

Critical Incident Management Plan

Birchwood Community High School

Policy owner (Name):	Tina Wiegand
Policy owner (Job Title):	HR Manager
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Copies of this plan are held by:

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Tina Wiegand	HR Manager
Jay Blyth	Site Manager
Kevin Nickson	ICT Manager

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Introduction

This plan has been prepared and agreed by the staff, Governors of Birchwood Community High School and One Community Trust to assist in dealing with an emergency situation that affects the school community.

This plan relates to an event which may involve:

- the safety of children and/or staff
- the school premises
- a serious accident involving children and/or school personnel on or off the premises
- the death of a child, staff member or governor
- a violent intrusion onto school premises (eg an armed intruder or a bomb alert)
- extensive damage to school premises
- the release of hazardous substances near or on the school site
- a crisis which might affect the public reputation of the school

It also considers where the headteacher believes that the school will benefit from receiving additional support or, where the community in which the school is based is affected by an emergency.

The school emergency plan aims to:

- provide support to all children and staff affected by an incident
- maintain the normal running of any parts of the school not affected
- return the whole school to normal as soon as possible

The plan provides generic guides to actions that should be considered by the headteacher, her nominated deputies, and the critical incident management team (CIMT) in case of an emergency in school or the local community, or on an educational visit.

The plan covers procedures for an incident occurring in school time and out of school hours, weekends and during school holidays.

Important Action Points

- Review the plan and its content at least once each year
- Keep the plan up-to-date regarding personnel
- Ensure staff know their roles
- Keep the school's contact list near to the phone in case it becomes necessary to activate the plan

Activation

Information about an incident may come from a staff member, student, parent, the emergency services or the local authority. Whoever receives the alert should ask for, and record, as much information as possible:

Name of the person informing the incident		Time
Details of the incident		
Who else has been informed (eg emergency services etc)		
Exact location of the incident		
Details of any casualties		
Any action taken so far		
What assistance is needed. Do the emergency services need to be called?		

CRITICAL INCIDENT TEAM

CIMT Called Together – who called & times		Time
Register CIMT as they arrive		
Allocate jobs to CIMT		
Dedicated independent phone line Radio channel to be set to channel 7		
Inform LA main contact: Ellen Parry 01925 443 263 or 07827 258 060		
Message to staff <ul style="list-style-type: none">• All staff Briefing• Hand written note• E-mail• Sims message• Text via group call or chain		
Message to students		

Decide on wider communication:-

- **Press**
- **Parents**
- **Community**
- **Website/social media**

Responsibilities of Headteacher or Nominee

RESPONSIBILITIES

- take charge of events
- draw up an action plan for the specific incident
- delegate responsibilities and give task sheets to the chosen person
- consult with the Police and the person responsible for liaison with the media about the release of information to students, staff, parents, general enquiries and the media
- establish a crisis team meeting place

Action to be taken	✓ when complete
Ascertain details of incident	
Take immediate action to safeguard students and staff where necessary	
Alert relevant emergency services (Police, Fire, Ambulance) via 999 system Be prepared to give the following information: <ul style="list-style-type: none"> • Emergency Service(s) required • Exact location of the incident • Number of casualties • Nature of injuries • Location and telephone number where call is being made from • Hazards which may be encountered by the Emergency Services at the site 	
Log all communications and actions including who and when (exact time if possible)	
Notify: Louise Atkin Head of Service Education Services Families and Wellbeing Directorate Warrington Borough Council Time Square, Warrington WA1 1UH 07815992559 Louise.atkin@warrington.gov.uk For alternative contacts please contact the Education Safeguarding helpdesk: 01925 442928 email: educationsafeguarding@warrington.gov.uk or the Education Helpline 01925 442211 email: education@warrington.gov.uk	
Assemble a critical incident management team from pre-identified staff	
Refer to the list of emergency contact numbers in Appendix 1 for additional support if required	
Where possible, avoid closing the school and try to maintain normal routines	

Critical Incident Management Team (CIMT)

The CIMT may comprise:

NAME	DESIGNATION	Telephone Number
Emma Mills	Headteacher	07813 046 737
Jay Blyth	Site Manager	07756526823
Tina Wiegand	HR Manager	079040243169
Kevin Nickon	ICT Manager	07971 938 322
Sam Rigby-White	Deputy Headteacher	07812 570 837
Kelly Forster	Deputy Headteacher	07793 510667
Chris Burrows	Associate Deputy Headteacher	07872 307 903
Nicky Jones	Associate Deputy Headteacher	07824 882 826
Darryl Heaton	Assistant Headteacher	07793974144
Jacqui Jenkinson	Assistant Headteacher	07875656582
Amanda Crompton	Pastoral Manager	07593556752
Kate Thomas	Communications Manager	07793451105
Jane Calderbank	PA to the Headteacher	01928 715326 07765 422 611

Base for Critical Incident Management Team

The base for the CIMT will be the Headteacher's office where it is still possible to use this. The reserve on-site location will be The OCT meeting room. In cases where it is not possible to use the school premises as a base, the CIMT will be assembled at a suitable off-site location e.g. The Engine Rooms, Gorse Covert Primary School or Locking Stumps Primary School.

Implementation

Headteacher or Nominee

Action to be taken	✓ when complete
Ensure that accurate, factual information is available for those arriving at the scene	
Liaise with the local authority, police, fire and ambulance services, and other agencies who may become involved	
Act as the main contact to co-ordinate the response and, as far as possible, stay in the base for the CIMT	
Make sure that all senior staff and maintenance staff have a walkie-talkie with them kept on channel 7	
Inform the chair of governors by telephone	
Decide how to inform other parents of injured student/s where appropriate	
Inform all staff of incident and what actions are required	
Ensure a central log of decisions and actions with times are kept in the base for the CIMT	
Ensure all other staff maintain a log of their actions and decisions with times to pass over to the base for the CIMT	
Allocate tasks to members of the CIMT as appropriate face to face	
Provide regular briefings for staff	
Decide about wider communication to press	
Decide on communication with parents not involved in incident	
Inform staff involved to prepare a written report of their involvement, noting events, actions and times	
In the event of serious injuries or a fatality, the Health and Safety Executive should be informed within 24 hours	
Decide on the message to be given to students	

Welfare

Action to be taken	✓ when complete
Secure the immediate safety of students and staff - this may include evacuation or keeping students and staff inside the building (sheltering)	
Establish the location of all students, staff, and visitors using timetables, registers and the INVENTORY, and make a list of those unaccounted for	
Establish a staff rota and ensure that staff take regular rest periods	
Identify those students and/or staff who are badly affected, and who need extra support	
Make arrangements for reuniting students with their parents	
Take account of religious and cultural factors, and consider contact with leaders of local faith communities	

Communications

Action to be taken	✓ when complete
<p><u>Internal communication:</u></p> <p>Make sure that all senior staff and maintenance staff have a walkie-talkie with them kept on Channel 7</p>	
<p><u>External communication:</u></p> <p>Dedicate lines for incoming and outgoing calls and arrange extra support for the office.</p> <p>Line to be used for incoming calls only: this could be landline or mobile</p> <p>Line to be used for outgoing calls only: this could be landline or mobile</p>	
Arrange for the staffing of school phone number	
Inform students, in groups as small as practicable, considering the best way to impart tragic news (advice is available from the educational psychology service)	
Inform parents of children not directly involved in the incident, as decided by the headteacher or nominee - use any existing arrangements for contacting parents quickly and efficiently	
Receive visitors to the school, ensuring they sign in and out and are issued with identification badges	
Ensure that staff are fully briefed on facts and are aware of what information can be released	

Media

Action to be taken	✓ when complete
Ensure that any media access to the site, staff and students is controlled. In a major emergency, the police will deal with the press and prevent access to the school – contact them if necessary for support.	
Get PR expert to liaise with and co-operate with the media and to answer their queries, as appropriate.	
PR to prepare a press statement, to be agreed by the headteacher and CEO and to decide the ongoing strategy for dealing with the press.	
Be aware of the potential problems caused by the spread of misinformation through student and/or staff use of mobile phones	
Provide basic information about the school (see Appendix 2)	
Headteacher to be prepared to be interviewed by the press if necessary and agreed	
Through PR they liaise between the press and those affected about interviews – seeking permission from parents/carers of any students involved in interviews. Any students involved in interviews should be supported.	

Advice for Official Spokesperson(s)

- ✗ DO NOT speculate - your interpretation or understanding can and probably will be exaggerated or quoted as hard fact
- ✗ DO NOT give any fact unless you are certain it is correct
- ✗ **DO NOT say "NO COMMENT" - it can be taken as a negative answer which could be inaccurate and lead to difficulties later**
- ✗ DO NOT be afraid to say "I DO NOT KNOW"
- ✓ DO have the confidence in yourself and your command of the situation to take a positive attitude towards the media with the support of a PR expert.
- ✓ If you know that everyone is safe and well, or those parents of injured children have been told - say so as soon as possible - it stops others panicking.

NB: STUDENTS SHOULD NOT TALK TO THE MEDIA UNLESS ARRANGED BY STAFF/PARENTS AND THEN ONLY WITH WRITTEN PERMISSION FROM PARENTS/CARERS

Resources

Action to be taken	✓ when complete
Ensure access to site for emergency services	
Open/close parts of school as required, and turn off water, gas and electricity supplies if necessary	
Ensure the security of the school premises	
Establish a safe and secure base for the CIMT	
Check that all available communications and office equipment are working in: <ul style="list-style-type: none"> • School Office • CIMT Base • CIMT Alternative Base 	
Arrange a place to receive parents and children involved	
If necessary, evacuate the building in accordance with the School Evacuation Procedures	
Ensure that parents do not take students away, unless directed to do so	
Consider relocation to other premises	

All other teaching and non-teaching staff

Action to be taken	✓ when complete
Respond to instructions given by members of the Critical Incident Management Team	
Be ready to respond to any potential hazard in and about the site	
Maintain a calm atmosphere	
Do not speak directly to the media but refer all enquiries to the Headteacher or other person designated as being responsible for contact with the media (PR expert)	

Emergencies During Educational Visits

SLT base contact(s) should be immediately informed of any incident by the group leader.

Initial Action by SLT Base Contact

- Maintain a written record of your actions using this check list and attached log sheet with times
- Offer reassurance and support.
- Be aware that all involved in the incident, those at the school and you, may be suffering from shock or may panic.

Actions so far by party leader or other members of staff?		TIME
What is needed?		
Emergency Services involved and advice they have given		
Names and locations of hospitals involved		
Arrangements for students not directly involved in the incident		

Roles given to staff	
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Find out what has happened. Obtain as clear a picture as you can - who informed you of the incident?
 Remind the group leader to follow the checklist for group leaders on educational visits.
 Record the details of the off-site activity/visit during which incident occurred.

Name of person informing incident		TIME
Details of Incident & Casualties		
Telephone number(s) – is there a landline number?		
Tell students not to contact home – this will be done centrally		
Location		
Casualty numbers/names Staff injured? Where have they been taken?		

- Depending on the scale of the incident, consider assembling a CIMT to assist with the response

Initial Action List for CIMT

- Inform school staff as appropriate, depending on the time and scale of the incident
- Consider emergency communications needs. Dedicate lines for incoming and outgoing calls and arrange extra support for reception.
- Immediately inform parents of any injured students of what has happened and where their child is, recording what their plans are, e.g., to travel to their child, any assistance they need and any means of communications with them (e.g. mobile phone number).
- In event of a major incident, the police may give advice regarding naming badly injured people or fatalities. You may also need to inform next-of-kin of any staff who have been involved.
- Inform parents of any other students on the visit but not directly involved in the incident.
- Parents should first hear of the incident from the school (or from the party leader), not from hearsay or from the media. Information given must be limited until the facts are clear and all involved parents/next of kin are informed.
- Ensure that staff are fully briefed on facts and are aware of what information can be released
- Headteacher/Nominee to inform the CEO.
- Headteacher/Nominee to contact the local authority.

Support available from the Emergency Planning Division could include:

- assistance at school or at the site of the incident by local authority officers, and/or others
 - communications support, including public telephone helpline where appropriate
 - help with arranging travel and transport between the incident, parents and the school help with media management, including press statements and interview briefing
 - for an incident occurring in another UK local authority, establishing links with that authority or, for an incident occurring abroad, communication via the Foreign Office, to British Consulate, foreign police, etc.
- if necessary, introduce controls on school entrances and telephones
 - at least initially, the school is advised to avoid responding to media enquiries and direct these to the PR expert
 - liaise with the PR expert as early as possible, and work with them to prepare a press statement
 - arrange a quiet space to receive parents of the children involved as they arrive at the school

Medium term actions/considerations

- If the visit is abroad, and the incident results in substantial medical or other expense, the insurers used should be informed as soon as possible.
- Inform students and their parents and staff at school. Decide what information you should give. Remember that information given must be limited until the facts are clear and all involved parents/next of kin are informed.
- In the event of a tragic incident, consider seeking support from the educational psychology service about the best way to inform students and to support them afterwards.
- Staff and students should be told to avoid talking to the media or spreading the story unnecessarily (particularly via social media).
- Inform all staff involved to prepare a written report noting events and times.

POST INCIDENT CARE AND SUPPORT

Post-incident care is aimed at helping individuals to understand their feelings following an emergency and to identify sources of future support. The overall aim of the support is to help people in a way that will reduce the possibility of them developing post-traumatic stress disorder.

It is worth giving some thought to how the topics of loss, bereavement, risks/safety and change are covered in the curriculum. Schools where these topics are discussed openly, and treated as normal life events, are likely to find it easier to cope when a difficult or tragic incident occurs. Consider the use of counselling for staff and students involved.

Remember to consult with parents/carers following an incident. It is important to communicate with parents of students who have been involved and ensure that their needs and wishes are taken into account.

The Education Psychology Services can provide some care and support to those affected by a major incident in the school community. Dependent on the scale and nature of the incident the Peace Centre can support schools after deeply traumatic events that affect a school community.

STAND-DOWN AND RECOVERY

Recovery Plan Checklist

As soon as possible after the emergency:

- Liaise with parents regarding plans for attendance at funerals
- Liaise with parents regarding plans for any school memorial services
- Arrange debriefing meetings for staff and students
- Arrange debriefing meetings for the headteacher and CIMT
- Identify and support high-risk students and staff
- Promote discussion of the emergency in class
- Consider the need for individual or group support
- Help affected students and staff to come back into school
- Initiate a review of the school emergency plan, evaluating the school's response and feeding in any lessons learnt

In the longer term:

- Consult and decide on whether and how to mark anniversaries.
- The impact of some incidents can continue for years, so thought may need to be given to ongoing identification and support measures for both students and staff who are affected.
- Remember that legal processes, enquiries and news stories may bring back distressing memories and cause upset within the school.
- Remember to make any new staff aware of which students were involved and how they were affected.

APPENDICES

APPENDIX 1 - CONTACTS
APPENDIX 2 - COMMUNICATIONS
APPENDIX 3 - BASIC INFORMATION ABOUT THE SCHOOL
APPENDIX 4 - EMERGENCY SCHOOL CLOSURE
APPENDIX 5 – BOMB EVACUATION, SHELTER PLAN and LOCKDOWN PROCEDURE
APPENDIX 6 - CHECKLIST FOR GROUP LEADERS ON EDUCATIONAL VISIT
APPENDIX 7 - BOMB THREATS AND SUSPECT PACKAGES
APPENDIX 8 - LOG KEEPING

APPENDIX 1 - CONTACTS

Staff Identified for Incident Response

Name	Status	Home telephone	Mobile phone	Keyholder
Emma Mills	Headteacher		07813 046 737	Yes
Jay Blyth	Site Manager		07756526823	Yes
Kevin Nickson	ICT Manager		07971 938 322	
Tina Wiegand	HR Manager		07904243169	No
Kelly Forster	Deputy Head		07793510667	No
Sam Rigby-White	Deputy Head		07812 570 837	No
Gary Cunningham	CEO		07921652986	No

External Contacts

Organisation	Contact No
Paula Worthington LA Director of Education	01925 444 021
Louise Atkin Head of Service - Education	07815992559 Louise.atkin@warrington.gov.uk
Nadia Tabassum - LA Critical Incident Coordinator and lead Educational Psychologist for LA	07581064348 Nadia.tabassum@warrington.gov.uk
PR Crisis PR – Katie Whirledge (Papillion) Main PR – Mark Hayward (Sway PR)	07973800234 07731752096
LA Press Office – press releases to be done through professional PR though.	01925 442081
Public Health England	0344 225 1295 (Option 1 three times)
RPS Occupational Health	01925 846333
Risk Protection Arrangement (Insurance)	For emergencies and urgent incidents (excluding overseas travel): Email rpa@topmarkcms.com

	Phone 03300 585566 For overseas travel emergencies and incident claims: Phone 020 3475 5031
Zurich Insurance (Motor Insurance)	0870 241 8050
Local radio – Wire FM	0845 2081072

APPENDIX 2- COMMUNICATIONS

- Staff can be alerted via email or text messages so as not to alert students in the first instance.
- SLT to ensure they have lanyards on with their ID if there are going to be lots of visitors to site who may not be familiar with all senior staff or the layout of the building.
- Headteacher/Nominee will decide what communication can go out via social media, the website and Class Charts to parents/carers.

The main methods of informing parents:

- Class Charts
- Notices on the school website/social media
- Notices on the school gate/fence
- Person at the entrance to the school to explain issues
- Room with staff available if anyone needs to come in to talk
- Answer phone message
- Local radio

Internal Communications

It is important to establish mechanisms for informing staff of developments. This could be through morning briefings. It is also important to debrief all staff involved at the end of each working day. Ensure that information is recorded and shared.

