



**Hanwell Fields Community School**  
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## Dynamic Lockdown Procedures

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*As. Rowett*  
*Carrie B*

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## Preamble

The National Counter Terrorism Security Office describes dynamic lockdown as the ability to quickly restrict access and egress to a site or building (or part of) through physical measures in response to a threat, either external or internal. The aim of lockdown is to prevent people moving into danger areas and preventing or frustrating the attackers accessing a site (or part of).

Lockdown procedures may be activated in response to any number of situations, but some of the more typical ones might be:

- A reported incident or civil disturbance in the local community which potentially poses a risk to the school community.
- An intruder on the school site with the potential to pose a risk to pupils, staff and visitors.
- A warning being received regarding a local risk of air pollution (e.g. smoke plume, gas cloud).
- A major fire in the vicinity of the school.
- The close proximity of a dangerous dog roaming loose.

This document is owned by Steve Rowett, Health and Safety Coordinator for Hanwell Fields Community School. It details the systems and arrangements in place at Hanwell Fields Community School for the management of locking down the school in case of emergency.

## Key Contacts

### Address:

Hanwell Fields Community School, Rotary Way, Banbury, OX16 1ER

Tel: 01295 709583 (reception)

Caroline Bond - Head Teacher

Daphne Lock - Business Manager

Steve Rowett - Site and Facilities Manager

Peter Crane - IT Manager / Site Team

### Out-of-Hours Contacts:

Head Teacher – 07545203818

Business Manager – 07739 991396

Site and Facilities Manager – 07545203813

IT Manager / Site Team – 07511 401463

### Fire Alarm Serviced by:

Darke and Taylor Ltd.

Radiant House

11 Blenheim Office Park

Fenlock Road, Long Hanborough

Oxfordshire

OX29 8LN

01865 290000



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**Emergency Lighting Serviced by:**

Darke and Taylor Ltd.

Address as above

**Intruder Alarm Serviced by:**

Contact Fire and Security

The Old Workshop

Brumcombe Lane

Bayworth

Oxford

OX13 6QU

01865 989482

**Access Control System Serviced by:**

Contact Fire and Security

Address as above

**Out of hours Intruder Alarm Monitoring:**

AGS Security Management Ltd.

10 Manor Park

Banbury

Oxfordshire

OX16 3TB

**Roles and Responsibilities**

The overall accountability for lockdown procedures rest with Caroline Bond.

PLEASE NOTE: the same PEEP's will be used for emergency evacuation and for Lockdown procedures. They detail the additional assistance required by these individuals that may be necessary in the event of staying safe during lockdown.

Where a student would require a Personal Emergency Evacuation Plan (PEEP), Caroline Bond works closely with the individual's teacher or primary carer to ensure that their specific needs are met (details below).

Where an employee or volunteer would require a Personal Emergency Evacuation Plan (PEEP), Alison Gordon (HR Administrator) works closely with the individual's line manager and the individual to ensure that their specific needs are met (details below).

Where a visitor would require a Personal Emergency Evacuation Plan (PEEP), Mollie Woodley will assess these on an individual basis when necessary.

All employees and site users are required to follow the principles detailed in this plan.





## Lockdown Notices

A notice with brief instructions on what to do in the event of lockdown being enforced is displayed in every classroom alongside the fire action notice and fire evacuation plan.

## Visitors

All visitors to the school must sign in at reception. Here they will be provided with an identity badge, informed of the lockdown procedures, and the need for a Personal Emergency Evacuation Plan will be determined.

The vast majority of visitors will be accompanied by a member of school staff and in the event of lockdown being enforced, this member of staff will escort the visitor to a safe location.

Where a visitor is likely to be unaccompanied while on the school site, they will be provided (by their host, supported by Steve Rowett as necessary) with sufficient information to allow them to remain as safe as possible for the duration of the lockdown procedure.

## Training

All staff must read and understand these procedures. Staff requiring more information on locking down their classroom/area please see Steve Rowett, Site and Facilities Manager, who will be happy to run through/demonstrate this information.

New members of staff are provided, on induction, with a tour of the premises and shown how to raise the alarm, the safer places they may need to use, and how to lock down the areas they will most commonly be found in.

## School Staff

The site staff conduct regular workplace inspections when locking and unlocking the school building. Any concerns staff may have in relation to the condition of the school building or security features should be relayed to the Site and Facilities Manager at the earliest opportunity via [helpdesk@hanwellfields.org](mailto:helpdesk@hanwellfields.org) or in person if it poses an immediate risk to safety.



The following members of staff in the table below are appointed as part of the Lockdown Team at Hanwell Fields Community School. Their responsibilities are listed in the table below.

