

EDUCATION CAPITAL AND PLANNING BUILDING BULLETIN: 017a



Subject: EMERGENCY CONTACTS DURING CHRISTMAS

Action	URGENT		Function	Information	✓
		IMPORTANT		✓	
				Consultation	
	DISTRIBUTE TO STAFF	✓		Data Collection	
	DISTRIBUTE TO GOVS			Bidding opportunity	
	DISTRIBUTE TO PARENTS			Courses	
	REPLY BY			Other	
Contact Name	Angela Ferdinand-Sergeant		Circulated to: All Maintained Primary, Secondary, Voluntary Aided, and Special Schools Corporate Health and Safety Education Hub Governor Services Schools Business Effectiveness		
Tel	0208 486 8081		Date of Issue: 21 December 2020		
E-mail	Angela.ferdinand-sergeant@walthamforest.gov.uk				
Address	Families Directorate 1 st floor room 45 Magistrates Building The Town Hall Campus 1 Farnan Avenue Walthamstow London E17 4NX				

In the event of an incident occurring on a school site during the Christmas break, **the following steps should be taken:**

1 Contact the LA.

Immediate contact should be made with the **School's Asset Manager** to assist in assessing the severity of the incident and provide support/assistance where required.

Schools Asset Manager Angela Ferdinand-Sergeant

Angela.ferdinand-sergeant@walthamforest.gov.uk

Mobile: 07740 900541

2 Contact the school's maintenance contractor if the incident is a maintenance issue and keep a log of the incident for schools' records. If the contractor is unable to resolve the issue in a timely manner contact the Schools Asset Manager

3 If the incident is deemed to be a larger scale piece of work, then the Council Technical lead will support the school to resolve the issue and appoint a contractor to undertake remedial works ensuring that the building is fit for purpose on return from Christmas leave.

The Christmas period is traditionally a period when building contractors are closed and council staff are on leave. It is, therefore, possible that the Schools Asset Manager (who will be on annual leave) may not be immediately available to answer your call.

We would, therefore, recommend that you email the Schools Asset Manager, summarising the issue and your (and any relevant staff) contact details and copy in the following Council Officer:

Rob Miller Head of Schools Delivery; Rob.miller@walthamforest.gov.uk

For NPSL please contact:

Simon Bright, Joint Venture Client Account Manager, E simon.bright@nps.co.uk M 44 (0) 7920 233218.

Finally, a reminder that if you think there is a risk of school closure, you should follow the Emergency School Closure Guidance for schools - Autumn 2020 issued by Donna Miller on the reminding you that:

Schools are required to follow a verification process before providing school closure information. In considering the closure of a school you are asked to:

- *Undertake a risk assessment, using common sense to determine whether it is feasible and safe for children and staff to remain in the school; and if not, what subsequent risks could arise by sending them home. Before school hours start, schools are also asked to assess if the roads are safe for children to travel to school.*
- *Seek approval from the Governing Body / Board of Trustees (usually the decision of the Chair will suffice) to authorise the decision to close.*
- *Notify Waltham Forest Council via text message to the emergency telephone number during term time only **07760 165076***
- *The information provided must confirm the name of the school, the volume of closure i.e. partial, full or set years/areas of the school and the emergency contact name for the day of closure.*

Know Your School's Procedure:

Although schools are asked to follow the above procedure for notifying the Council, all schools should have their own plan of action to be followed in the event of a closure. This should include details of how parents will be notified (e.g. text message systems). It is essential that schools communicate their plan to all parents as early as possible, and equally that all parents familiarise themselves with the agreed plan.

I sincerely hope that you will have no need to use either the protocol or The Emergency School Closure Guidance, but should you need to, please contact us as detailed above.

Contacts:

Angela Ferdinand-Sergeant Schools Asset Manager 0208 496 8081

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