APPENDIX 3 - BASIC INFORMATION ABOUT THE SCHOOL

Basic information	
Name:	Birchwood Community High School
Address:	Brock Road Birchwood Warrington WA3 7PT
Telephone:	01925 853500
Age Range:	11 - 19
Number of students:	914
Map of surrounding area:	include in file
Plan of School:	include in file
Details of Senior Staff	
Headteacher:	Emma Mills
Deputy:	Sam Rigby-White and Kelly Forster
Senior Leadership Team	Chris Burrows Nicky Jones Darryl Heaton Jacqui Jenkinson Amanda Crompton Tina Wiegand
Details of Governors	
Chair of Governors:	Colin Burrows
Vice Chair of Governors:	Alison Fisher

APPENDIX 4 - EMERGENCY SCHOOL CLOSURE

Please remember that in any wide area emergency closing a school can have a knock-on effect with other key services as parents would have to take time off to look after their children. Although the health and safety of students and staff is paramount, the headteacher should also consider this.

- The CEO and Chair of Governors should be consulted before a closure goes ahead.
- Consideration of how learning takes place during the closure and how this is communicated to parents/carers needs to happen.
- Students should only be sent home if parents/carers have been contacted and permission given, otherwise they need to remain in the custody of the school.
- The Local Authority should be notified of any emergency closure.
- The school should be proactive in addressing the closure publicly so that it is not leaked out through social media or the local press causing unnecessary concern or fear.

APPENDIX 5 – BOMB EVACUATION, SHELTER PLAN and LOCKDOWN

- If evacuation is due to a bomb and more distance from the school building is needed, then the evacuation will be to the tennis courts of the leisure centre. A bomb evacuation would be triggered by the headteacher and she would have informed key staff beforehand to ensure that they are at the key direction points to direct staff and students through the main entrance or across the car park to the tennis centre. An email would be sent to all staff before the alarm was activated too. This would only be put into place on the back of guidance from the police. If the police instructed further distance, then once in forms on the tennis court, forms would start to be led to the grassed area behind The Birchwood Centre. Registers would be completed in the usual way as for a fire evacuation.
- In a situation where evacuation is not needed but sheltering is (stay indoors, close doors and windows) then an email will be sent to all staff (detailing what to do and any information about the incident) as well as an alert on screen and an extended bell ring to alert staff to this – this would **sound the same as the normal break time alarm but last longer**. This would be activated by the headteacher and they would inform the necessary staff to do this. This may be in the case of an incident with students in the school that we need other students away from.

The alert on screen will say: -

“SHELTERING NEEDED, CLOSE YOUR DOORS, CLOSE YOUR WINDOWS AND STAY INSIDE. AN EMAIL WILL FOLLOW SHORTLY. STAY CALM AND DETAILS WILL FOLLOW”.

- In the event of an intruder or a weapon being brandished in the school, the procedure for lockdown of the school (stay indoors, lock doors, sit cross-legged on the floor, close and cover windows if possible) will be signaled by the lockdown alarm and an alert flashing up on all computers. Staff to tell students to stay calm and then complete the lockdown. The lockdown alarm would be activated by the headteacher if necessary and sounds completely different to the fire alarm and break alarm. It will be followed by an email to staff with reminders of what to do and say and any information that can be given about the situation. In a lockdown situation, the CIMT would revert to using mobile phones for communication.

The alert on screen will say: -

“LOCKDOWN IN PROCESS, STAY IN YOUR ROOM, LOCK THE DOOR, CLOSE WINDOWS AND COVER THEM IF POSSIBLE, SIT CROSS-LEGGED ON THE FLOOR. STAY CALM AND AN EMAIL WILL FOLLOW WITH MORE DETAILS”.

- The Sports Hall can be used as a place to hold large groups of students if necessary if school is inaccessible and students cannot be sent home.
- If students need to be sent home, a Class Charts message will be sent to parents with a link to reply to give permission for them to leave. Form tutors will use the class register that they have already used in the evacuation to mark and send home students as a reply is received. Any remaining students will be sent to the Sports Hall.

APPENDIX 6 - CHECKLIST FOR GROUP LEADERS ON EDUCATIONAL VISIT

- Ascertain details of incident
- Alert relevant emergency services (Police, Fire, Ambulance, Coastguard) via 999 system
- Call for assistance if available (staff, passersby)
- Administer first aid where possible
- Account for all members of the party and ensure that all persons uninjured stay together
- Allocate staff member(s) to travel to hospital(s) with casualties
- Ascertain if there are any witnesses
- Allocate staff member(s) to stay at incident site to liaise with the emergency services
- Arrange for all non-casualties to return to base (accompanied by a member of staff) and that all members of the group are informed of the incident as soon as possible
- Inform headteacher/member of senior management team (at school) as soon as possible. Give as much of the following information as possible:
 - date, time, location and nature of incident
 - names of those involved
 - details of any injuries.
 - actions taken.
 - contact point to be used
- Consider requesting additional assistance.
- Keep headteacher/member of senior management team regularly updated.
- Consider whether activity should be abandoned. If so, arrange for non-casualties to return to school. Liaise with headteacher/senior management team over transport arrangements.
- Do not discuss legal liability

APPENDIX 7 - BOMB THREATS AND SUSPECT PACKAGES

Bomb threat prompt card for reception staff

Action to be taken	✓ when complete
Stay calm	
Make a note of: <ul style="list-style-type: none"> • the exact time of the call • the caller’s sex and approximate age • any accent the person has, or any distinguishing feature about their voice eg speech impediment, state of drunkenness etc • any distinguishable background noise 	
When they have finished the message, try to ask as many of the following questions as you can, being cautious to avoid provoking the caller: <ul style="list-style-type: none"> • Where is the bomb? • What time is it due to go off? • What kind of bomb is it? • What does it look like? • What will cause it to explode? • Why are you doing this? 	
Dial 1471 - you may get the details of where the phone call was made from, especially in the case of a hoax caller.	
Report the call to the police and the headteacher/nominated deputy immediately. In the extremely unlikely event that there was a codeword with the message, and the location of the bomb was given as a location other than the school, follow the same procedure - report the call immediately to the police, and then notify the headteacher.	

Guidance on suspect packages

The likelihood of a school receiving a postal bomb or suspected biological/chemical package is very low, however, you should be aware of the immediate steps to be taken if you receive a suspect package or come into contact with a biological or chemical substance.

Postal bombs or biological/chemical packages may display any of the following signs:

- Grease marks or oily stains on the envelope or wrapping.
- An unusual odour including but not restricted to almonds, ammonia or marzipan.

- Discolouration, crystals on surface or any powder or powder-like residue on the envelope or wrapping (suspect biological/chemical threat).
- Visible wiring or tin foil.
- The envelope or package may feel very heavy for its size.
- The weight distribution may be uneven.
- Delivery by hand from an unknown source or posted from an unusual place.
- If a package, it may have excessive wrapping.
- There may be poor handwriting, spelling or typing.
- It may be wrongly addressed or come from an unexpected source.
- No return address or postmark that does not match return address.
- There may be too many stamps for the weight of the package.

If you suspect that a letter or a package may contain a bomb:

- Stay calm
- Put the letter or package down gently and walk away from it
- Do not put the letter or package into anything (including water) and do not put anything on top of it
- Ask everyone to leave the area (including classes if necessary)
- Notify the police and the headteacher/nominated deputy immediately
- Do not use mobile phones or sound the alarm using the break glass call points

If you suspect that a letter or a package may contain a biological or chemical threat:

- Stay calm
- Do not touch the package further or move it to another location
- Shut windows and doors in the room and leave the room, but keep yourself separate from others and available for medical examination
- Notify the headteacher/nominated deputy immediately

The headteacher/nominated deputy should then:

- Notify the police immediately on 999
- Ensure that any air conditioning system in the building has been turned off, and that all doors (including internal fire doors) and windows have been closed
- Evacuate the building, keeping people away from the contaminated room as far as possible
- Keep all persons exposed to the material separate from others and available for medical attention
- If anyone is experiencing symptoms of chemical exposure (eg streaming eyes, coughs and irritated skin) seek medical attention immediately
- If anyone believes they have been exposed to biological/chemical material, they should be encouraged to:
 - remain calm
 - do not touch eyes, nose or any other part of the body
 - wash your hands in ordinary soap where facilities are provided

APPENDIX 8 - LOG KEEPING

How to write the log:

- Note all relevant facts in chronological order
- Stick to the FACTS - do not include any assumptions (if you are noting down assumptions to show your reasoning for making a decision, make this clear)
- If you make a mistake, cross it out with a single line so that what is underneath is still visible, and initial it
- Do not leave blank spaces - or if you do, rule them out with a line
- Do not overwrite – if you make a mistake, cross it out, initial it and start again
- Do not leave large blank spaces between words or between entries
- Do not use correction fluid
- Unused space after the end of a series of entries should be ruled through, then signed in full, dated and timed
- Avoid approximations and abbreviations

Lockdown call point locations

L1	Main Reception front door
L2	Main corridor outside M3
L3	Main corridor rear doors
L4	Main block upstairs between M11 and M12 on stairwell wall
L5	Main Block top of front stairs
L6	Community entrance doors
L7	Sports corridor outside the gym
L8	Gym rear exit
L9	Polaris front doors
L10	ATL4 front doors
L11	Science right of S1
L12	Science - outside faculty office
L13	Ancora - right of AN1 front entrance
L14	DT between front entrance and D1
L15	DT oak suite foyer
L16	PA main entrance by fire panel
L17	Art foyer by fire panel

Residual Risks:
The site is an occupied School. Precautions must be taken by the Contractor, provide suitable guarding/hoardings; to protect pedestrians [pupils/staff] during the construction works.

Considering the age of the buildings and methods of construction the Contractor is to take suitable precautions and consider the potential for encountering ACMs [asbestos containing materials]

ACM Refer to the Refurbishment Asbestos Survey Report produced by WSP reference No.70079253, dated November 2020 for the extent of the areas surveyed for asbestos containing materials [ACMs] and the locations of known ACM's in the areas of proposed works.

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Drawing Reference Notes
Also refer to the following E3Cube drawing[s] for further information as follows:
00676_01 - Site Location Plan
00676_02 - Site Set Up Plan
00676_03 - Key Plan
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00676_05 - Main Block Gnd Area G2 Demo Sht 2
00676_06 - Main Block 1st Area F1 Demo
00676_07 - Main Block Gnd Area G1 Proposed Sht 1
00676_08 - Main Block Gnd Area G2 Proposed Sht 2
00676_09 - Main Block 1st Area F1 Proposed
00676_10 - Art Block Area G3 Demo & Prop
00676_11 - Design Block Area G4 Demo & Prop
00676_12 - Maths Block Area G5 Demo & Prop
00676_13 - Science Block Area G6 Demo & Prop
00676_14 - SEN Block Area G7 Demo & Prop
00676_15 - Main Block Gnd Area G1 Ceiling Sht 1
00676_16 - Main Block Gnd Area G2 Ceiling Sht 2
00676_17 - Main Block Gnd Fire Signage
00676_18 - Main Block 1st Floor Fire Signage
00676_19 - Design Block Area G4 Fire Signage
00676_20 - Science Block Area G6 Fire Signage

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Rev	Date	Revision notes	By	Check

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Purpose of Issue Rev Date Authorised

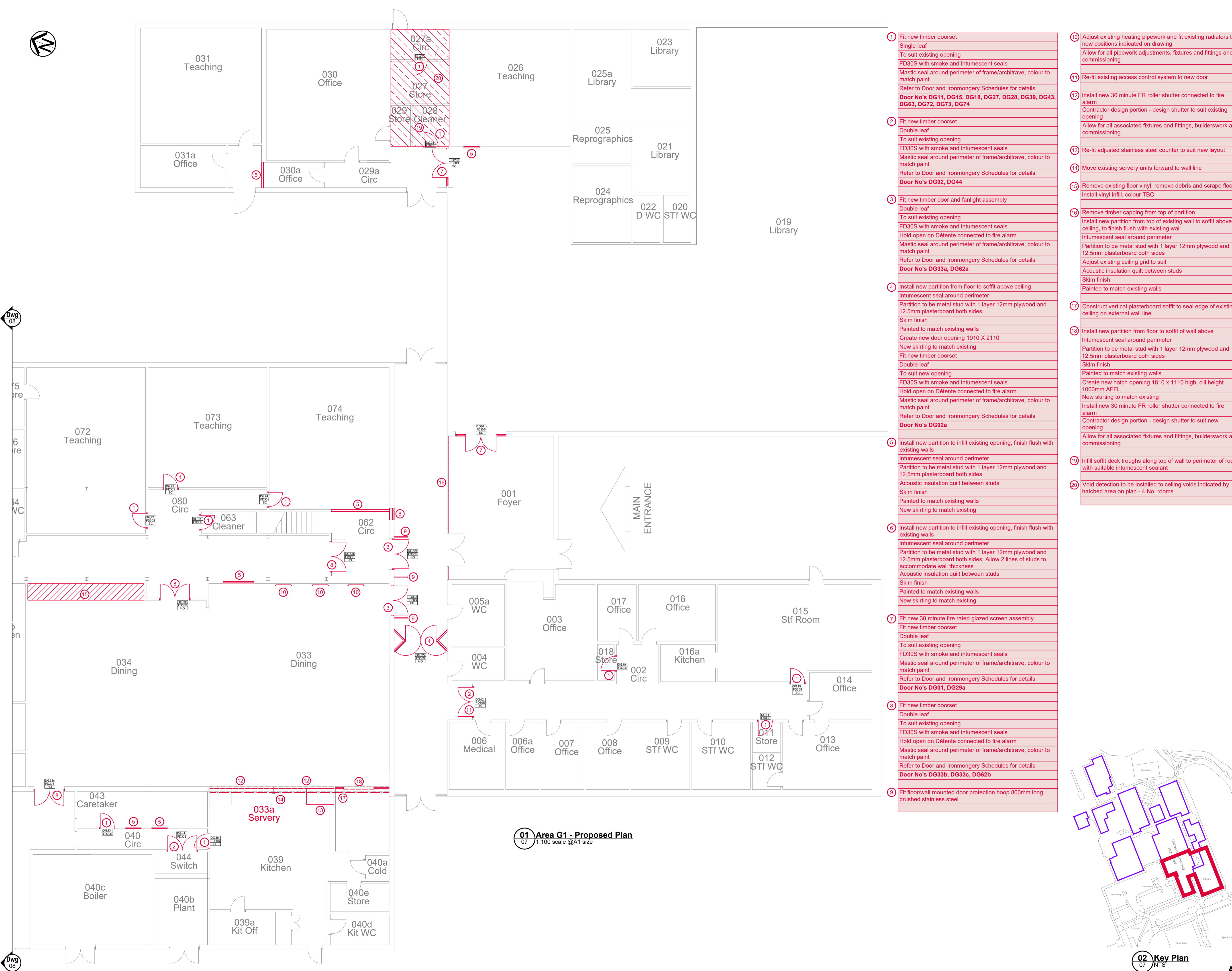
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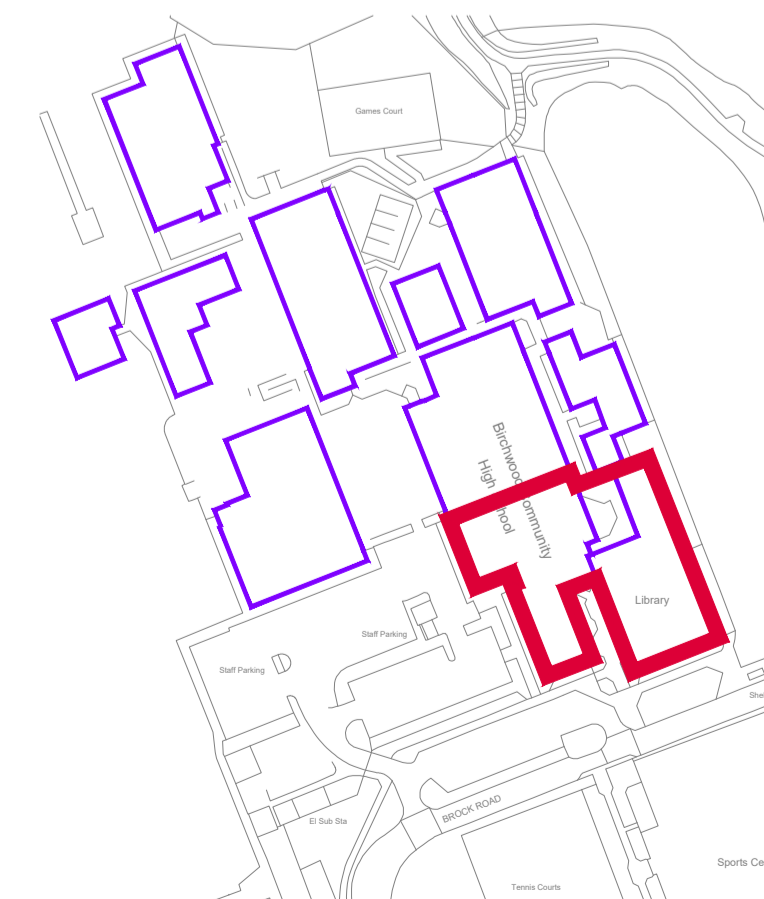
Client: Birchwood Community High School, Warrington WA3 7PT
Drawing Title: Main Block Area G1 Proposed Gnd Floor - Sht 1 of 2

Project Title: Fire Safety Works
Drawn: SJ, Date: 25/01/2021
Checked: EWB, Date: 28/04/2021

DWG No: 00676_07, Scale: 1:100 @A1, Revision: T1



01 Area G1 - Proposed Plan
1:100 scale @A1 size



02 Key Plan
NTS



Residual Risks:
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Precautions must be taken by the Contractor, provide suitable guarding/hoardings; to protect pedestrians [pupils/staff] during the construction works.

