



Severe Weather & Public Emergency Plan for Amwell View School

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School Business Manager:		Date:	29/04/2026
Headteacher:		Date:	30/04/2026

Date of Next Review:	April 2027
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This policy has been written using the model policy Children's Services Severe Weather & Public Emergency Plan for Schools CSF4514 – 1st January 2025.

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PROCEDURES TO DEAL WITH THE CONSEQUENTIAL ISSUES ARISING FROM SEVERE WEATHER OR A PUBLIC EMERGENCY

This guidance sets out the actions Amwell View School needs to take in the event of severe weather or if a public emergency is declared by the Local Authority.

1. Closure decisions

The decision to close a school in severe weather, or when responding to a public emergency or PHE advice, should be taken by the Headteacher based on the following:

- local conditions
- this guidance
- an assessment of risk
- information from the Local Authority

Amwell View School leadership will consider staying open with reduced teaching staff and provide group activities to limit the impact on working parents.

If the council advises that Amwell View School of a public emergency that may require the school to close, the HCC Warn and Inform procedure will be followed (Appendix A).

Where possible, advanced warning will be given. Where this has been issued, we will consider how this might impact on the school, for example:

- staffing issues
- fuel supplies
- catering supplies
- transport issues

Where there is prolonged severe weather or closures related to a public emergency, a Local Authority team will be set up to co-ordinate and support services. Regular emails will be sent to Headteachers, giving the the County picture and any new information as it becomes available.

In the event of an emergency or closure due to bad weather, Amwell View School will email schoolscns@hertfordshire.gov.uk outlining the issue in the first instance. We may also call 07919 391934 for support out of hours and over a weekend if it is critical.

Should Amwell View School require any additional assistance, for example if the premises has sustained serious damage, the school will follow the guidance in the school's [critical recovery and emergency plan](#) which can be found on the school website under Statutory/Additional Policies.



In the event of a property related emergency, we will:

- contact the relevant emergency service
- For schools with HCC insurance, further advice can be sought from the insurance team by emailing: schoolsbmt@hertfordshire.gov.uk

Further information and support can be found on the Schools' Grid by visiting [Herts Grid Property Related Emergencies](#).

If the incident is critical, please notify the Local Authority using the contact below:

Phone: 01992 555703 / 01992 556438 during business hours
07919 391934 out of hours

Email: resilience.team@hertfordshire.gov.uk / schoolscns@hertfordshire.gov.uk

If we need to close the school we will notify parents and staff by using the school website, and email.

The Headteacher will contact the Transport companies to inform them of the closure.

2. HCC Information Telephone Helpline

Information and updates about any interruptions to the normal business of HCC services can be obtained by telephoning the HCC helpline on 01992 556616. It is only updated when an incident affecting business continuity has occurred.

The helpline is also used to provide information during any other emergencies, which may require us to close any HCC buildings.

3. Staffing

Unless specifically told otherwise, staff will be expected to use their best endeavours to attend work without putting themselves or others at risk. When the Police recommend that motorists undertake only essential journeys, this is considered to include travel to work and school.

Headteachers should ensure there is an up-to-date list of contact details for all staff and parents.

Where it is deemed too unsafe or difficult for staff to attend their workplace, other options should be considered.

4. Preparation for severe weather

In the event of a prolonged period of severe cold weather make sure that the heating is left on and set to 5-10 degrees, during 'out of hours' periods for frost protection purposes. Where appropriate, ensure there is adequate fuel for prolonged closures.

Brief staff in advance to ensure they know what is expected of them.



Brief parents and carers in advance to ensure they understand where they can get up to date information from e.g. School Website and Email.

Ensure regular suppliers/contractors are informed of procedures and confirm arrangements are in place for essential services/deliveries.

Where schools are open, risk assessments must be undertaken to ensure the health and safety of staff, pupils and all site users. Inspections of paths and walkways should be carried out regularly by the caretaker and documents. This should include local arrangements for cleaning and salting when ice or snow appears, as well as any failures to the surfaces.

If the school is insured with HCC, the Council's insurance section will deal with any liability issues that arise. Any claim that is made to the school should be passed to the insurance section immediately – email schoolsbmt@hertfordshire.gov.uk.

The team will then process the claim and deal directly with the claimant, or their appointed representatives.

Where gales or high wind warnings have been issued, the site should be checked for dead or damaged branches/trees and other potential hazards to people or property.

Where it is not possible for some staff and/or children to return home, schools should ensure there are plans to provide warmth and hot refreshments.

In extreme circumstances, HCC may request that schools or other establishments be used as rest centres for members of the public.

All schools should have the retained services of a property consultant to provide emergency cover and support. Further information guidance can be found on the Schools' Grid by visiting the [Property Related Emergencies](#) and [Premises and Sites](#) pages.

5. Reopening of school following closure

When the severe weather has passed the Headteacher will make the decision that the school is safe to reopen. A message will be sent to parents and staff via the School Website and Email. The Headteacher will telephone the Transport companies to confirm the school has reopened.

If the school site has experienced damage serious enough to warrant declaring a Critical Incident we will follow the School's Critical Recovery and Emergency Plan.

The Headteacher will email to advise staff and parents/carers of the situation, update the school website and send an updated email to the Local Authority via SchoolsCNS@hertfordshire.gov.uk.



6. Responding to severe weather

Should we need to close due to severe weather we should email SchoolCNS@hertfordshire.gov.uk to make the Local Authority aware.

Amwell View School will use all possible means available to inform parents and staff that the school will be closed, for example:

- Send an email via Arbor Parent App
- Publish information on the school website
- Leave a message on the main entrance gate and ensure someone is there to meet any parents who may turn up.

We will make the decision as soon as possible, but if a decision cannot be made until the morning, we will let you as early as possible to save unnecessary journeys.

7. Links to other policies and documents

- **Critical Recovery and Emergency Plan** which can be found on the [school website under Statutory Additional Policies](#)
- **Emergency Procedure Handbook** which can be found on the school shared drive: Staff:\Statutory Information (Policies, PP, Mental Health Lead etc)\Procedure Handbooks\Emergency Plan



Appendix A

WARN AND INFORM

If the Local Authority needs to contact a school or a group of schools to notify them of any public emergency that may affect their school or locality, the following procedure will be followed:

- An email may be sent via SchoolsCNS@hertfordshire.gov.uk or resilience.team@hertfordshire.gov.uk
- The emergency contact(s) listed on Solero will also be contacted by telephone.
Please ensure you keep your contact details current by updating Solero, or if you have not added any details, please remember to do so, so that we have your details to hand should we need to contact you in the event of an emergency situation.
- Out of hours, you may be contacted by the Local Authority's Resilience Team either by email from resilience.team@hertfordshire.gov.uk or by telephone from 07919 391934