Area of Responsibility	Designation	Named Staff	Information
Raising the alarm via Net Support Notify, coordinating staff, liaising with emergency services	Lockdown Lead	Caroline Bond (CBo)	Radio no.
Raising the alarm via Net Support Notify, coordinating staff, liaising with emergency services	Lockdown Deputy (in absence of CBo)	Caroline Tomlinson	Radio no.5
Raising the alarm via Net Support Notify, coordinating staff, liaising with emergency services	Lockdown SLT to deputise in absence of HPWC and CBo		Radio no.
Raising the alarm via Net Support Notify, coordinating staff, liaising with emergency services	Lockdown SLT to deputise in absence of HPWC and CBo		Radio no.
Raising the alarm via Net Support Notify, coordinating staff, liaising with emergency services	Lockdown SLT to deputise in absence of HPWC and CBo	Sophie Trivett	Radio no.8
Raising the alarm via Net Support Notify, coordinating staff, liaising with emergency services	Lockdown SLT to deputise in absence of HPWC and CBo	Sara Ridgway	Radio no.9
Raising the alarm via Net Support Notify, activating 3 short bursts of fire bells, locking areas down as necessary, gathering information from CCTV	Lockdown Team	Steve Rowett	Radio no.3
Raising the alarm via Net Support Notify	Lockdown Team	Daphne Lock	Radio no.10
Raising the alarm via Net Support Notify	Lockdown Team	Alison Gordon	Radio no.4
Raising the alarm via Net Support Notify	Lockdown Team	Mollie Woodley	Radio no. (not numbered)
Raising the alarm via Net Support Notify, activating 3 short bursts of fire bells gathering information from CCTV	Lockdown Team	Peter Crane	Radio no.7
Raising the alarm via Net Support Notify	Lockdown Team	Annie Richards	Radio no.11
Raising the alarm via Net Support Notify	Lockdown Team		





## Areas of Specific Risk

At Hanwell Fields Community School, the following areas are identified as areas of specific risk:

- Outside the main building
- Canopy

## Third Party Hiring of the Premises

Where all or part of the premises is to be hired out, the agreement between Hanwell Fields Community School and the hirer must detail how the arrangements for lockdown will be coordinated between the two parties. A form for hiring is available from the School and must be completed prior to any new lettings agreements being set up.

In the majority of situations, the hirer will only be responsible for the safety of their patrons within the hired area. A member of site staff will be on site at all times that the building is occupied by a third party and the hirer will be provided with the contact number for the duty mobile phone in case of emergency.

## PEEP Arrangements

Personal Emergency Evacuation Plans are implemented for any building user who may have difficulty moving around the premises to a safer location. Caroline Bond coordinates the development of these plans and will assist where necessary.

## Servicing and Maintenance Arrangements

The building's security systems and equipment are maintained by a combination of the site and facilities team and external contractors. The broad division of responsibilities is shown below.

Activities carried out in-house	Activities carried out by external parties
Daily Site walks (internal and external) Weekly perimeter walks (outside school grounds) Maintenance of escape routes Weekly fire alarm tests Monthly emergency lighting tests Monitoring of CCTV system Server and access control maintenance	Servicing of fire alarm system Servicing of emergency lighting Servicing of intruder alarm Servicing of access control system (gates and doors) Out of hours security alarm monitoring Servicing of CCTV system

Contact details for the various service providers can be found at the front of this document.

Any issues with any part of the premises security should be reported to the Site and Facilities Manager using [helpdesk@hanwellfields.org](mailto:helpdesk@hanwellfields.org) or in person if it poses an immediate safeguarding risk.





## Hanwell Fields Community School Lockdown Procedure

### Raise the Alarm

If you have reason to raise the alarm:

- Contact and inform the **main office** and **Head teacher** (or in their absence the Deputy Head teacher. If both the Head and Deputy Head are absent, please inform another member of the Senior Leadership Team.
- Give as much detail as possible about the threat / issue / reason for lockdown.

### Lockdown Alarm

#### Lockdown

A message will appear on all screens within the school via the Net Support Notify system with the message 'LOCKDOWN'. This message will remain on screen until it is removed by a member of the lockdown team. Once this message appears on your screen please TURN OFF large class screens to restrict further information to staff only as we would like to keep the pupils as calm as possible during these times.

The message 'LOCKDOWN, LOCKDOWN, LOCKDOWN' will be communicated using the two-way radio channel **3** sub channel **33**. A list of staff with radios can be found in the table on page 5.

The Net Support Notify system will be used to communicate information and further instructions to staff during this time.

This may be as a result of a reported incident / civil disturbance in the local community with the potential to pose a risk to staff and pupils in the school. It may also be as a result of a warning being received regarding the risk of air pollution, etc. In extreme circumstances it may be in relation to an immediate threat to the school e.g. armed individual or terror threat.

#### On receiving lockdown notification

If lockdown procedures are enforced, all employees, pupils and visitors **must** immediately lock all doors, close all windows and blinds where possible and safe to do so to restrict movement throughout the site and visibility into the site.

All outside activity to cease immediately, pupils and staff return to building and lock external doors. Pupils should return to their classroom where possible for registers to be taken.

Take a register for your class and report any missing persons to the main office.

Check your computer for updates, information and further instructions. This information may be anything from 'Please stay in lockdown but continue with your lesson/activity in your classroom.' to 'Immediate threat, please use safer areas within the school to stay hidden. Stay quiet, stay low and keep away from windows.' (See **Safer Areas Plan**, appendix 2)





### Visitors

Employees are responsible for their visitor's safety at all times and should lockdown be enforced they must ensure that they follow the lockdown procedures and instructions from staff members. Mollie Woodley will account for the visitor register.

### DO NOT:

- **Communicate with any person(s) outside of the school in any form**
- **Call the main office unless absolutely necessary as this line may need to be kept free for communicating with emergency services**

### Calling the emergency services

If required, a member of the lockdown team will call the emergency services and the lockdown lead will liaise/communicate where possible with emergency services.

### Fire Doors

Fire doors must be kept shut at all times and not wedged open. If the safer areas plan is used, all internal doors must be closed as these will provide part of the screening to for staying hidden.





## Appendix 2 – Safer Areas Plan