Considering the age of the buildings and methods of construction the Contractor is to take suitable precautions and consider the potential for encountering ACMs [asbestos containing materials]

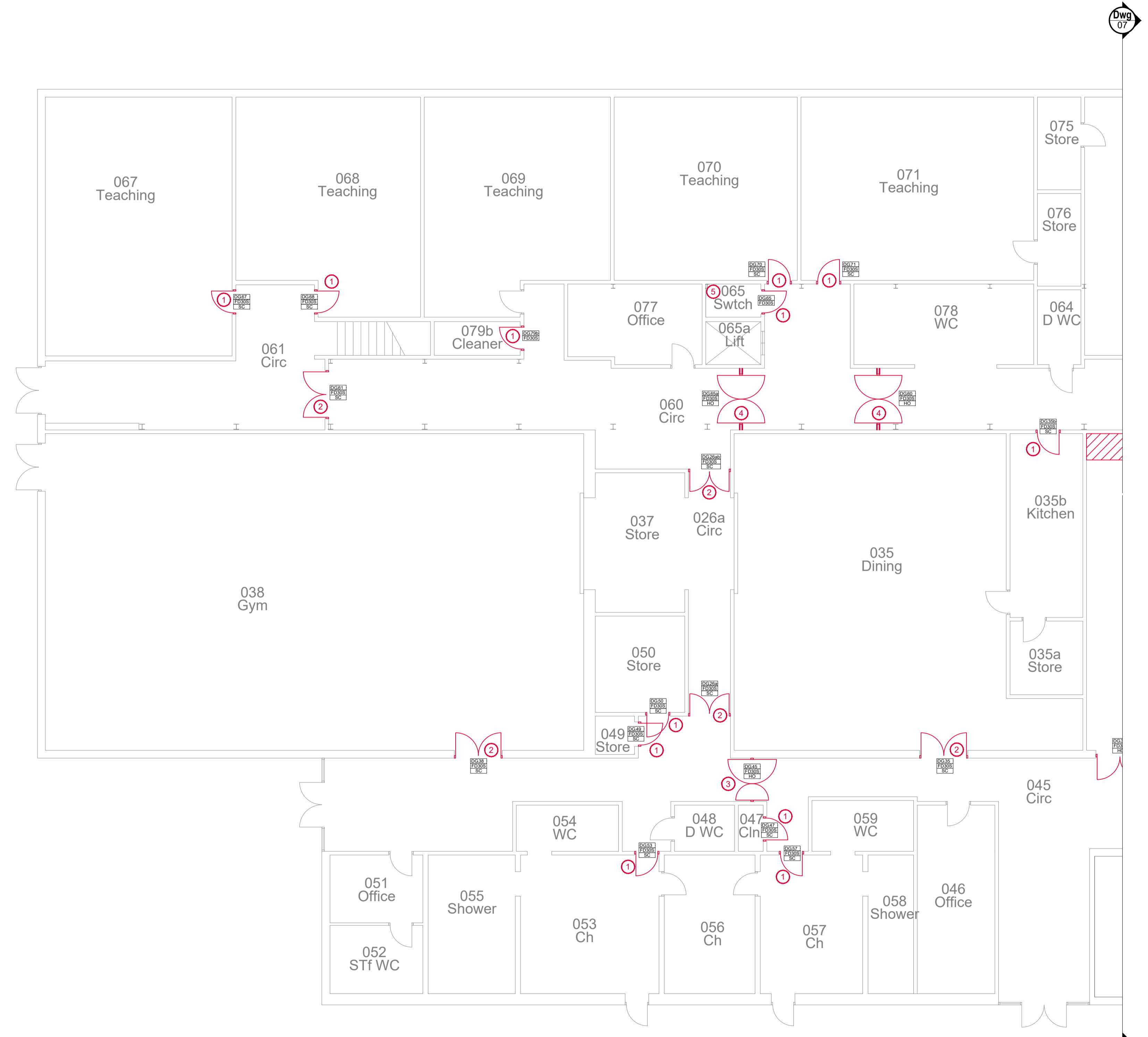
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Drawing Reference Notes

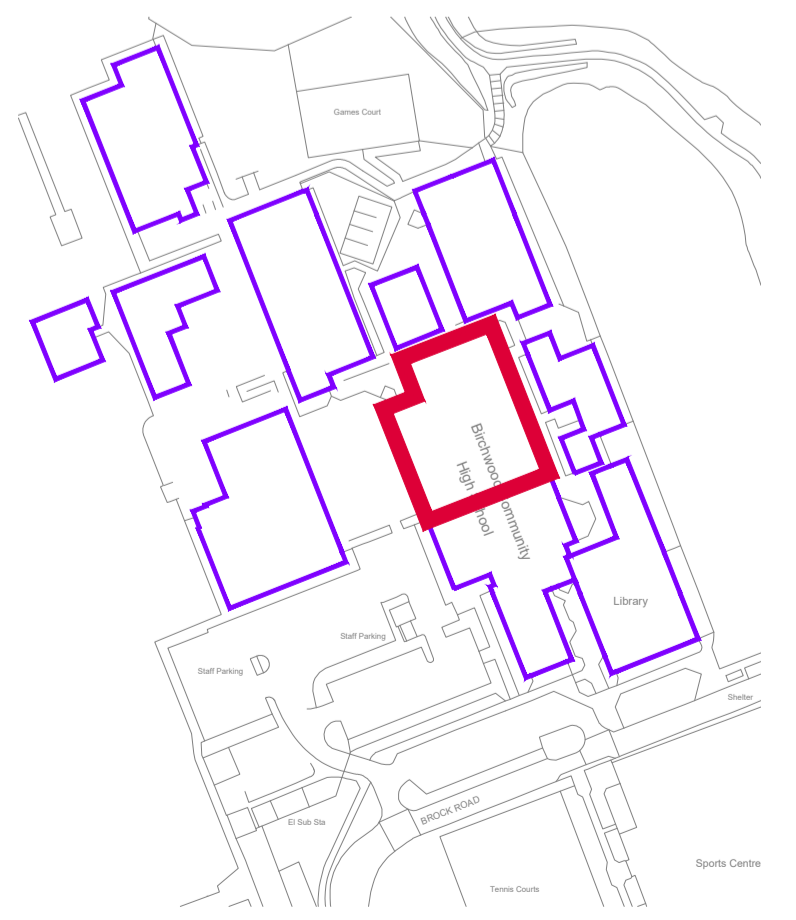
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 00676_20 - Science Block Area G6 Fire Signage

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- 1** Fit new timber doorset
Single leaf
To suit existing opening
FD30S with smoke and intumescent seals
Mastic seal around perimeter of frame/architrave, colour to match paint
Refer to Door and Ironmongery Schedules for details
Door No's DG35b, DG47, DG49, DG50, DG53, DG57, DG65, DG67, DG68, DG70, DG71, DG79b
- 2** Fit new timber doorset
Double leaf
To suit existing opening
FD30S with smoke and intumescent seals
Mastic seal around perimeter of frame/architrave, colour to match paint
Refer to Door and Ironmongery Schedules for details
Door No's DG26a, DG26ab, DG35, DG38, DG61
- 3** Fit new timber doorset
Double leaf
To suit new opening
FD30S with smoke and intumescent seals
Hold open on Détente connected to fire alarm
Mastic seal around perimeter of frame/architrave, colour to match paint
Refer to Door and Ironmongery Schedules for details
Door No's DG45
- 4** Install new partition from floor to soffit above ceiling
Intumescent seal around perimeter
Partition to be metal stud with 1 layer 12mm plywood and 12.5mm plasterboard both sides
Skim finish
Painted to match existing walls
Create new door opening 1910 X 2110
New skirting to match existing
Fit new timber doorset
Double leaf
To suit existing opening
FD30S with smoke and intumescent seals
Hold open on Détente connected to fire alarm
Mastic seal around perimeter of frame/architrave, colour to match paint
Refer to Door and Ironmongery Schedules for details
Door No's DG60, DG65a
- 5** Fire stop 7 No. pipe penetrations and 1 No. cable hole

01 Area G2 - Proposed Plan
08 1:100 scale @A1 size



02 Key Plan
08 NTS

Rev	Date	Revision notes	By	Check

Issued for Tender	T1	30/04/21	EWB
Purpose of Issue	Rev	Date	Authorised

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Client Birchwood Community High School Warrington WA3 7PT	Drawing Title Main Block Area G2 Proposed Gnd Floor - Sht 2 of 2	
Project Title Fire Safety Works	Drawn SJ	Date 25/01/2021
	Checked EWB	Date 28/04/2021

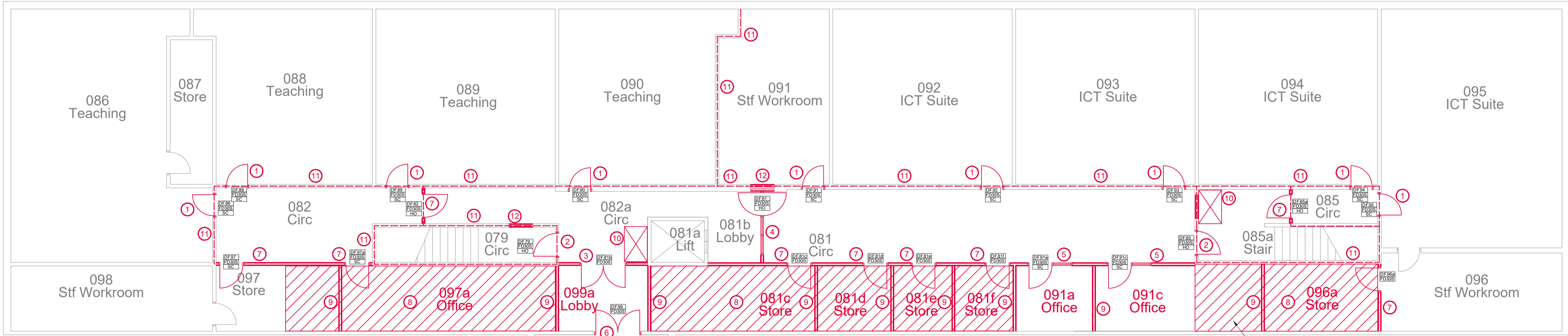


- 1 Fit new timber doorset
Single leaf
To suit existing opening
FD30S with smoke and intumescent seals
Mastic seal around perimeter of frame/architrave, colour to match paint
Refer to Door and Ironmongery Schedules for details
Door No's DF34a, DF86, DF88, DF89, DF90, DF91, DF92, DF93, DF94, DF95
- 2 Fit new timber doorset
Single leaf
To suit existing opening
FD30S with smoke and intumescent seals
Hold open on Détente connected to fire alarm
Mastic seal around perimeter of frame/architrave, colour to match paint
Refer to Door and Ironmongery Schedules for details
Door No's DF79, DF85
- 3 Install new partition from floor to soffit
Intumescent seal around perimeter
Partition to be metal stud with 1 layer 12mm plywood and 12.5mm plasterboard both sides
Skim finish
Painted to match existing walls
Create new door opening 1810x2100
New skirting to match existing
Fit new timber doorset
Double leaf
To suit new opening
FD30S with smoke and intumescent seals
Mastic seal around perimeter of frame/architrave, colour to match paint
Refer to Door and Ironmongery Schedules for details
Door No's DF81b

- 4 Install new partition from floor to soffit
Intumescent seal around perimeter
Partition to be metal stud with 1 layer 12mm plywood and 12.5mm plasterboard both sides
Skim finish
Painted to match existing walls
Create new door opening 2750 x 2400
New skirting to match existing
Fit new 30 minute fire rated glazed screen assembly
Fit new timber doorset
Single leaf
To suit new opening
FD30S with smoke and intumescent seals
Mastic seal around perimeter of frame/architrave, colour to match paint
Refer to Door and Ironmongery Schedules for details
Door No's DF81
- 5 Install new partition from floor to soffit
Intumescent seal around perimeter
Partition to be metal stud with 1 layer 12mm plywood and 12.5mm plasterboard both sides
Skim finish
Painted to match existing walls
Create new opening overall 1810 x 2100, 1010 wide door opening, 800 wide screen opening with cill at 1000mm AFFL
New skirting to match existing
Fit new 30 minute fire rated glazed screen assembly
Fit new timber doorset
Single leaf
To suit new opening
FD30S with smoke and intumescent seals
Mastic seal around perimeter of frame/architrave, colour to match paint
Refer to Door and Ironmongery Schedules for details

- Door No's DF91a, DG91c**
- 6 Fit new timber doorset
Double leaf
To suit existing opening
FD30S with smoke and intumescent seals
Mastic seal around perimeter of frame/architrave, colour to match paint
Refer to Door and Ironmongery Schedules for details
Door No's DF99
- 7 Install new partition from floor to soffit
Intumescent seal around perimeter
Partition to be metal stud with 1 layer 12mm plywood and 12.5mm plasterboard both sides
Acoustic insulation quilt between studs
Skim finish
Painted to match existing walls
Create new door opening 1010 x 2100
New skirting to match existing
Fit new timber doorset
Single leaf
To suit new opening
FD30S with smoke and intumescent seals
Mastic seal around perimeter of frame/architrave, colour to match paint
Refer to Door and Ironmongery Schedules for details
Door No's DF81c, DF81d, DF81e, DF81f, DF82, DF85a, DF96a, DF97, DF97a
- 8 Contractor Design Portion - Acoustic timber floor to infill voids between floors
Install timber floor joists on top of existing floor beams, fix as appropriate and to a suitable level to allow new floor to finish flush with existing
Double up joists below line of new partitions

- Line underside of floor joists with plywood and fill floor void with acoustic quilt insulation
Install 18mm T&G plywood floor deck to joists
Include new vinyl floor finish and painted timber skirting
- 9 Install new partition from floor to soffit
Intumescent seal around perimeter
Partition to be metal stud with 1 layer 12mm plywood and 12.5mm plasterboard both sides
Acoustic insulation quilt between studs
Skim finish
Painted to match existing walls
New gloss painted timber skirting
- 10 Install disabled refuge communication system and signage
Supply and fit wall mounted evacuation chair and allow for staff training. Chair location TBC
- 11 Infill soffit deck troughs along top of wall to perimeter of room with suitable intumescent sealant - Marked with a dashed line on drawing
- 12 Install new partition to infill existing opening, finish flush with existing walls
Intumescent seal around perimeter
Partition to be metal stud with 1 layer 12mm plywood and 12.5mm plasterboard both sides
Acoustic insulation quilt between studs
Skim finish
Painted to match existing walls
New gloss painted timber skirting
Include for two rows of studs as necessary to suit existing wall thickness



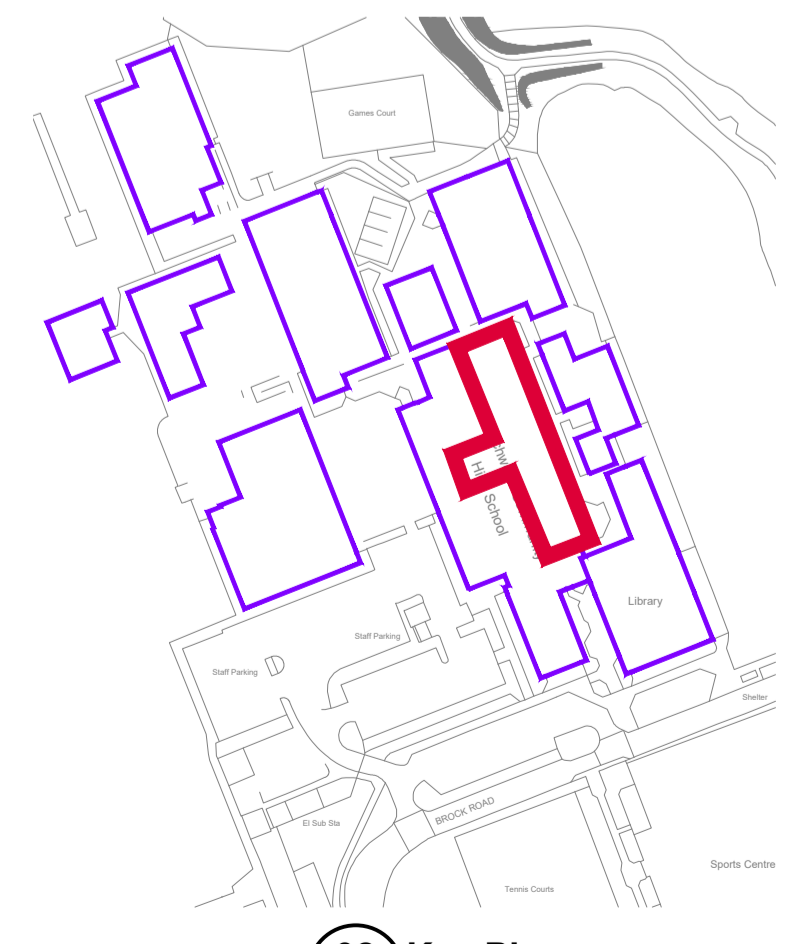
Hatching indicates infill floor

01 Area F1 - Proposed Plan
1:100 scale @A1 size

Dashed line indicates fire sealant required to soffit deck troughs along top of wall



