Heathland Whitefriars Federation

Health and Safety Lockdown Procedure

Reviewed November 2025

Lockdown

On very rare occasions it may be necessary to quickly restrict entrance and exit to the School through physical measures in response to a threat, either external or internal. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard either on the school site or outside the School in the near vicinity.

Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff, pupils and visitors in the School. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all staff, pupils and visitors.

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

- A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff pupils and visitors in the School
- An intruder on the school site (with the potential to pose a risk to staff, pupils and visitors) This includes the possibility of a person impersonating a pupil, member of staff or contractor
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc.)
- A major fire in the vicinity of the School
- A bomb threat

Full Lockdown v Partial Lockdown

All situations are different, once all staff and pupils are safely inside, senior staff will conduct an on-going and dynamic risk assessment based on advice from the Emergency Services. This can then be communicated to staff by 'all staff' email.

'Partial lockdown' is a precautionary measure but puts the School in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

Lockdown drills

Lock down practices will take place a minimum of once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of procedures will take place and be shared with staff so that improvements can be made.

RUN. HIDE. TELL

Police advice in the event of a firearms or weapons attack is that people should **Run, Hide, Tell**. Wherever possible **Run** to a place of safety. If there's nowhere to go, then **Hide**. Finally, and only when it is safe to do so, **Tell** the police by calling 999.

Always report suspicious behaviour
Always report unaccompanied strangers on site

Lockdown Procedure	
Staff responsibilities	
Headteacher or most senior member of staff on site	• Assess the situation as quickly as possible and consider your options. • Arrange contact with emergency services. **ETHANE** – **E**xact location/**T**ype of incident/**H**azard(s) present/**A**ccess routes/**N**umber of casualties/**E**mergency Services present or needed • 999 – Heathland School Entrance: Eastcote Lane, Harrow HA2 9AG
Other staff members	• Headteacher, Deputy Headteacher or most senior member of staff onsite: *communicate with parents via text message to be sent from the Main School Office if/when necessary* • Crisis Management Team: Manvir Panesar and Danielle Ryan (Top Floor) SLT, Angela Bowd and Claire Lee (Bottom Floor) Sunita Evans (Nursery) Morgan Vaughan (Year 6 block) Rubina Chandhok (Playground) • Teachers and Support Staff: stay with pupils at all times • In a partial lockdown Site Manager (Site Team): ensure all access points are secured where safe to do so. • Where an intruder is already on-site (full lockdown), Site Manager (Site Team and SLT) to restrict further access by locking doors if the intruder has not gained access to anywhere inside the buildings. • Main Office staff to guide any visitors waiting in Reception into a safe area or they may wish to leave if safe to do so. • No one to enter or exit the school until the **'All Clear'** is given via radio • Staff are not advised to attempt to detain an intruder • Operations Manager to go to the Main School Office/other access point (which ever is safer and more accessible) to monitor CCTV footage if appropriate and safe to do so.
Signals	
Lockdown signal(s)	Dedicated 'lockdown' • Intermittent bell activated in the Main School Office using the blue call button at the main reception desk. (push to activate then reset from the same call point). • There are a number of radios located in the following areas: main office, SLT room, finance office, Safeguarding/inclusion office and HR/Resources office. All site team also has a personal radio. Use the radio to deliver this: ***This is 'name of staff member' speaking - Lockdown, Lockdown, Lockdown.***

	I repeat Lockdown, Lockdown, Lockdown. • If pupils are outside in the playground staff are to blow whistle in three second bursts 5 times. Instructions on where children need to go will be given by SLT team. • Telephone system broadcast. • All staff to who have access to a mobile phone/computer to check for an email from the Headteacher / SLT. • DO Not use the internal phones as lines need to be kept clear for emergency service communication. Mobile phones can be used.
All clear signal	During a Lockdown this will be communicated by • Continue to lockdown even if the alarm bell stops until you have the official 'all clear'. • Message by radio: '**All clear, all clear, all clear, I repeat all clear, all clear, all clear'.** • All staff to immediately check for an email from the Headteacher/SLT.
Evacuation signal	• One continuous (fire) alarm. This is used if we need to evacuate the School.
Full Lockdown: Suspected Intruder on site	
Lockdown points	• Go inside. Classrooms, Halls, Offices, Cleaner's cupboards, Store rooms, Toilets.
If the threat is inside the School: Entrance and exit points –	• Entrance and exit points to remain open to enable swift exit to intruder or pupils and staff.
Bringing pupils inside	• Headteacher and SLT decide on best course of action depending on the emergency. • Playground clearance - Blow whistle in 3 second bursts – 5 times to indicate Lockdown. • Bring pupils inside quickly and straight to class – no going to the toilet.
Steps to increase protection from danger in a full Lockdown	• Close doors and windows. • Close blinds on windows. • Stay quietly inside. • Lock room doors where possible. • Move furniture to obstruct doorways. • Where possible position children away from sightlines from external doors and windows, for example sitting low down - under a desk.

	• Turn off lights. • Ensure that pupils, staff and visitors are aware of their nearest exit points in case they are needed. • Ensure mobiles phones and electronic devices are on silent (access to the internet/emails may be required so do not turn these off). • Staff to support pupils in keeping calm and quiet. • Teachers to take registers and report any missing pupils by email using the red class emergency folders. • No one to move around the school. • Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services ***These measures will not all be necessary for a partial lockdown***
Partial Lockdown:	
Lockdown points	• Go inside a room within the building. Staff and pupils must stay within the building and should not go into the Playground. Corridors may be used.
If the threat is outside the School: Entrance and exit points –	• External doors and gates to be closed by the Site team to prevent entrance to the School, where safe to do so. • Site Team to quickly secure doors and gates, where safe to do so. • Windows and air vents to be secured in an environmental emergency.
Bringing pupils inside	• Playground - Blow whistle 5 times in 3 second bursts. • Take registers and report any missing pupils to the office ASAP.
Steps to increase protection from danger in a Partial Lockdown	• Close windows. • Stay inside the building. • Continue with normal routines as much as possible. • Check emails for further information regularly.
Communication	
Internal communication	Radio communication. All staff email – all staff to check their emails immediately after the alarm is raised and regularly thereafter. Telephone system broadcast.
Communication with parents	If necessary, parents and carers will be notified as soon as it is practical to do so. **Text:** Headteacher, Deputy Headteacher or most senior member of staff onsite gives a message to the Office Reception Staff to text

	parents to let them know what is happening if and when appropriate. Ask parents not to call the School, as this will tie up lines that would be used to contact emergency services. Ask parents not to come to the School.
Additional notes	Any pupils or staff with additional needs will have their own Personal Emergency Evacuation Plan and, in most cases will be supported by a TA. Evacuation will be communicated via one continuous bell if necessary During and following a Lock Down, the use of Social Network sites e.g. Facebook and Twitter during the school day is strictly prohibited until the Headteacher or a member of the crisis management team informs staff differently.

Checklist			
Step	Check	Time	Signed
Use signal to initiate lockdown			
Ensure pupils are inside			
Secure entrance points if partial lockdown			
Contact emergency services			
Ensure staff act quickly to increase protection from danger: • Close doors and windows • Close blinds on windows • Stay quietly inside. • Lock room doors where possible. • Move furniture to obstruct doorways • Where possible position children away from sightlines from external doors and windows, for example sitting low down - under a desk • Turn off lights • Ensure mobiles phones and electronic devices are on silent, or turned off • Ensure that pupils, staff and visitors are aware of their nearest exit points in case they are needed • Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services			
If safe, check for missing pupils or staff			
Remain inside until all clear has been given or told to evacuate			