

**Policy / Procedure Cover Sheet**

<b>Policy/Procedure</b>	<b>Lockdown Procedure</b>		
<b>Type</b>	Health & Safety		
<b>Applies to project(s)</b>	All	<b>Policy No</b>	HS/09
<b>Created by(owner)</b>	Judith Little		
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1.0	New Policy	01.09.20	New Policy	CF

**Related Policies:**

Policy Ref No.	Policy Name	Policy Ref No.	Policy Name
OP/03	Behaviour for Learning	OP/12	Staff Behaviour (Code of Conduct)
HS/01	Health and Safety		

**Distribution:**

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Section	Health & Safety
Status	Procedure
Reference	HS/09

**BSLC Management System  
 Master Document Control Details**

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Date	01.09.20
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## Lockdown Procedure

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### BSLC Management System Master Document Control Details

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## 1 Introduction

- 1.1 This lockdown procedure is intended to ensure that students and staff are safe in situations where there is a threat in the centre grounds or outside the centre that requires students and staff to be locked within the building for their own safety. A lockdown drill will be carried out and recorded at least annually.
- 1.2 The lockdown procedure may be activated in response to a number of situations; some of the more typical incidents are:
- i. a reported incident or civil disturbance in the local community which potentially poses a risk to the centre’s community
  - ii. a dangerous individual in the locality
  - iii. an intruder on the centre site with the potential to harm students, staff and visitors
  - iv. a warning being received regarding the risk of air pollution or an incident at the nearby Oil depot
  - v. a major fire in the vicinity of the centre
  - vi. the close proximity of a dangerous dog running loose
  - vii. serious accident on site requiring good access for emergency services or restricted access for students

## 2 Types of Lockdown

2.1 In locking down the teaching facility, there are three key elements: preventing the entry, exit and movement of people within the building. In preventing the entry, exit or movement of people, or a mixture of the three, the overarching aim of implementing a lockdown is to either exclude or contain staff and visitors. A lockdown may be either, partial, progressive or full. All visitors should be requested to follow directions to support a lockdown; however, it is noted that the containment of any person against their will is prohibited.

### 2.2 Partial Lockdown (Static or Portable)

A partial lockdown is the locking down of a specific building or part of a building. The decision to implement a partial lockdown will usually be in response to an incident, e.g. A reported incident or civil disturbance in the local community with the potential to pose a risk to students, staff and visitors in the centre. It may also be as a result of a warning being received regarding the risk of air pollution, etc. This response will help to ensure that identified critical assets such as personnel and property are protected. A partial lockdown can be static or part of a portable lockdown whereby an ongoing lockdown is moved from one location to another.

### 2.3 Progressive Lockdown

A progressive or incremental lockdown can be a step-by-step lockdown of the building in response to an escalating scenario.

### 2.4 Full Lockdown

A full lockdown is the process of preventing freedom of entry to an exit from an entire the building.

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### 3 Implementation of Lockdown

By its very nature, a lockdown should be considered in a variety of situations, many of which require an immediate implementation and others which are in response to a major incident.

Signals	
Signal for lockdown:	Communication by long blow of whistle; mobile telephones, verbal Communication
Signal for all-clear:	Verbal Communication
Lockdown	
Rooms most suitable for Lockdown	All students to remain in the class they are currently taught in
Entrance points (e.g. doors, windows) which should be secured	External doors – front of building and rear of building (fire exit door) Indoor doors All windows
Communication arrangements	Mobile telephones Verbal Communication lead by principal
Notes	If someone is taken hostage on the premises, the centre should seek to evacuate the rest of the site.

Initial response checklist- lockdown (e.g. in response to an intruder in the school grounds)		Tick /sign /time
1	Ensure all students are inside the centre building. Alternatively, ask students to hide or disperse if this will improve their safety by staff member with them. Students to take cover under their desks, where possible.	
2	Lock / secure entrance points (e.g. doors, windows) to prevent the intruder entering the building.	
3	Dial 999. Dial once for each emergency service that you require.	
4	Ensure people take action to increase protection from attack: Block access points (e.g. move furniture to obstruct doorways)  Sit on the floor, under tables or against a wall  Keep out of sight draw curtains / blinds turn off lights Stay away from windows and doors.  Teachers to be responsible for the class they are teaching when a lockdown is announced.	
5	Ensure that students, staff and visitors are aware of an exit point in case the intruder does manage to gain access	
6	If possible, check for missing / injured students, staff and visitors.	
7	Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.	

**Procedure:**

1. Staff will be alerted to the activation of the plan through a long blow of a whistle, mobile telephones and verbal instruction.
2. Students who are outside of the school buildings are brought inside as quickly as possible unless this endangers them and others. If children remain outside they will hide with staff as instructed.
3. Those inside the centre should remain in their classrooms.
4. All external doors and, as necessary, windows are locked (depending on the circumstances, internal classroom doors may also need to be blocked).
5. Once in lockdown mode, staff should notify the senior member of staff on call, to instigate an immediate search for anyone missing.
6. Staff should encourage the students to keep calm.
7. As appropriate, the school reception will establish communication with the Emergency Services.
8. Parents will be notified as soon as it is practicable to do so via text messaging or phone call.
9. Students will not be released to parents during a lockdown.
10. If it is necessary to evacuate the building, the fire alarm/arrangement will be sounded.
11. It is of vital importance that the school's lockdown procedures are familiar to all members of the centre.