First Floor of Dining Room



02 Key Plan
NTS

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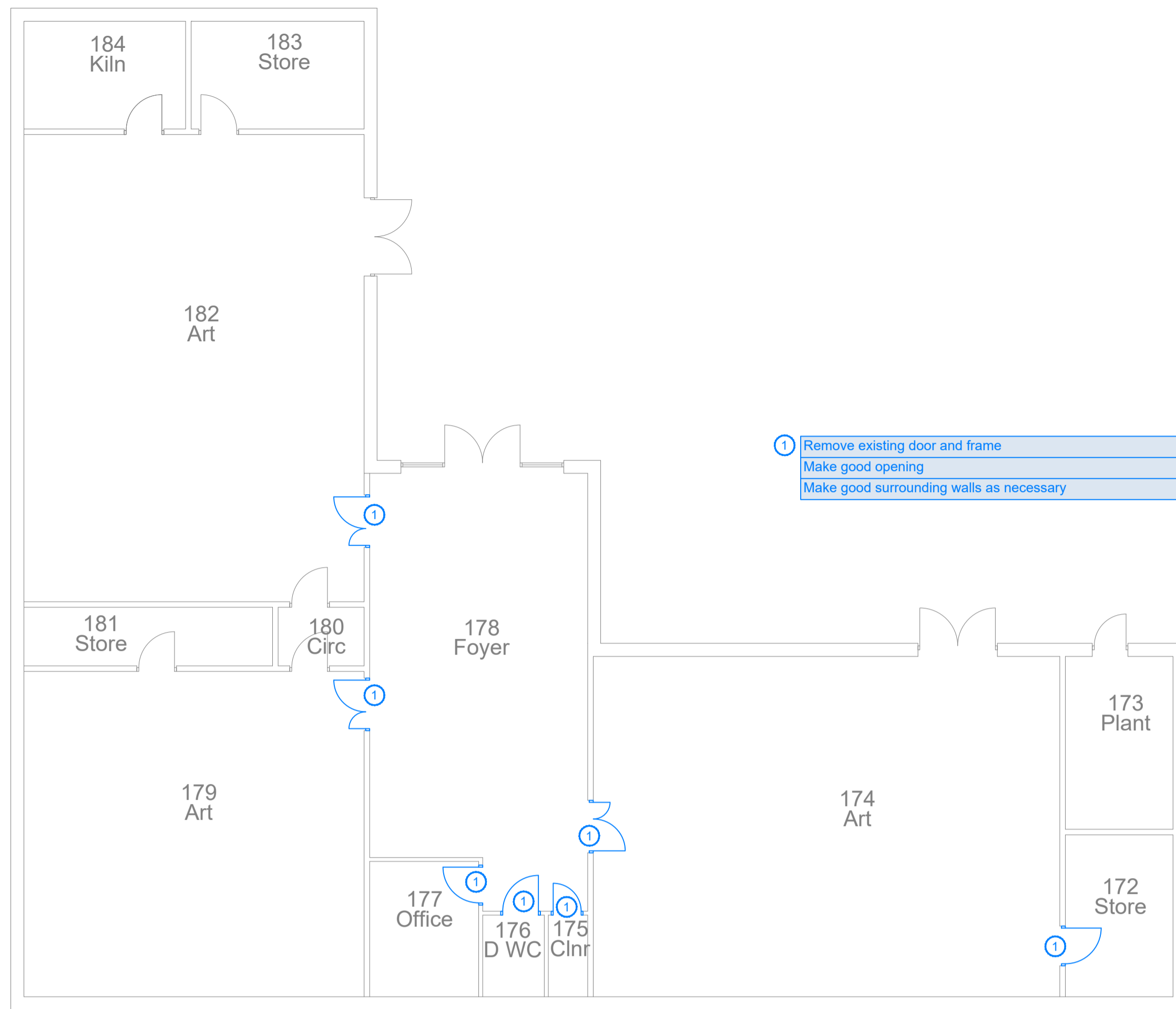
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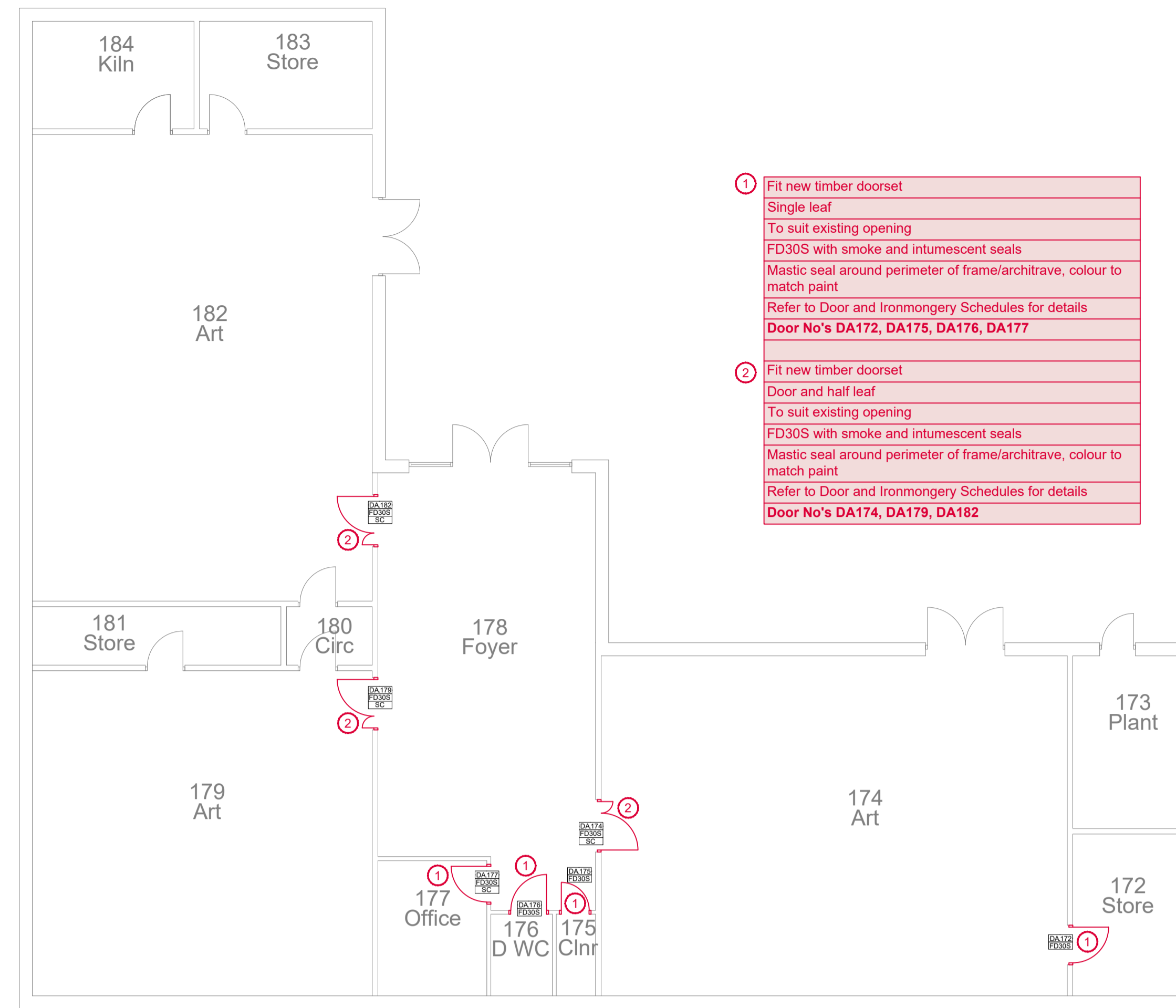
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Tel: 03333 058 291
www.e3cube.co.uk

Client Birchwood Community High School Warrington WA3 7PT	Drawing Title Main Block Area F1 Proposed First Floor
---	--

Project Title Fire Safety Works	Drawn SJ	Date 25/01/2021
	Checked EWB	Date 28/04/2021

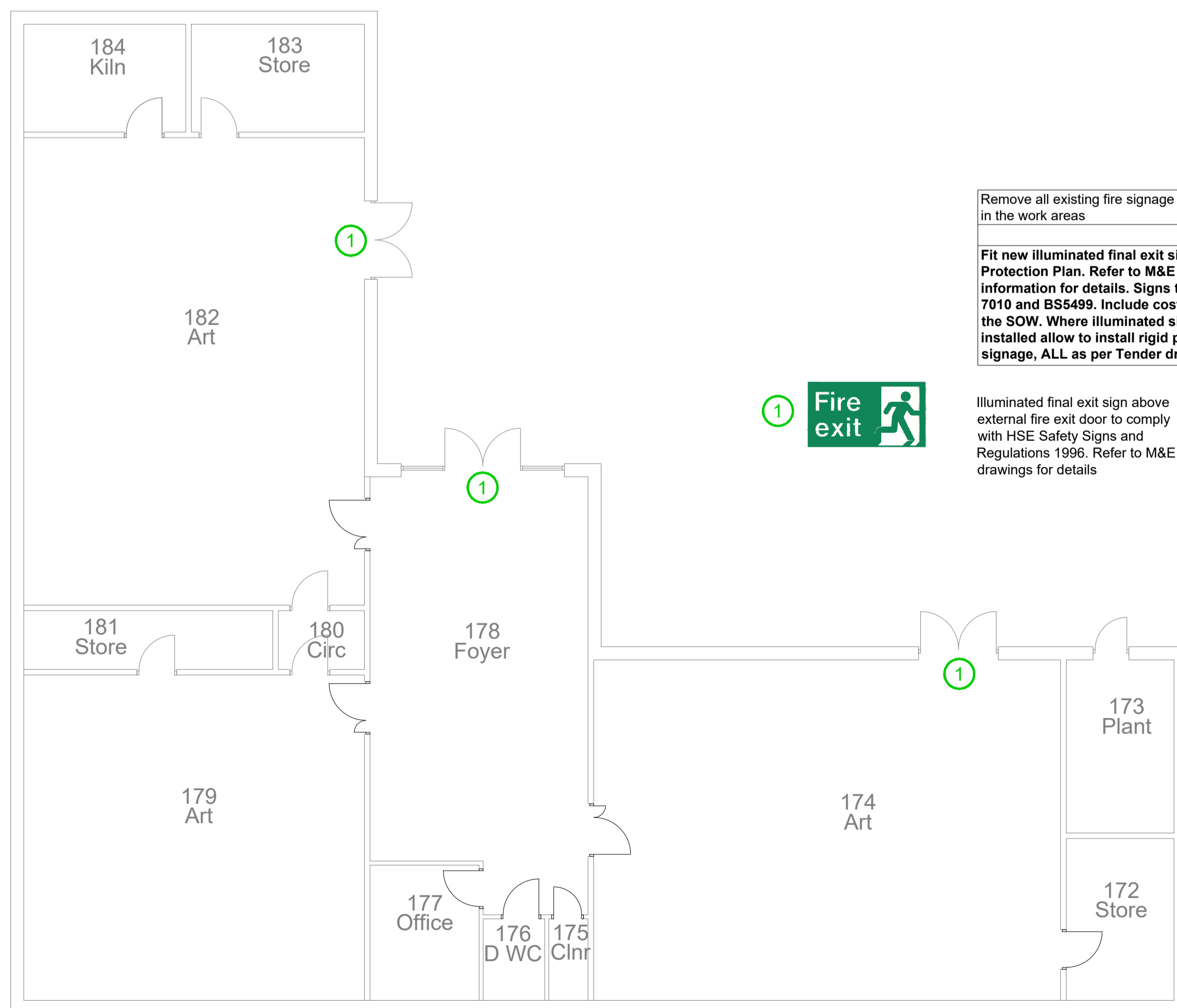


01 Area G3 - Demo/Strip Out Plan
10 1:100 scale @A1 size



02 Area G3 - Proposed Plan
10 1:100 scale @A1 size

- 1 Fit new timber doorset
Single leaf
To suit existing opening
FD30S with smoke and intumescent seals
Mastic seal around perimeter of frame/architrave, colour to match paint
Refer to Door and Ironmongery Schedules for details
Door No's DA172, DA175, DA176, DA177
- 2 Fit new timber doorset
Door and half leaf
To suit existing opening
FD30S with smoke and intumescent seals
Mastic seal around perimeter of frame/architrave, colour to match paint
Refer to Door and Ironmongery Schedules for details
Door No's DA174, DA179, DA182



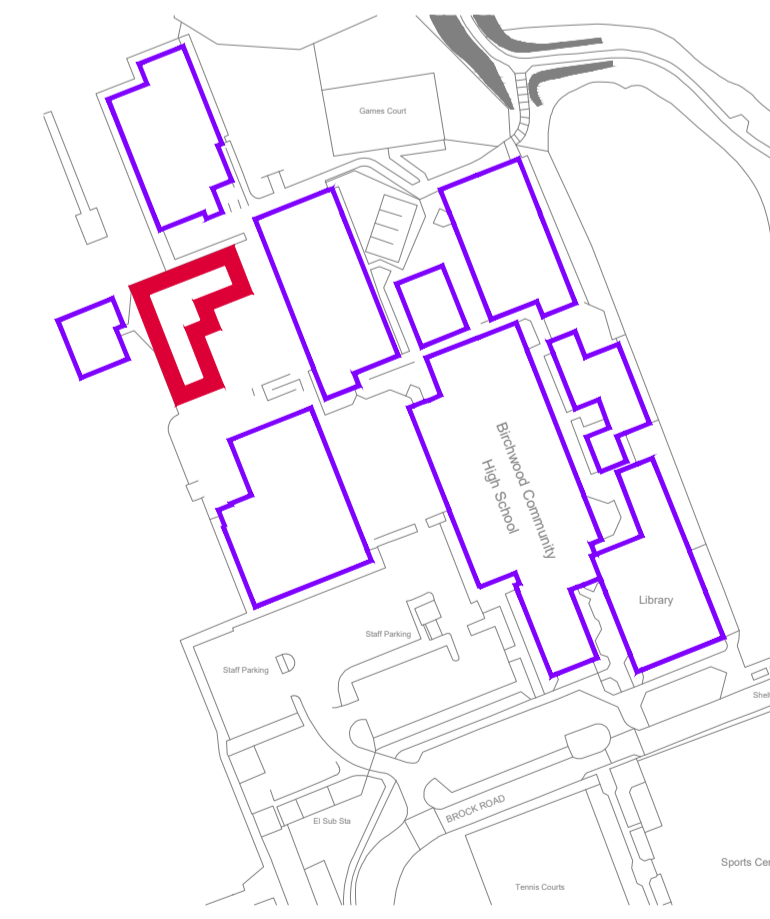
03 Area G3 - Fire Signage
10 1:100 scale @A1 size

Remove all existing fire signage from the buildings included in the work areas

Fit new illuminated final exit signs as indicated on Fire Protection Plan. Refer to M&E Engineers design information for details. Signs to comply with BS EN ISO 7010 and BS5499. Include costs in Electrical section of the SOW. Where illuminated signage is not to be installed allow to install rigid plastic photoluminescent signage, ALL as per Tender drawings.



Illuminated final exit sign above external fire exit door to comply with HSE Safety Signs and Regulations 1996. Refer to M&E drawings for details



04 Key Plan
10 NTS

NOTE:
EXISTING DOORS ARE TIMBER LEAF AND METAL FRAME. CONTRACTOR TO ALLOW COSTS AND TIME ASSOCIATED WITH REMOVAL, MAKING GOOD AND DISPOSAL OF METAL FRAMES

Residual Risks:
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00676_20 - Science Block Area G6 Fire Signage

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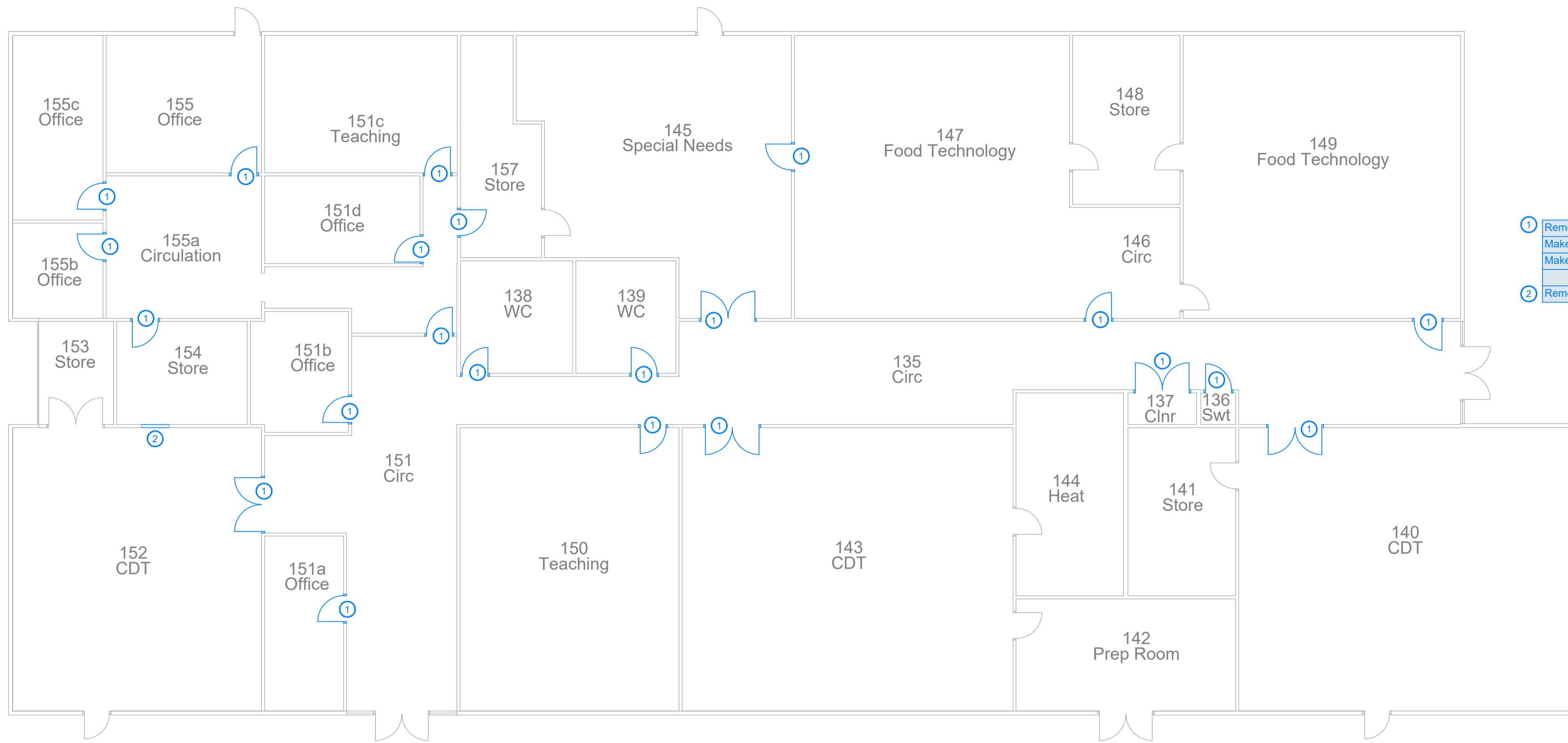
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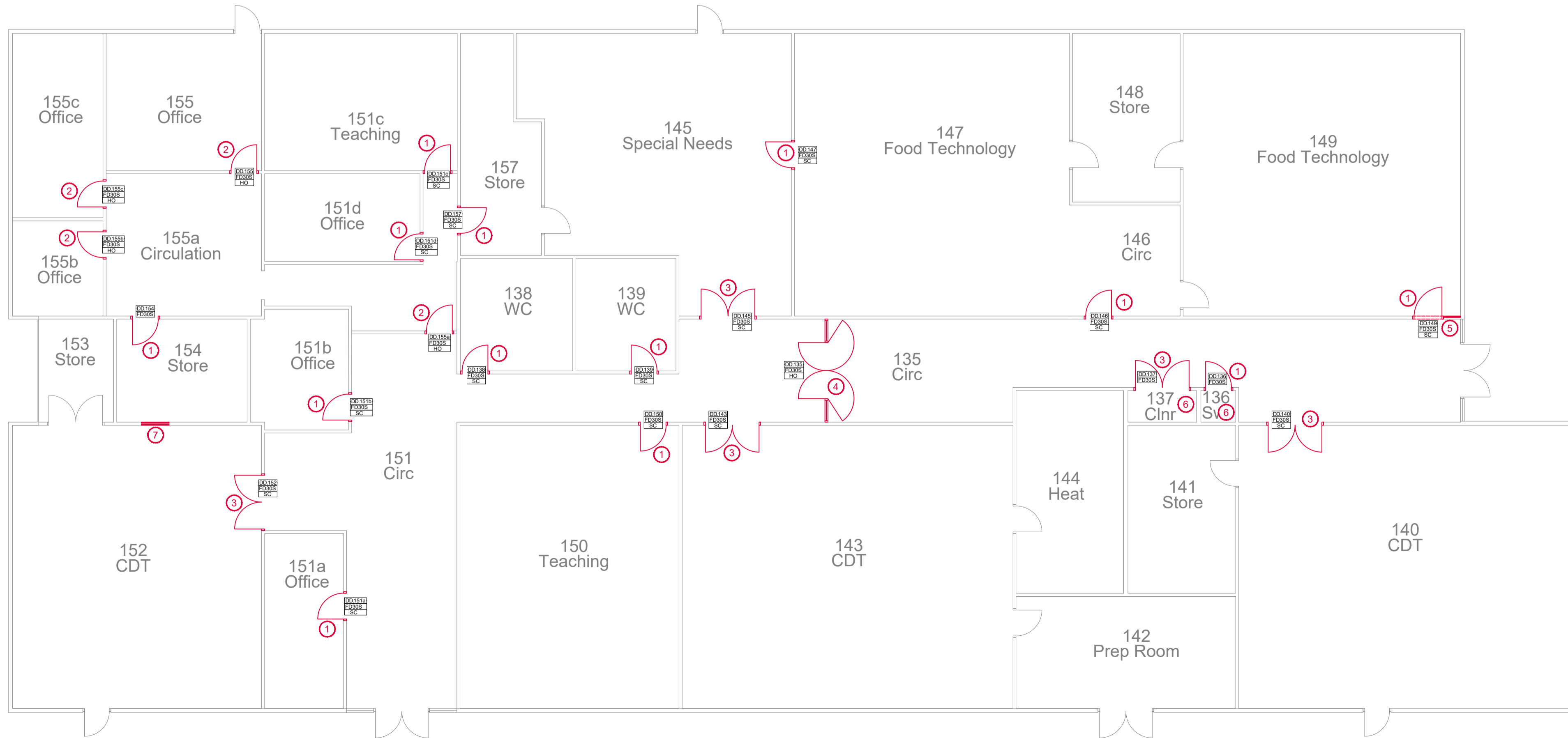
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Client Birchwood Community High School Warrington WA3 7PT	Drawing Title Art Block Area G3 Demo and Proposed
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Project Title Fire Safety Works	Drawn SJ	Date 25/01/2021
	Checked EWB	Date 28/04/2021



