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INCIDENT

Make an assessment of risk identifying;
- Degree of damage
- Likely period of disruption
- Consequence for site
- Danger to students, staff and public

Ensure the safety of students and staff
Contact Emergency Services, if required

Implement the HEROS (education) Management Plan

Brief staff, pupils, parents and Governors
Convene the HEROS Emergency Management Team
Open and maintain a log of events and actions

Notify the required Support team and report level of disruption
- Level 0 – closure for non-threatening events
- Level 1 – Localised Emergency
- Level 2 – Major Community Emergency

Plan management of incident

Set up arrangements to deal with public and press, communications and enquiries
Provide regular updates to Business Support Team, staff, pupils, parents and Governors

Instigate Recovery Plan

Make immediate arrangements to support learners and staff (Children and adults)
Plan for longer term support i.e. counselling, memorials and commemorations
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HEROS EDUCATION MANAGEMENT PLAN
Closure contingency plans should be prepared well before the bad weather season

SEVERE WEATHER

UNABLE TO MANAGE RISK SAFELY

MAKE AN ASSESSMENT OF RISK IDENTIFYING:
- Local assessment and impact to community
- Degree of damage or disruption
- Likely period of disruption
- Consequence for site and/or travel
- Danger to students, staff and public

RISK MANAGED BY LOCALISED ACTIONS

SITUATION MONITORED CLOSELY
HEROS REMAINS OPEN

BRIEF STAFF, LEARNERS PARENTS AND TRUSTEES
HEROS should have a variety of methods to get information to parents, staff and learners regarding closing and re-opening. These could include:
- Posting notices on the gates
- Messages via the local media
- HEROS websites
- Staff telephone cascade
- Parent telephone cascade
- Text messaging
- WBC/ OCCwebsite

REPORT CLOSURE TO LOCAL AUTHORITY

INFORM LOCAL RADIO STATIONS

CONTACT EMERGENCY SERVICES IF REQUIRED

LIAISE WITH TRANSPORT PROVIDER

CONTINUE TO MONITOR AND RE-ACCESS THE SITUATION – PLAN TO REOPEN AS SOON AS POSSIBLE

IMPLEMENT CONTINUED LEARNING PROGRAMME IF DISRUPTION IS LIKELY TO BE PROLONGED

GRACE/ ELEANOR IN CONJUNCTION WITH GOVERNING BODY DECIDE TO CLOSE
Contingency Operations
In the event of a disruption to the normal organisation of HEROS, it will shift into that of the contingency organisation.

The Basic Elements of the Plan Are:
1. Identification of essential activities that must be performed
2. Alternate locations for performing essential activities (if required)
3. Excepted employees to perform the essential activities, including continued command and delivery of the educational programmes
4. Leadership and support services for the continued education provision.

The primary objectives of this plan are to:
1. Protect the safety and well-being of employees, students, and others
2. Minimize interruptions to essential functions
3. Ensure continued leadership
4. Provide for an orderly means of addressing problems and restoring normal operations as quickly and safely as possible

The primary duties of HEROS (education) are:
1. To continue instructional and related educational services at HEROS
2. To protect employees, students and visitors until normal business operations are resumed.
3. To ensure that a viable capability exists to respond to an incident and/or staff absence.
4. To manage all response activities.
5. To support and communicate with employees and managers

In the event of a staff absence or dismissal.
Dependent on the role of the absentee, a qualified instructor, administrator would be sought via the BHA contact list and locally approved 1st4Sport centres such as Abingdon and Witney College or Haddon Training.

Fortunately HEROS is well situated on the site of North Farm Stud and therefore, HEROS has significant provision of skilled professionals that would be able to contribute to the
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delivery of any sessions should the need occur.

HEROS (Education) has two full time, qualified assessors that are based on site and this would ensure that there would be a contingent if the need arose.