

Lock Down Policy and Procedures

Rationale

As part of our Health and Safety policies and procedures GSS has a Lockdown Policy for the very rare occasions it may be necessary to seal off our premises so that it is not able to be entered from the outside for safety or health reasons. This will ensure that learners, staff and visitors are safe in situations where there is a hazard in the office or grounds outside.

As GSS also deliver training and services outside of our own premises this policy and procedure will take precedence where no other procedure has been made available or exists

A lockdown is implemented when there is serious security risks of the premises due to, for example, terrorist attack or attempted access by unauthorised persons intent on causing harm/damage, nearby chemical spillage, proximity of dangerous dogs or animals or serious weather conditions or force majeure.

NaCTSO (National Counter Terrorism Security Office) ****Guidance****

In January 2016, NaCTSO provided the following advice to leaders of Educational establishments for Reviewing Protective Security.

Bomb threats: Procedures for handling bomb threats

Most bomb threats are made over the phone and the overwhelming majority are hoaxes, made with the intent of causing alarm and disruption. Any hoax is a crime and, no matter how ridiculous or unconvincing, must be reported to the police immediately.

Be alert, but not alarmed!

On receipt of a "bomb threat" - Dial 999 and police will respond. You should always consider their advice before a decision is taken to close or evacuate premises

Notification of Lockdown

Notification of lock down procedures will immediately take place on hearing the buildings panic alarm on continuous alarm or through a warning via Police, Emergency Services or notification via authorised personnel such as Security. The Business centre's panic alarm automatically alerts police for immediate attention if activated.

The internal phone system will also be used by office staff who will inform staff, learners and customers by stating 'ATTENTION LOCK DOWN'

On notification:

- Staff, learners and all personnel who may be outside of the premises should be brought inside as quickly as possible if safe to do so or a nominated safe place if this can be accessed.
- If inside the building those inside should remain.
- All external doors and as necessary windows are locked (depending on the circumstances internal doors may also be locked).

Once in 'Lockdown mode'

- Staff should encourage learners, other staff and visitors to remain calm
- As appropriate staff should establish communication with the Emergency services as soon as possible and await their instructions
- Notify the office or emergency services, immediately of any unaccounted personnel, learners or visitors, staff should not search for a missing person unless it is certain where that person, is the location is nearby and there is no apparent risk to that vicinity.
- Staff should avoid making unnecessary calls to the central office as this could delay more vital communication with the Emergency services
- Learners will be kept under the supervision of GSS staff members in the event of these procedures taking place and must follow instructions and guidance given. Where GSS staff may not be available or accessible the procedures above must be adhered to as a staff member.

At any point during the 'lockdown mode' the fire alarm may sound which would be a cue to evacuate the building.

A location should remain in 'Lockdown mode' until it is lifted by a Senior Member of staff and or Emergency services.

Please remember all situations are different, and safety is paramount. This policy is a guide in an emergency, however if working in a location outside of GSS's premises you must comply to this Lockdown procedure, unless alternate guidance is provided by any external delivery venue'.

It is vitally important that GSS's lockdown procedure is familiar to all staff, learners and visitors and this notice is available via GSS's website, given to all employees as part of induction and yearly updates on policies as well as being displayed on GSS's noticeboard.

Review

This policy will be reviewed and updated as necessary to reflect best practice, future amendments to relevant acts and or changes in legislation or GSS's protocols

Any breaches to the above could constitute gross misconduct and where found, individuals could be subject to disciplinary procedures accordingly.

This policy is not exhaustive and is in conjunction with GSS Safeguarding, Health and Safety and Security policies.



Signed by Sonia Benjamin
Director
15.07.2020
Updated v3