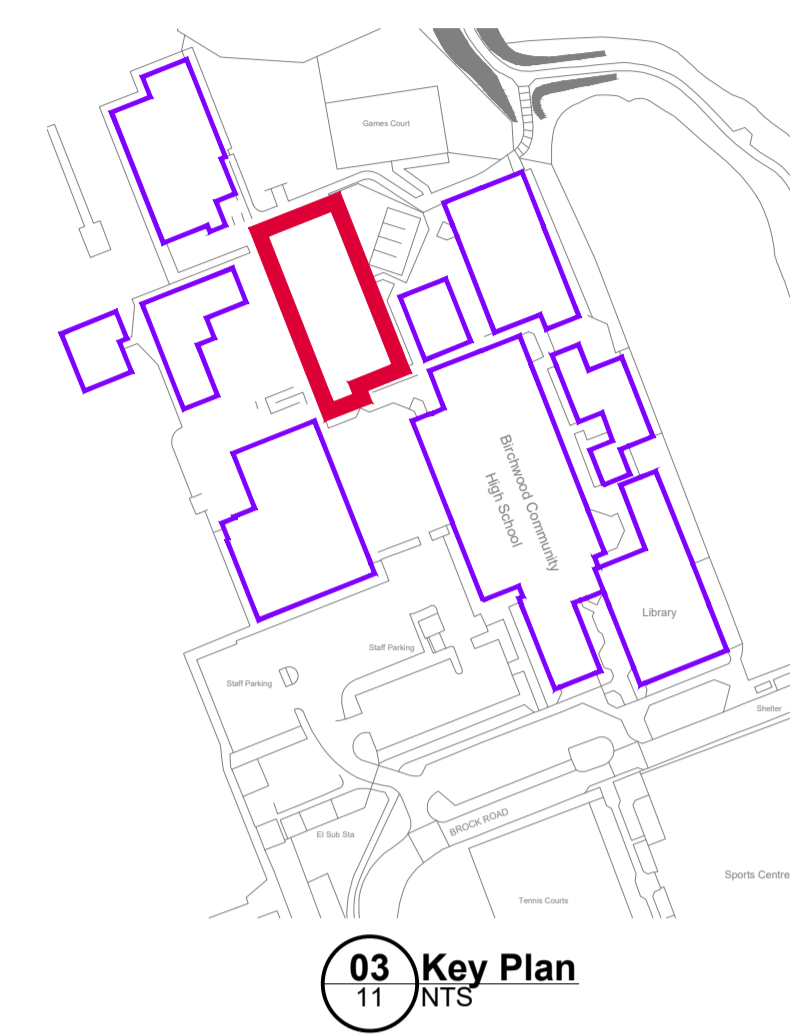
01 Area G4 - Demo/Strip Out Plan
1:100 scale @A1 size



02 Area G4 - Proposed Plan
1:100 scale @A1 size

NOTE:
EXISTING DOORS ARE TIMBER LEAF AND METAL FRAME. CONTRACTOR TO ALLOW COSTS AND TIME ASSOCIATED WITH REMOVAL, MAKING GOOD AND DISPOSAL OF METAL FRAMES

- ① Remove existing door and frame
Make good opening
Make good surrounding walls as necessary
- ② Remove existing door infill frame and boarding



03 Key Plan
NTS

- ① Fit new timber doorset
Single leaf
To suit existing opening
FD30S with smoke and intumescent seals
Mastic seal around perimeter of frame/architrave, colour to match paint
Refer to Door and Ironmongery Schedules for details
Door No's DD136, DD138, DD139, DD146, DD147, DD149, DD150, DD151a, DD151b, DD151c, DD151d, DD154, DD157
- ② Fit new timber doorset
Single leaf
To suit existing opening
FD30S with smoke and intumescent seals
Hold open on Détente connected to fire alarm
Mastic seal around perimeter of frame/architrave, colour to match paint
Refer to Door and Ironmongery Schedules for details
Door No's DD155, DD155a, DD155b, DD155c
- ③ Fit new timber doorset
Double leaf
To suit existing opening
FD30S with smoke and intumescent seals
Mastic seal around perimeter of frame/architrave, colour to match paint
Refer to Door and Ironmongery Schedules for details
Door No's DD137, DD140, DD143, DD145, DD152
- ④ Install new partition from 2100mm AFFL to soffit above ceiling
Intumescent seal around perimeter
Partition to be metal stud with 1 layer 12mm plywood and 12.5mm plasterboard both sides
Skim finish
Painted to match existing walls
Fit new 30 minute fire rated glazed screen assembly
Fit new timber doorset
Double leaf
FD30S with smoke and intumescent seals
Hold open on Détente connected to fire alarm
Mastic seal around perimeter of frame/architrave, colour to match paint
Refer to Door and Ironmongery Schedules for details
Door No's DD135
- ⑤ Install new partition from floor to soffit
Intumescent seal around perimeter
Partition to be metal stud with 1 layer 12mm plywood and 12.5mm plasterboard one side
Skim finish
Painted to match existing walls
New skirting to match existing
- ⑥ Infill soffit deck troughs along top of wall to perimeter of room with suitable intumescent sealant
- ⑦ Install new partition to infill existing opening, finish flush with existing walls
Partition to be metal stud with 1 layer 12mm plywood and 12.5mm plasterboard both sides
Acoustic insulation quilt between studs
Skim finish
Painted to match existing walls
New skirting to match existing

Residual Risks:
The site is an occupied School. Precautions must be taken by the Contractor, provide suitable guarding/hoardings; to protect pedestrians [pupils/staff] during the construction works.

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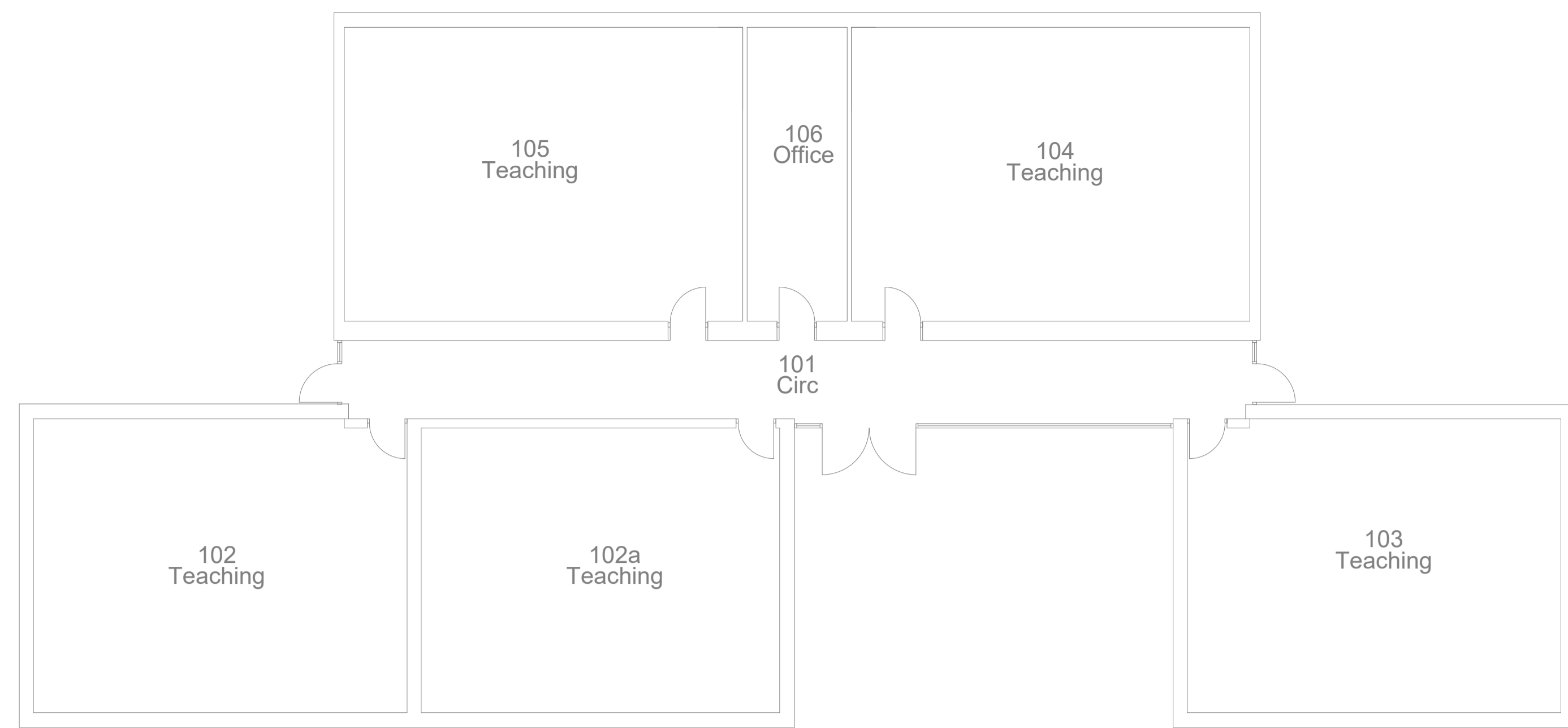
Rev	Date	Revision notes	By	Check

Issued for Tender T1 30/04/21 EWB
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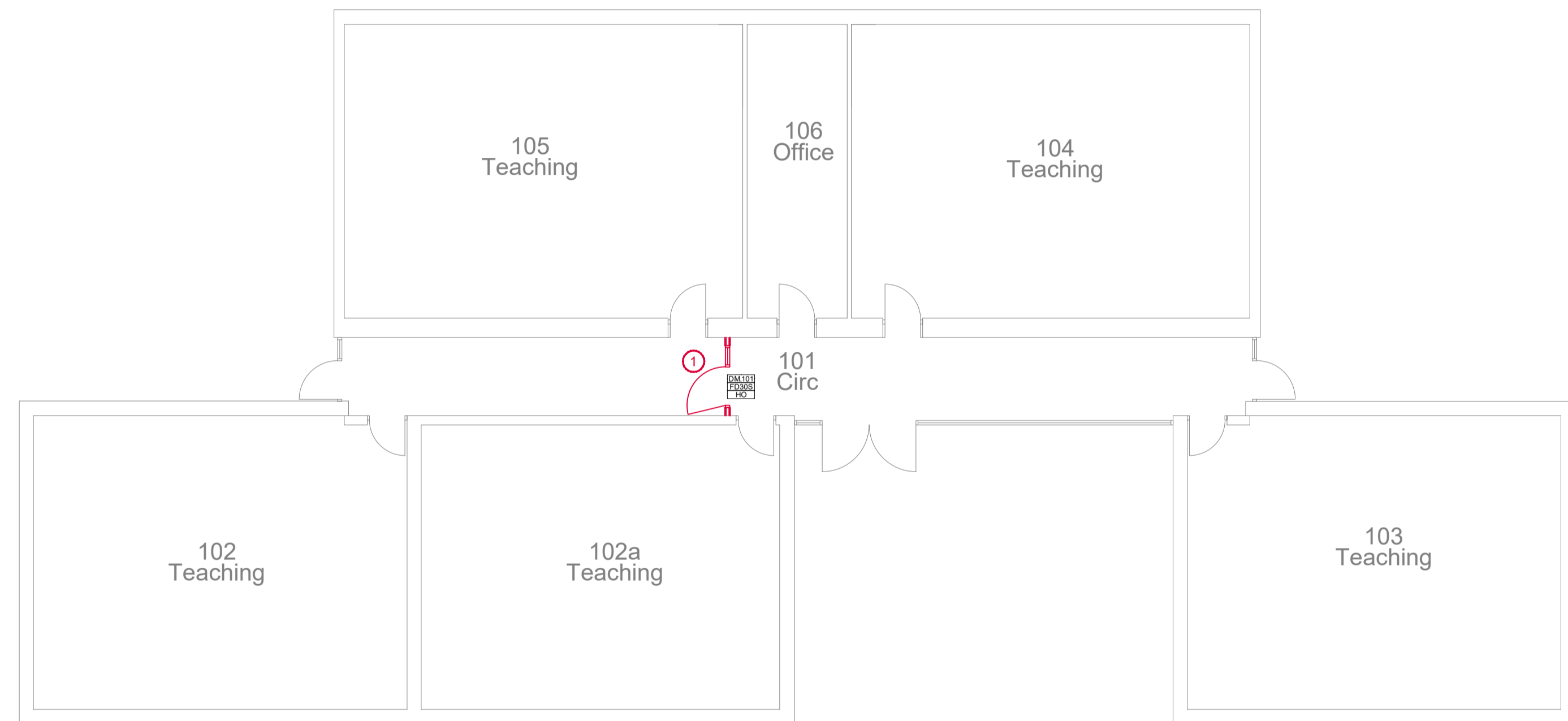
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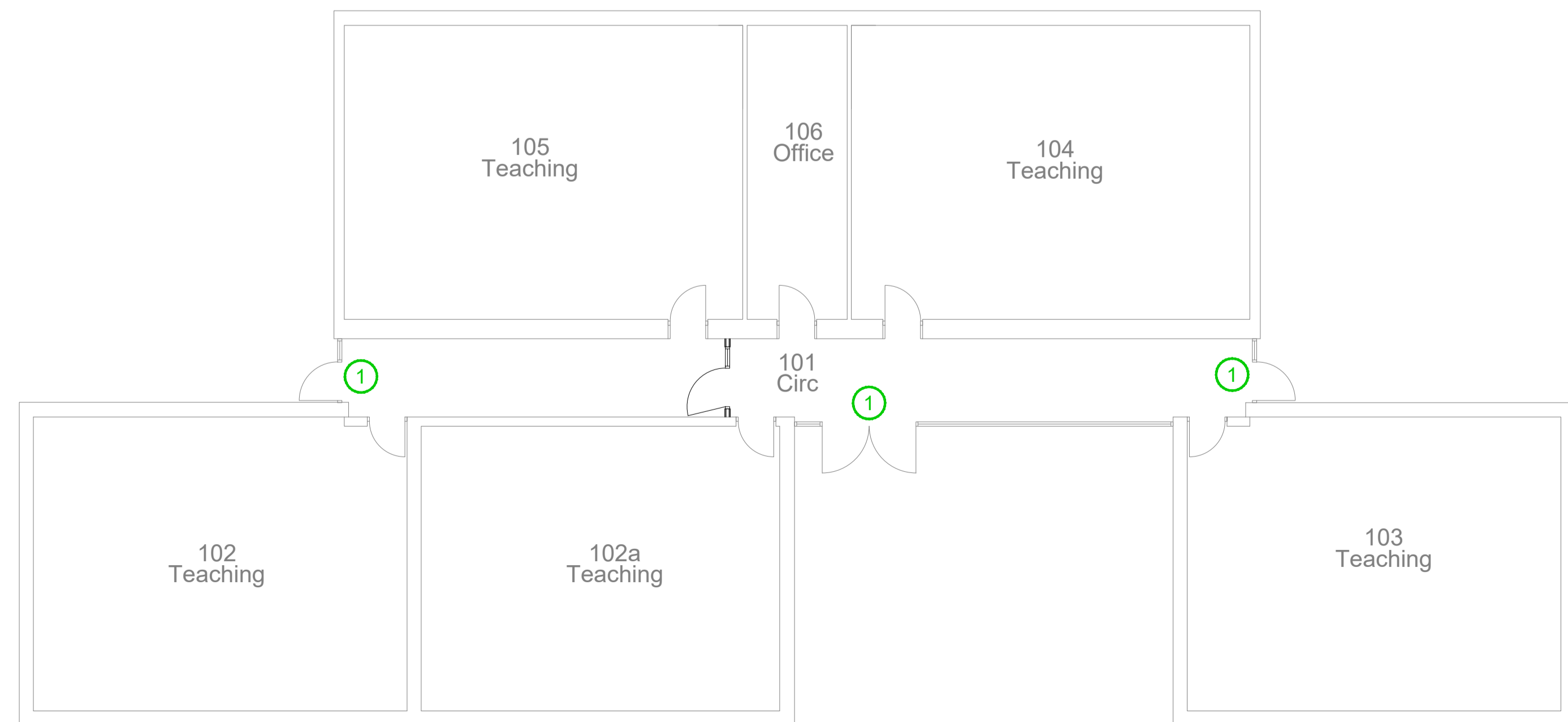
Client Birchwood Community High School Warrington WA3 7PT	Drawing Title Design Block Area G4 Demo and Proposed
Project Title Fire Safety Works	Drawn SJ
	Date 25/01/2021
	Checked EWB
	Date 28/04/2021



