergency/default.asp