Signed **Claire Fyfe**  
On behalf of Bright Sparks Learning Centre  
Claire E Fyfe  
Dated: 01.09.20

**Appendix 1  
POST LOCKDOWN / EVALUATION**

Question?	Yes	No	Action(s)
<b>THE LOCAL LOCKDOWN POLICY</b>			
Did the local Lockdown alert system work?			
Where all appropriate individuals informed?			
If so, how long did take for them to receive the information?			
Was the sequence for closing door/windows correct?			
If appropriate, were cordons set up in the correct order?			
During the Lockdown, was communication received quickly enough?			
Throughout the lockdown, were business continuity arrangements satisfactory?			

Question?	Yes	No	Action(s)
<b>SECURITY FACTORS</b>			
Was an alarm system activated at the onset of the lockdown?			
Did it work effectively?			
Did all of the locks function? Were all of them appropriate for the lockdown (for example, in terms of strength?)			
Where appropriate, did all of the external doors lock?			
Where appropriate did all of the internal doors lock?			
If appropriate, were any windows locked during the lockdown? If so how effective was this?			
Were all identified access and egress points secured?			
If appropriate, could corridors be secured?			
If it was a manual lockdown, was the site, building secured?			
If an access control system was used, was the site/building locked down?			
Were there any breaches in the lockdown? If so, where were they and were contained?			
Did security lighting support the Lockdown? If so how?			

If appropriate, was the car parking areas secured?			
Where cordons established? If so were they maintained?			
Were safety and control zones established? If so, were they maintained?			
If appropriate, during the Lockdown, was the air conditioning system successfully turned off?			

Question?	Yes	No	Action(s)
<b>WORKFORCE</b>			
Was there adequate number of staff to achieve the Lockdown? If not, how many extra staff will be required? Where they be sourced?			
Were communications appropriate? For example, were communications sent to the right people at the right time?			
If appropriate, could all staff use their radios?			
Was joint working between internal and external stakeholders achievable?			
Were there any crowd management issues? If so what was the role of the staff in managing these?			
During the lockdown, did staff consider their own resilience?			
Has a staff de-briefing session been arranged to discuss their roles during the lockdown?			



**Appendix 2  
Site/Building Profile**

**Riverside Studios, Coventry Road, Kingsbury, B78 2DE**

CHARACTERISTIC	INFORMATION REQUIRED	STATUS
LOCATION	Riverside Studios Coventry Road Kingsbury B78 2DE	CHECKED BY  DATE
AREA	External Risks: Kingsbury Oil Terminal Kingsbury Water Park (open space; parkland; lakes) A4097 Kingsbury Road (major trunking and commuter road between M42 J10 and J9; Kingsbury Oil terminal)	CHECKED BY  DATE
SITE CHARACTERISTICS	Refer to attached maps	CHECKED BY  DATE
LANDSCAPE SUMMARY	On the boundary of Kingsbury Water Park; Kingsbury Village; to the side of road traffic island B4097. Describe boundary and perimeter	CHECKED BY  DATE
LOCAL ROAD ACCESS	B4097 Kingsbury Road	CHECKED BY  DATE
PUBLIC TRANSPORT ACCESS	Diamond Travel X16	CHECKED BY  DATE
TRAFFIC MOVEMENT AROUND SITE	Traffic/parking area to the front of the building.	CHECKED BY  DATE
NEIGHBOURING LAND ISSUES	Adjacent to Kingsbury Water Park River to the rear of the property	CHECKED BY  DATE
CAR PARK FACILITIES	Traffic/parking area to the front of the building.	CHECKED BY  DATE
NUMBER OF BUILDINGS ON SITE	Riverside Cottage (detached cottage) Riverside Studios Kingsbury Mill Development – converted mill buildings with a mixture of residential and business units	CHECKED BY  DATE
TOTAL NUMBER OF OFFICIAL AND UNOFFICIAL ACCESS AND EGRESS POINTS ON THE SITE	Official access and egress points – one front of the building and one at the rear of the property.	CHECKED BY  DATE

## Appendix 3



**Riverside Studios, Coventry Road, Kingsbury, B78 2DE**



**Riverside Studios, Coventry Road, Kingsbury, B78 2DE**

**Appendix 4  
BUILDING PROFILE**

CHARACTERISTIC	INFORMATION REQUIRED	STATUS
DESCRIPTION OF BUILDINGS PRESENT USE	Single storey; flat roof Recording and dance studios (evening use); alternative education provision (daytime)	CHECKED BY  DATE
BASIC SHAPE	Rectangular	CHECKED BY  DATE
HEIGHT OF BUILDING, NUMBER OF FLOORS AND THEIR USE	Single storey	CHECKED BY DATE
CONDITION OF BUILDING	Refurbished 2017	CHECKED BY  DATE
CORRIDORS	One corridor	CHECKED BY  DATE
ACCESS AND EGRESS POINTS IN THE BUILDING	Front door Rear door	CHECKED BY DATE
CAR PARK FACILITIES FOR THE BUILDING	Carpark at the front of the building	CHECKED BY DATE
EXTERNAL AND INTERNAL DOORS		CHECKED BY  DATE
AIR CONDITIONING FACILITIES AND VENTS		CHECKED BY DATE
HOW IS THE BUILDING POWERED		CHECKED BY  DATE
WHO OWNS THE BUILDING	S Whale	CHECKED BY  DATE

**Appendix 5  
SECURITY PROFILE**

CHARACTERISTIC	INFORMATION REQUIRED	STATUS
EXTERNAL DOORS TO MAIN BUILDING		CHECKED BY  DATE
INTERNAL DOORS		CHECKED BY  DATE
WINDOWS		CHECKED BY  DATE
CCTV		CHECKED BY  DATE
SECURITY LIGHTING		CHECKED BY  DATE
ALARMS FOR SPECIFIC AREAS		CHECKED BY  DATE
SECURITY FOR CAR PARKING	none	CHECKED BY  DATE
SECURITY STAFF	n/a	CHECKED BY  DATE