01 Area G5 - Existing Plan
1:100 scale @A1 size



02 Area G5 - Proposed Plan
1:100 scale @A1 size



03 Area G5 - Fire Signage
1:100 scale @A1 size

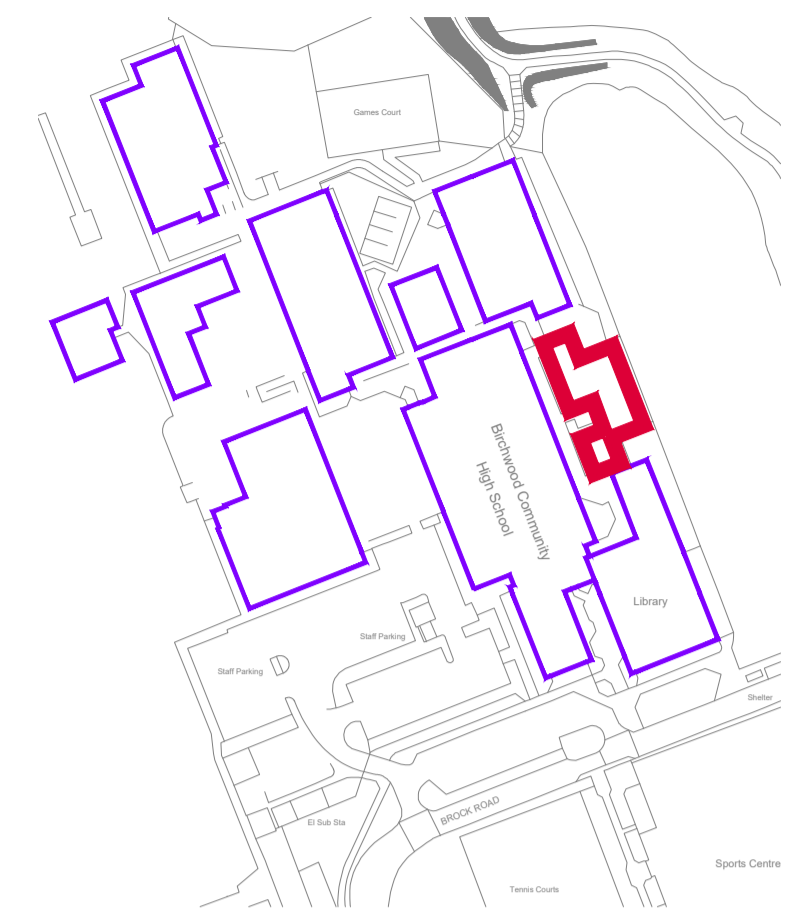
- 1 Install new partition from floor to soffit
- Intumescent seal around perimeter
- Partition to be metal stud with 1 layer 12mm plywood and 12.5mm plasterboard both sides
- Skim finish
- Painted to match existing walls
- Create new door opening 1510 X 2110
- New skirting to match existing
- Fit new 30 minute fire rated glazed screen assembly
- Fit new timber doorset
- Single leaf
- To suit new opening
- FD30S with smoke and intumescent seals
- Hold open on Détente connected to fire alarm
- Mastic seal around perimeter of frame/architrave, colour to match paint
- Refer to Door and Ironmongery Schedules for details
- Door No's **DM101**



Illuminated final exit sign above external fire exit door to comply with HSE Safety Signs and Regulations 1996. Refer to M&E drawings for details

Remove all existing fire signage from the buildings included in the work areas

Fit new illuminated final exit signs as indicated on Fire Protection Plan. Refer to M&E Engineers design information for details. Signs to comply with BS EN ISO 7010 and BS5499. Include costs in Electrical section of the SOW. Where illuminated signage is not to be installed allow to install rigid plastic photoluminescent signage, ALL as per Tender drawings.



04 Key Plan
1:100 scale @A1 size

Residual Risks:
The site is an occupied School. Precautions must be taken by the Contractor, provide suitable guarding/hoardings; to protect pedestrians [pupils/staff] during the construction works.

Considering the age of the buildings and methods of construction the Contractor is to take suitable precautions and consider the potential for encountering ACMs [asbestos containing materials]

ACM Refer to the Refurbishment Asbestos Survey Report produced by WSP reference No.70079253, dated November 2020 for the extent of the areas surveyed for asbestos containing materials [ACMs] and the locations of known ACM's in the areas of proposed works.

NOTE: THE CONTRACTOR MUST NOT RELY SOLELY ON THE ACCURACY OF THE ASBESTOS INFORMATION PROVIDED IN THE TENDER SPECIFICATION. THE INFORMATION IS INCLUDED TO PROVIDE A REPRESENTATIVE OVERVIEW OF THE ASBESTOS CONTAINING MATERIALS LIKELY TO BE ENCOUNTERED IN THE WORK AREAS. ASBESTOS NOT CURRENTLY IDENTIFIED MAY BE ENCOUNTERED DURING THE WORKS.

Drawing Reference Notes
Also refer to the following E3Cube drawing[s] for further information as follows:

- 00676_01 - Site Location Plan
- 00676_02 - Site Set Up Plan
- 00676_03 - Key Plan
- 00676_04 - Main Block Gnd Area G1 Demo Sht 1
- 00676_05 - Main Block Gnd Area G2 Demo Sht 2
- 00676_06 - Main Block 1st Area F1 Demo
- 00676_07 - Main Block Gnd Area G1 Proposed Sht 1
- 00676_08 - Main Block Gnd Area G2 Proposed Sht 2
- 00676_09 - Main Block 1st Area F1 Proposed
- 00676_10 - Art Block Area G3 Demo & Prop
- 00676_11 - Design Block Area G4 Demo & Prop
- 00676_12 - Maths Block Area G5 Demo & Prop
- 00676_13 - Science Block Area G6 Demo & Prop
- 00676_14 - SEN Block Area G7 Demo & Prop
- 00676_15 - Main Block Gnd Area G1 Ceiling Sht 1
- 00676_16 - Main Block Gnd Area G2 Ceiling Sht 2
- 00676_17 - Main Block Gnd Fire Signage
- 00676_18 - Main Block 1st Floor Fire Signage
- 00676_19 - Design Block Area G4 Fire Signage
- 00676_20 - Science Block Area G6 Fire Signage

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Rev	Date	Revision notes	By	Check

Issued for Tender	T1	30/04/21	EWB
Purpose of Issue	Rev	Date	Authorised

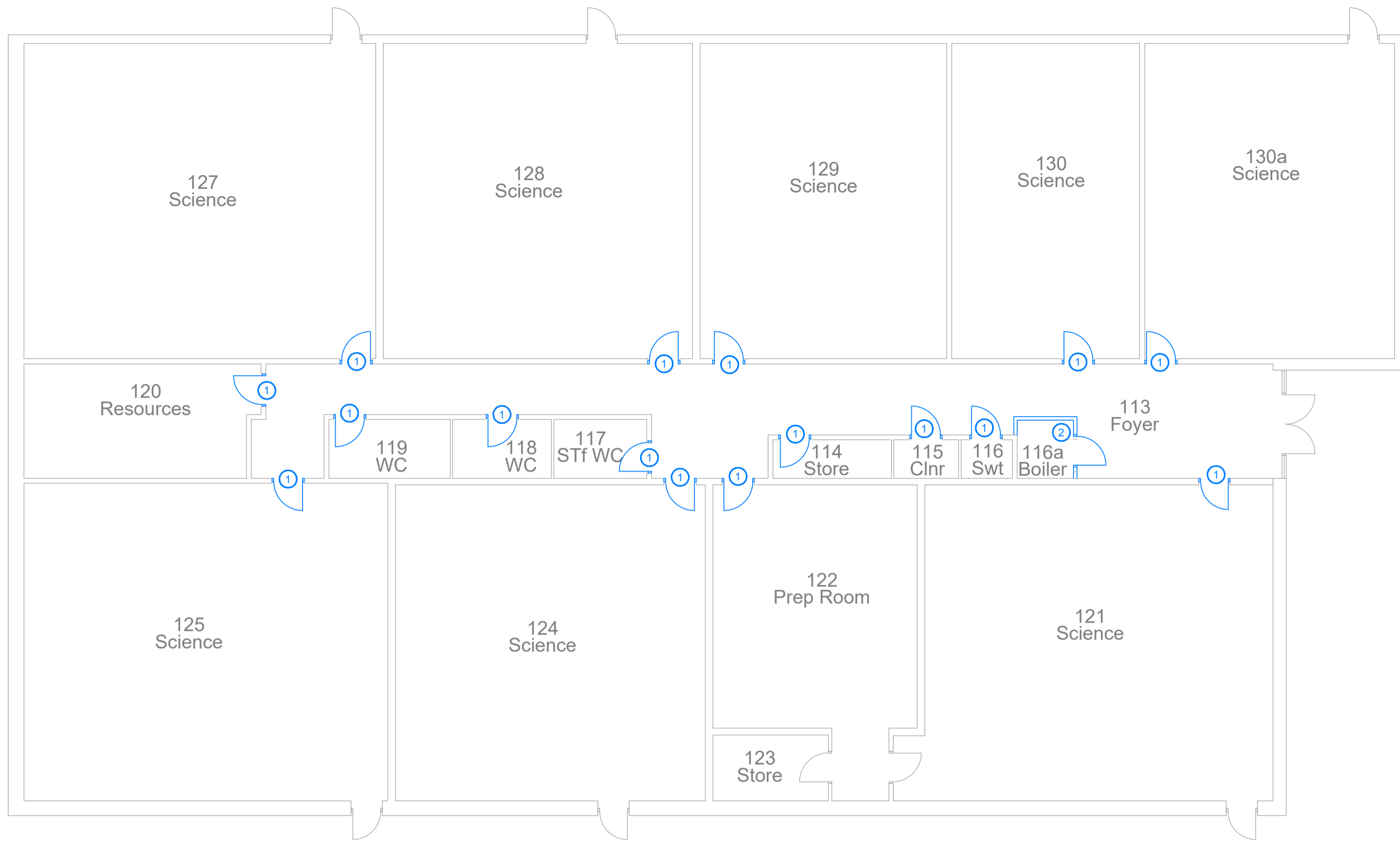
TENDER ISSUE



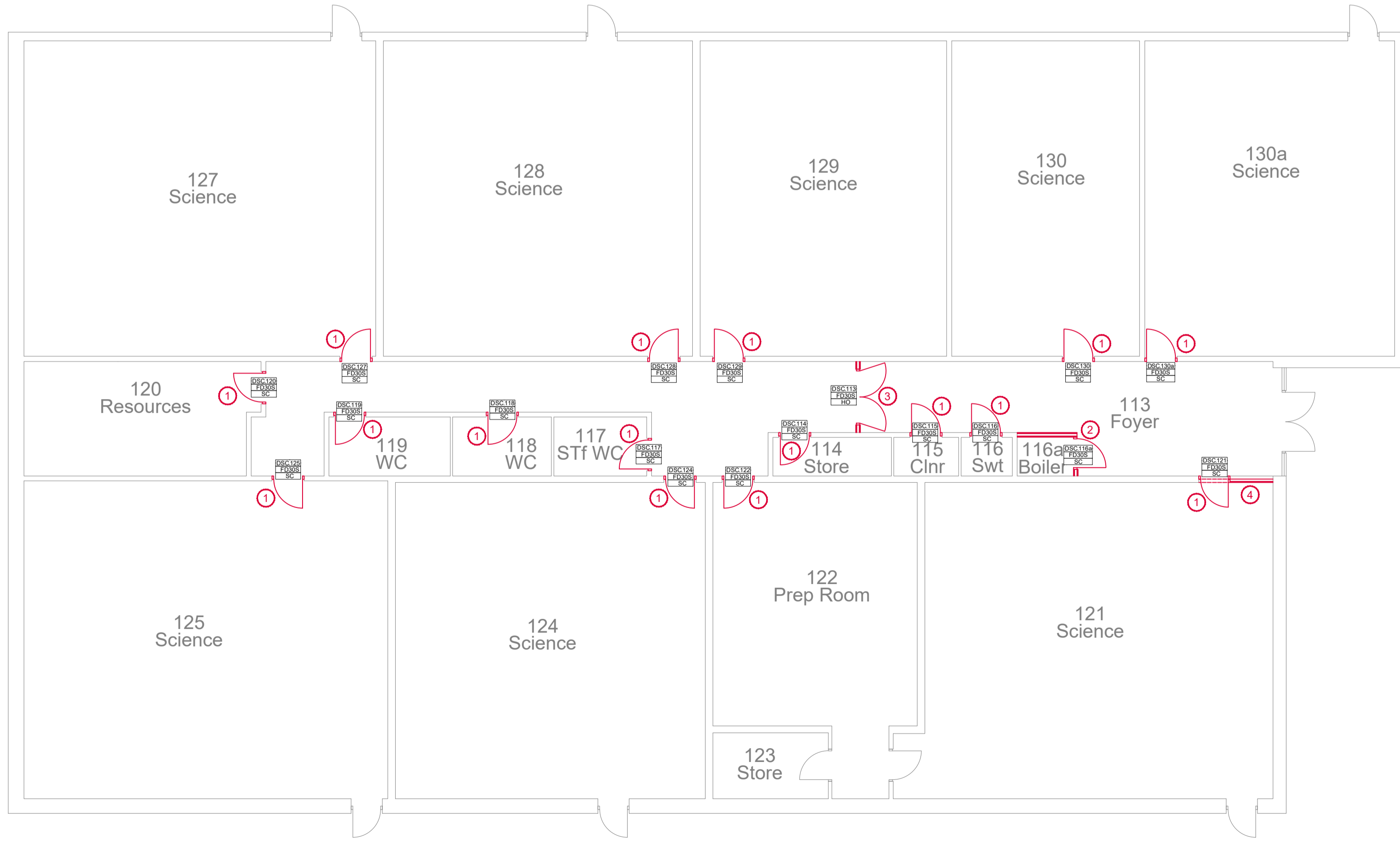
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Client Birchwood Community High School Warrington WA3 7PT	Drawing Title Maths Block Area G5 Demo and Proposed Fire Signage
---	---

Project Title Fire Safety Works	Drawn SJ	Date 25/01/2021
	Checked EWB	Date 28/04/2021



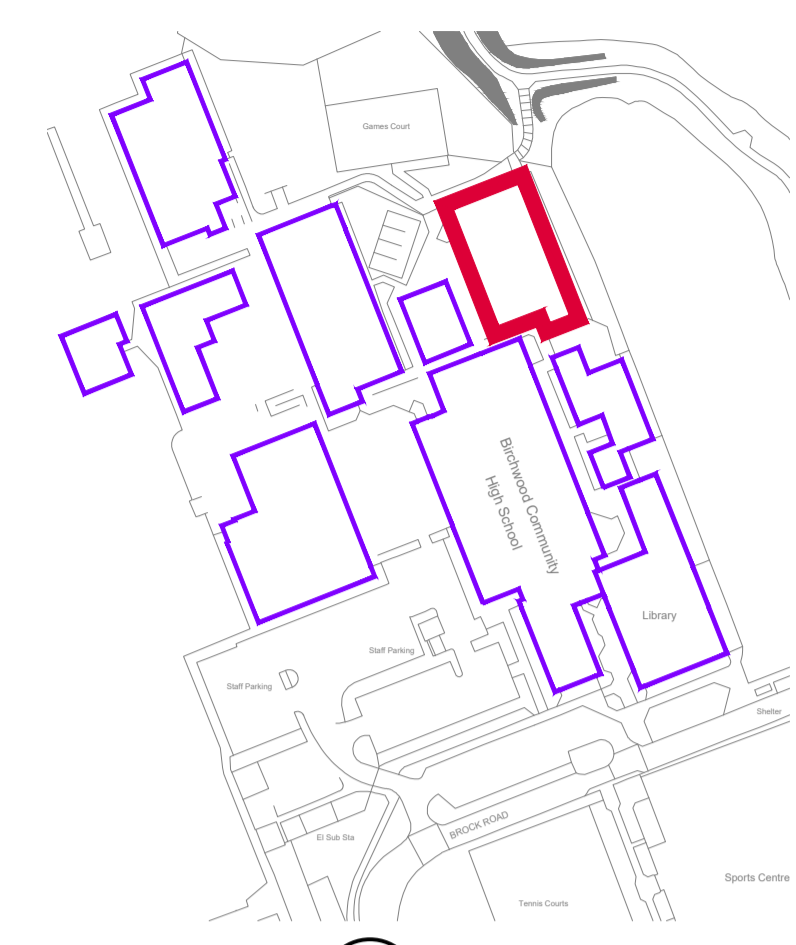
01 Area G6 - Demo/Strip Out Plan
1:100 scale @A1 size



02 Area G6 - Proposed Plan
1:100 scale @A1 size

- 1 Remove existing door and frame
Make good opening
Make good surrounding walls as necessary
- 2 Remove existing door and frame
Remove existing partition as indicated on drawing
Make good floor
Make good surrounding walls

- 1 Fit new timber doorset
Single leaf
To suit existing opening
FD30S with smoke and intumescent seals
Mastic seal around perimeter of frame/architrave, colour to match paint
Refer to Door and Ironmongery Schedules for details
Door No's DSC114, DSC115, DSC116, DSC117, DSC118, DSC119, DSC120, DSC121, DSC122, DSC124, DSC125, DSC127, DSC128, DSC129, DSC130, DSC130a
- 2 Install new partition from floor to soffit above ceiling
Intumescent seal around perimeter
Partition to be metal stud with 1 layer 12mm plywood and 12.5mm plasterboard both sides
Skim finish
Painted to match existing walls
Create new door opening 1010 X 2110
New skirting to match existing
Fit new timber doorset
Single leaf
To suit existing opening
FD30S with smoke and intumescent seals
Mastic seal around perimeter of frame/architrave, colour to match paint
Refer to Door and Ironmongery Schedules for details
Door No's DSC116a
- 3 Install new partition from floor to soffit above ceiling
Intumescent seal around perimeter
Partition to be metal stud with 1 layer 12mm plywood and 12.5mm plasterboard both sides
Skim finish
Painted to match existing walls
Create new door opening 1910 X 2110
New skirting to match existing
Fit new timber doorset
Double leaf
To suit existing opening
FD30S with smoke and intumescent seals
Hold open on Détente connected to fire alarm
Mastic seal around perimeter of frame/architrave, colour to match paint
Refer to Door and Ironmongery Schedules for details
Door No's DSC113
- 4 Install new partition from floor to soffit adjacent to and above door
Intumescent seal around perimeter
Partition to be metal stud with 1 layer 12mm plywood and 12.5mm plasterboard one side
Skim finish
Painted to match existing walls
New skirting to match existing



03 Key Plan
NTS

Residual Risks:
The site is an occupied School. Precautions must be taken by the Contractor, provide suitable guarding/hoardings; to protect pedestrians [pupils/staff] during the construction works.

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- Drawing Reference Notes**
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00676_06 - Main Block 1st Area F1 Demo
00676_07 - Main Block Gnd Area G1 Proposed Sht 1
00676_08 - Main Block Gnd Area G2 Proposed Sht 2
00676_09 - Main Block 1st Area F1 Proposed
00676_10 - Art Block Area G3 Demo & Prop
00676_11 - Design Block Area G4 Demo & Prop
00676_12 - Maths Block Area G5 Demo & Prop
00676_13 - Science Block Area G6 Demo & Prop
00676_14 - SEN Block Area G7 Demo & Prop
00676_15 - Main Block Gnd Area G1 Ceiling Sht 1
00676_16 - Main Block Gnd Area G2 Ceiling Sht 2
00676_17 - Main Block Gnd Fire Signage
00676_18 - Main Block 1st Floor Fire Signage
00676_19 - Design Block Area G4 Fire Signage
00676_20 - Science Block Area G6 Fire Signage

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"Delivering Aspirations"
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Client Birchwood Community High School Warrington WA3 7PT	Drawing Title Science Block Area G6 Demo and Proposed
---	---

Project Title Fire Safety Works	Drawn SJ	Date 25/01/2021
	Checked EWB	Date 28/04/2021

NOTE:
EXISTING DOORS ARE TIMBER LEAF AND METAL FRAME. CONTRACTOR TO ALLOW COSTS AND TIME ASSOCIATED WITH REMOVAL, MAKING GOOD AND DISPOSAL OF METAL FRAMES



Residual Risks:
The site is an occupied School.
Precautions must be taken by the Contractor; provide suitable guarding/hoardings; to protect pedestrians [pupils/staff] during the construction works.

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 00676_08 - Main Block Gnd Area G2 Proposed Sht 2
 00676_09 - Main Block 1st Area F1 Proposed
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 00676_11 - Design Block Area G4 Demo & Prop
 00676_12 - Maths Block Area G5 Demo & Prop
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 00676_14 - SEN Block Area G7 Demo & Prop
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 00676_19 - Design Block Area G4 Fire Signage
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Purpose of Issue	Rev	Date	Authorised

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Client
Birchwood Community High School
Warrington WA3 7PT

Drawing Title
SEN Block Area G7 Demo and Proposed Fire Signage

Project Title
Fire Safety Works

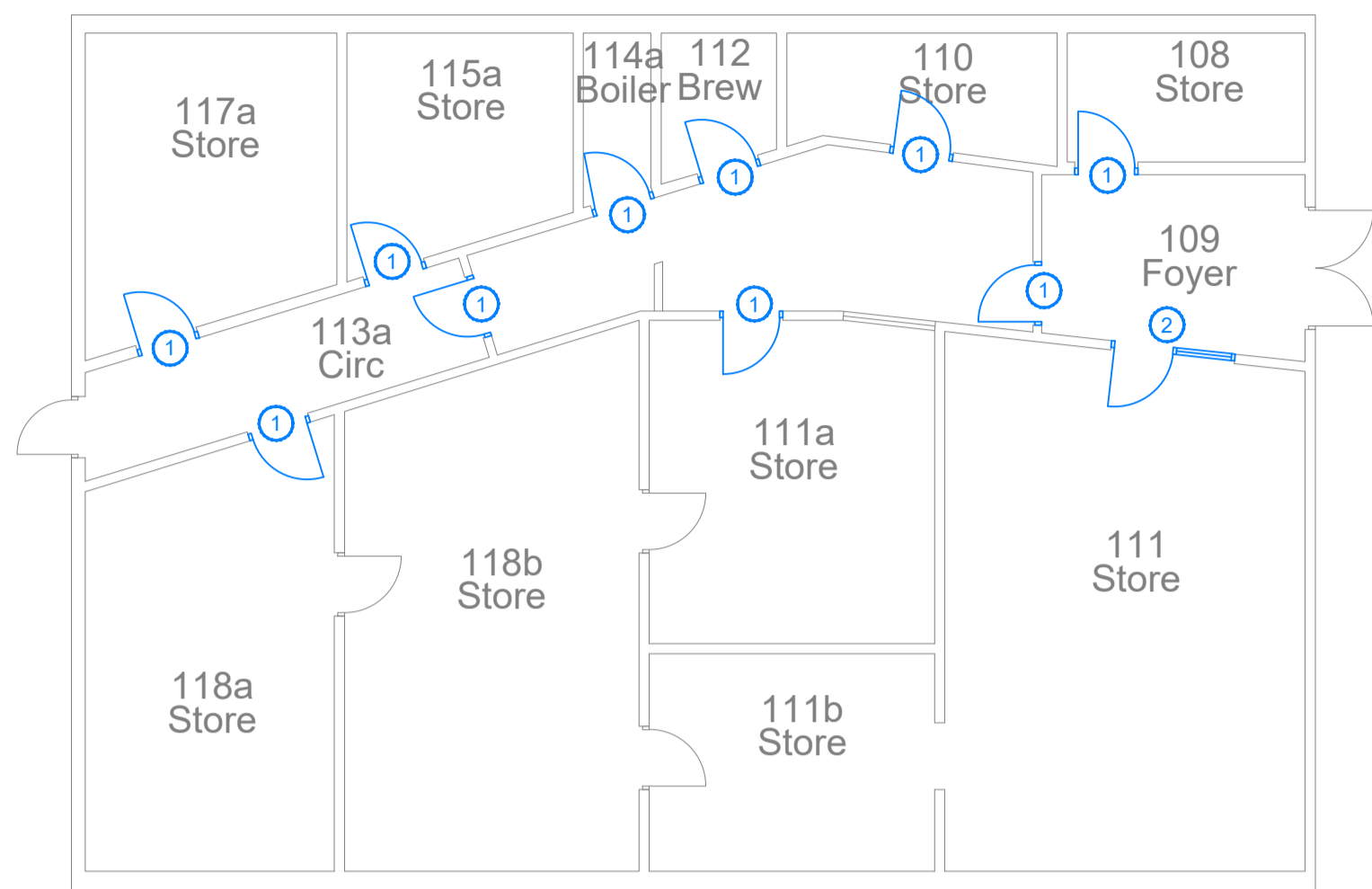
Drawn
SJ

Date
25/01/2021

Checked
EWB

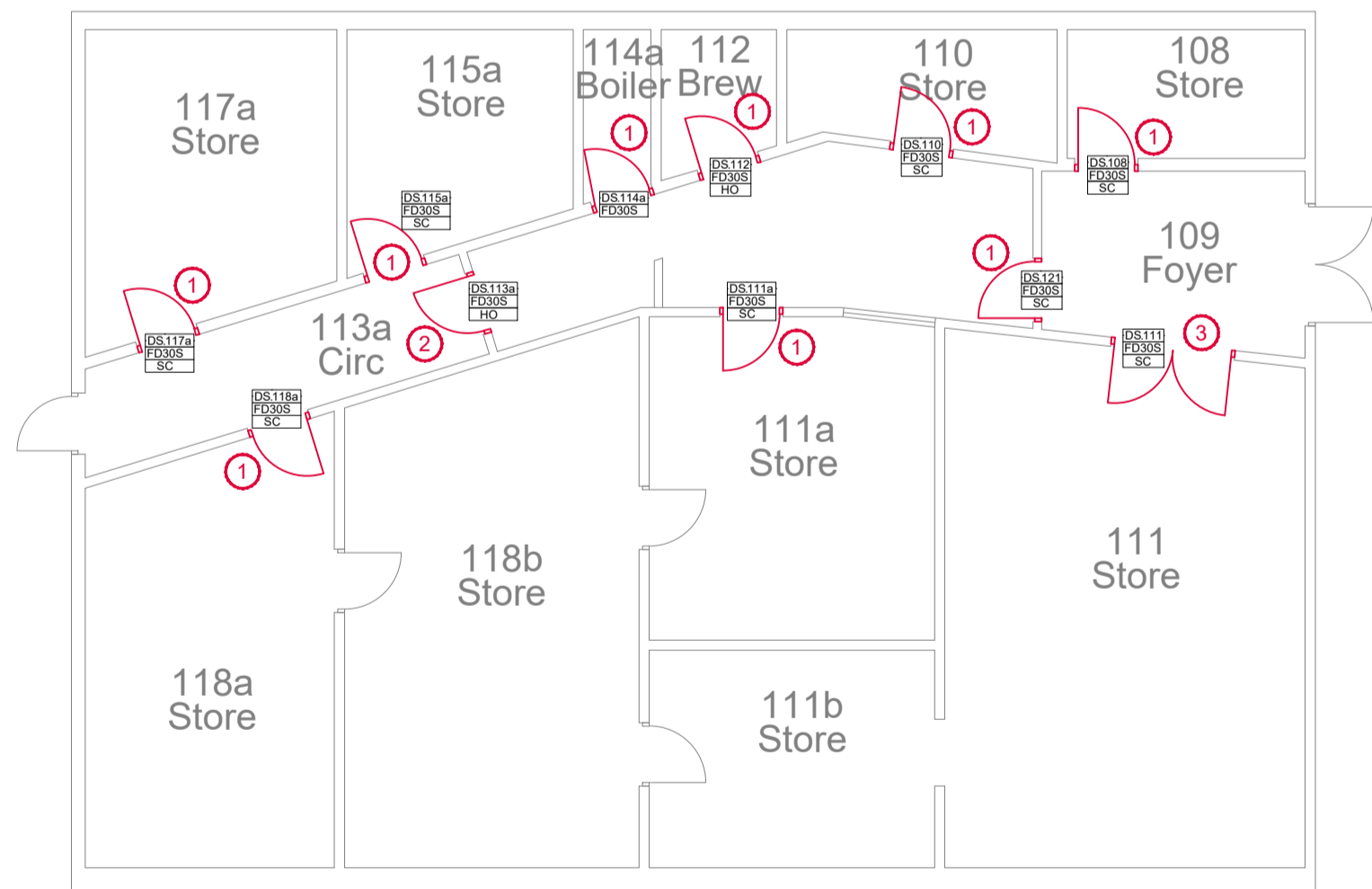
Date
28/04/2021

DWG No. 00676_14 Scale 1:100 @A1 Revision T1



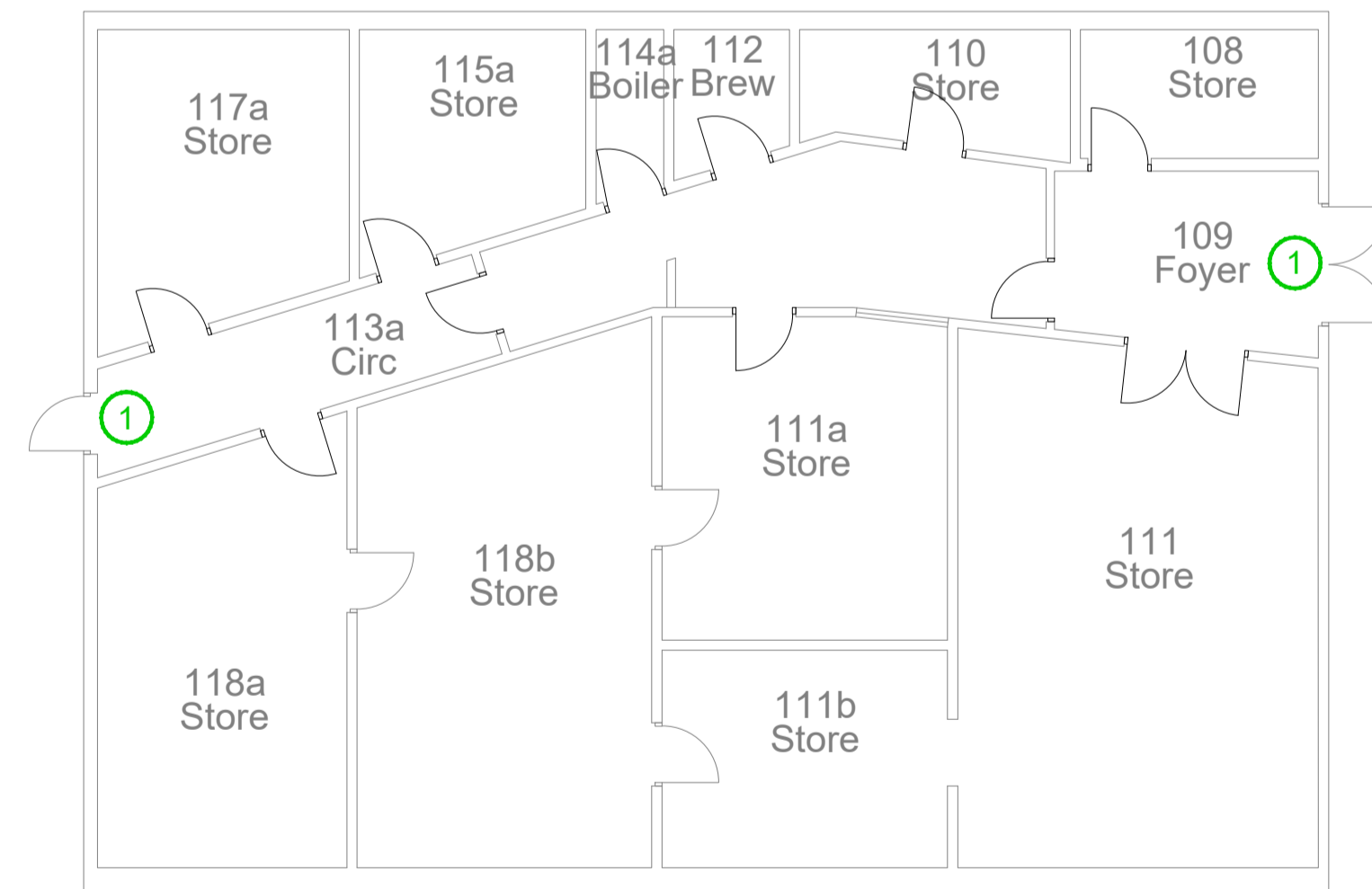
01 Area G7 - Demo/Strip Out Plan
14 1:100 scale @A1 size

- ① Remove existing door and frame
Make good opening
Make good surrounding walls as necessary
- ② Remove existing door and glazed screen assembly
Remove wall below opening down to floor level, make good floor
Make good opening
Make good surrounding walls as necessary



02 Area G7 - Proposed Plan
14 1:100 scale @A1 size

- ① Fit new timber doorset
Single leaf
To suit existing opening
FD30S with smoke and intumescent seals
Mastic seal around perimeter of frame/architrave, colour to match paint
Refer to Door and Ironmongery Schedules for details
Door No's DS108, DS110, DS111a, DS114a, DS115a, DS117a, DS118a, DS121
- ② Fit new timber doorset
Single leaf
To suit existing opening
FD30S with smoke and intumescent seals
Hold open on Détenite connected to fire alarm
Mastic seal around perimeter of frame/architrave, colour to match paint
Refer to Door and Ironmongery Schedules for details
Door No's DS112, DS113a
- ③ Fit new timber doorset
Double leaf
To suit existing opening
FD30S with smoke and intumescent seals
Mastic seal around perimeter of frame/architrave, colour to match paint
Refer to Door and Ironmongery Schedules for details
Door No's DS111



03 Area G7 - Fire Signage
14 1:100 scale @A1 size



Illuminated final exit sign above external fire exit door to comply with HSE Safety Signs and Regulations 1996. Refer to M&E drawings for details

Remove all existing fire signage from the buildings included in the work areas

Fit new illuminated final exit signs as indicated on Fire Protection Plan. Refer to M&E Engineers design information for details. Signs to comply with BS EN ISO 7010 and BS5499. Include costs in Electrical section of the SOW. Where illuminated signage is not to be installed allow to install rigid plastic photoluminescent signage, ALL as per Tender drawings.

NOTE:
EXISTING DOORS ARE TIMBER LEAF AND METAL FRAME. CONTRACTOR TO ALLOW COSTS AND TIME ASSOCIATED WITH REMOVAL, MAKING GOOD AND DISPOSAL OF METAL FRAMES



Illuminated final exit sign above external fire exit door to comply with HSE Safety Signs and Regulations 1996. Refer to M&E drawings for details



Illuminated final exit sign above external fire exit door to comply with HSE Safety Signs and Regulations 1996. Refer to M&E drawings for details



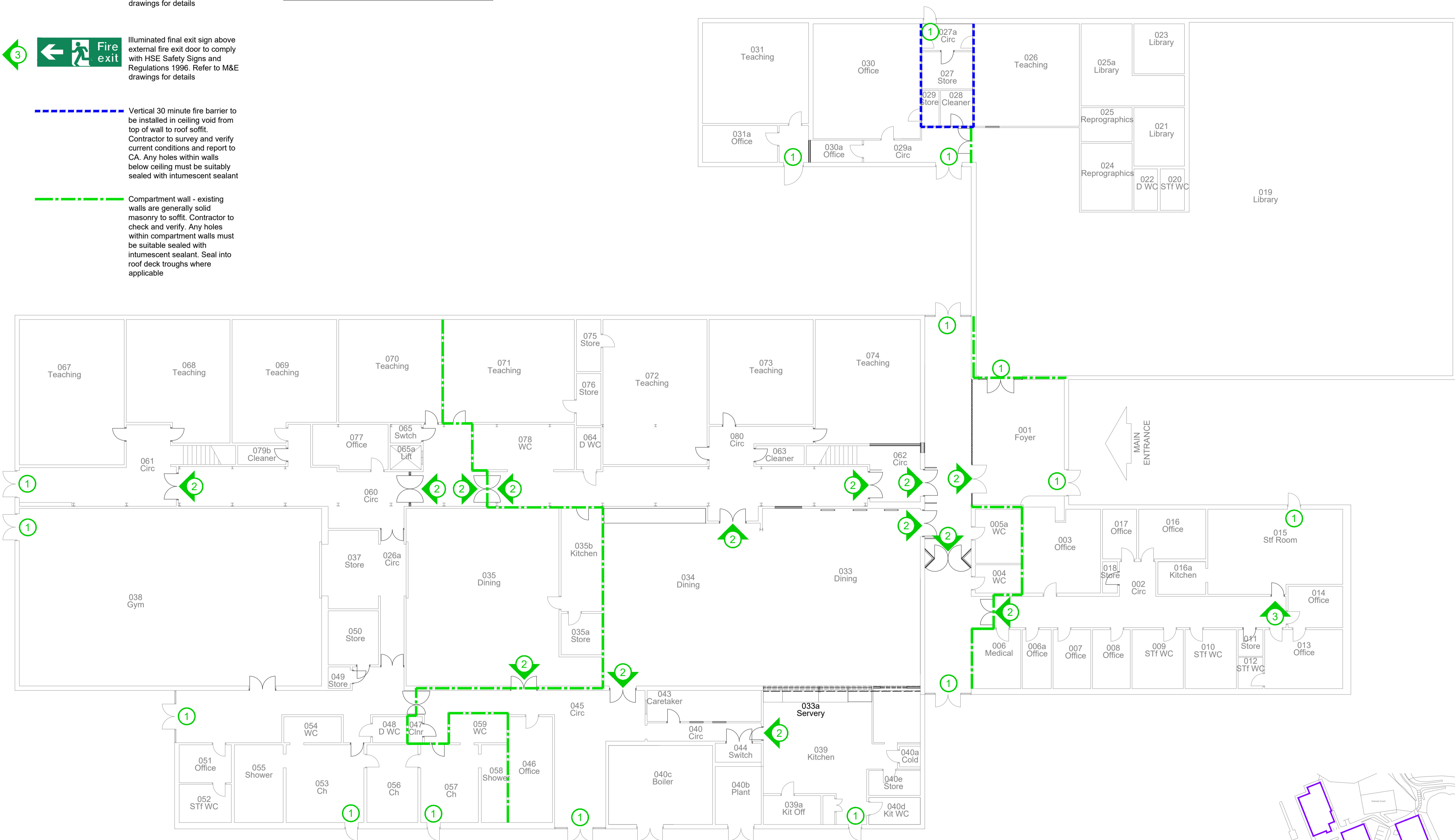
Illuminated final exit sign above external fire exit door to comply with HSE Safety Signs and Regulations 1996. Refer to M&E drawings for details

Remove all existing fire signage from the buildings included in the work areas

Fit new illuminated final exit signs as indicated on Fire Protection Plan. Refer to M&E Engineers design information for details. Signs to comply with BS EN ISO 7010 and BS5499. Include costs in Electrical section of the SOW. Where illuminated signage is not to be installed allow to install rigid plastic photoluminescent signage, ALL as per Tender drawings.

Vertical 30 minute fire barrier to be installed in ceiling void from top of wall to roof soffit. Contractor to survey and verify current conditions and report to CA. Any holes within walls below ceiling must be suitably sealed with intumescent sealant

Compartment wall - existing walls are generally solid masonry to soffit. Contractor to check and verify. Any holes within compartment walls must be suitably sealed with intumescent sealant. Seal into roof deck troughs where applicable



01 Areas G1 and G2 - Fire Signage
17 NTS



02 Key Plan
17 NTS

Residual Risks:
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 - 00676_07 - Main Block Gnd Area G1 Proposed Sht 1
 - 00676_08 - Main Block Gnd Area G2 Proposed Sht 2
 - 00676_09 - Main Block 1st Area F1 Proposed
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 - 00676_12 - Maths Block Area G5 Demo & Prop
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 - 00676_18 - Main Block 1st Floor Fire Signage
 - 00676_19 - Design Block Area G4 Fire Signage
 - 00676_20 - Science Block Area G6 Fire Signage

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Issued for Tender	T1	30/04/21	EWB
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Client
Birchwood Community High School
Warrington WA3 7PT

Project Title
Fire Safety Works

Drawing Title
Main Block Area G1 & G2 Fire Signage Plan

DWG No. 00676_17 Scale NTS Revision T1

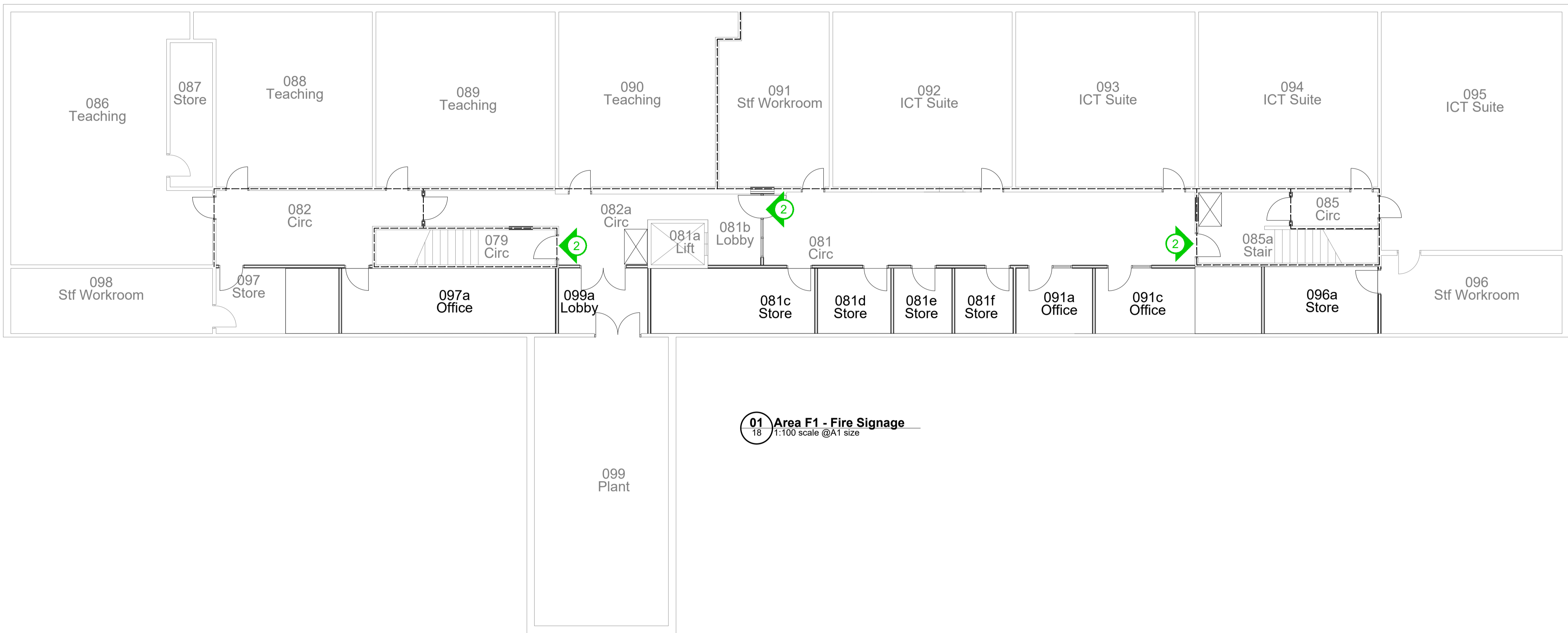
A1



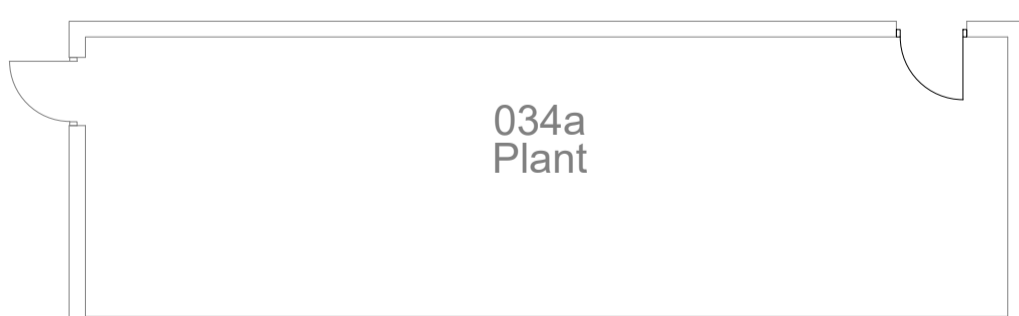
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Remove all existing fire signage from the buildings included in the work areas

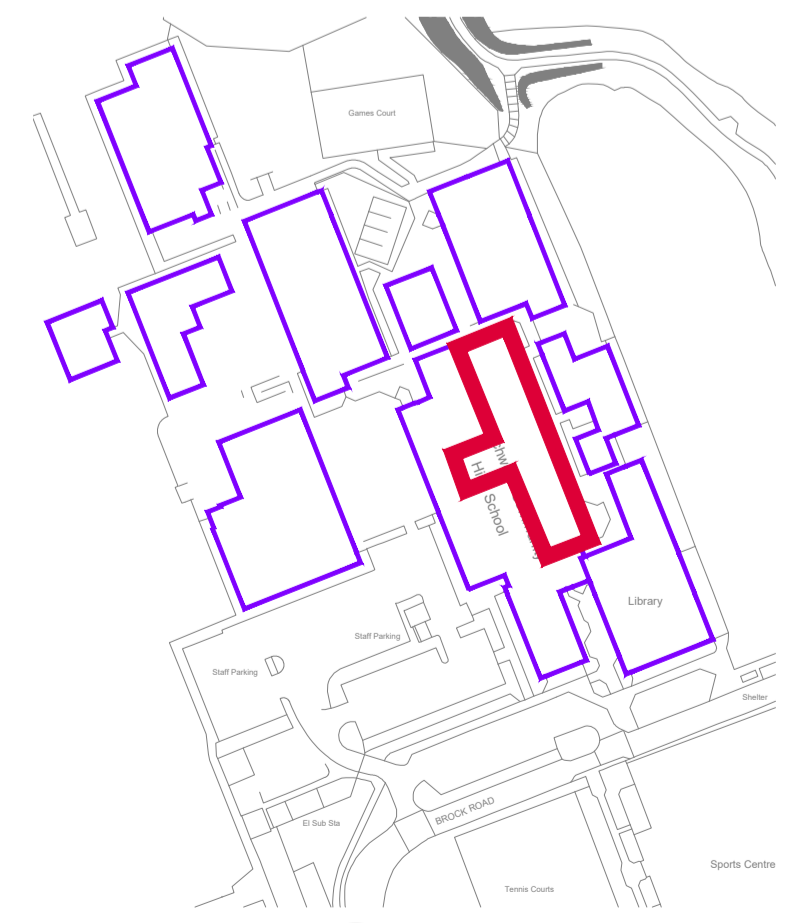
Fit new illuminated final exit signs as indicated on Fire Protection Plan. Refer to M&E Engineers design information for details. Signs to comply with BS EN ISO 7010 and BS5499. Include costs in Electrical section of the SOW. Where illuminated signage is not to be installed allow to install rigid plastic photoluminescent signage, ALL as per Tender drawings.



01
18 Area F1 - Fire Signage
1:100 scale @A1 size



First Floor of Dining Room



02
18 Key Plan
NTS

Residual Risks:
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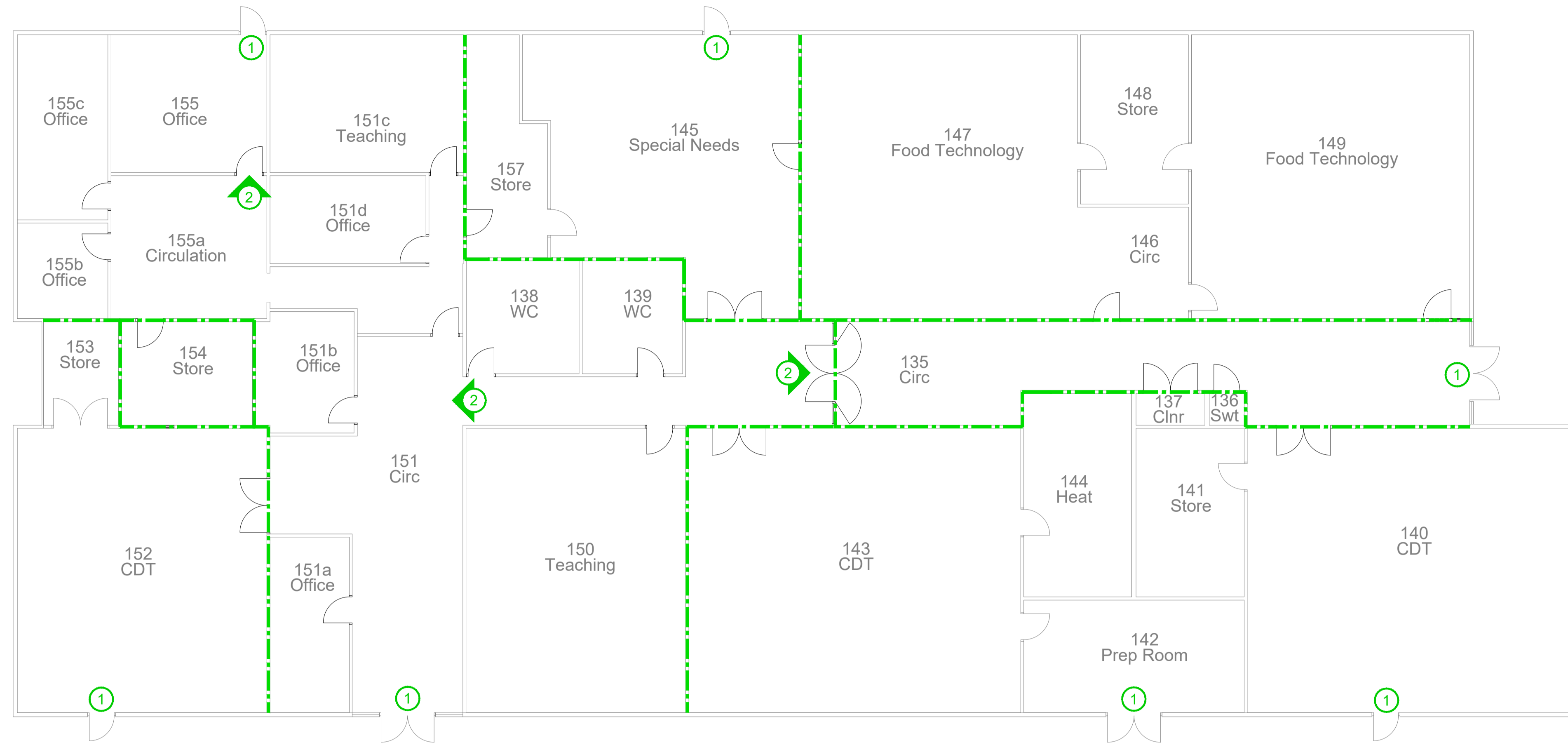


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Client
Birchwood Community High School
Warrington WA3 7PT

Drawing Title
Main Block Area F1 Fire Signage First Floor

Project Title Fire Safety Works	Drawn SJ	Date 24/02/2021
	Checked EWB	Date 28/04/2021



01 Area G4 - Fire Signage
19 1:100 scale @A1 size

Remove all existing fire signage from the buildings included in the work areas

Fit new illuminated final exit signs as indicated on Fire Protection Plan. Refer to M&E Engineers design information for details. Signs to comply with BS EN ISO 7010 and BS5499. Include costs in Electrical section of the SOW. Where illuminated signage is not to be installed allow to install rigid plastic photoluminescent signage, ALL as per Tender drawings.

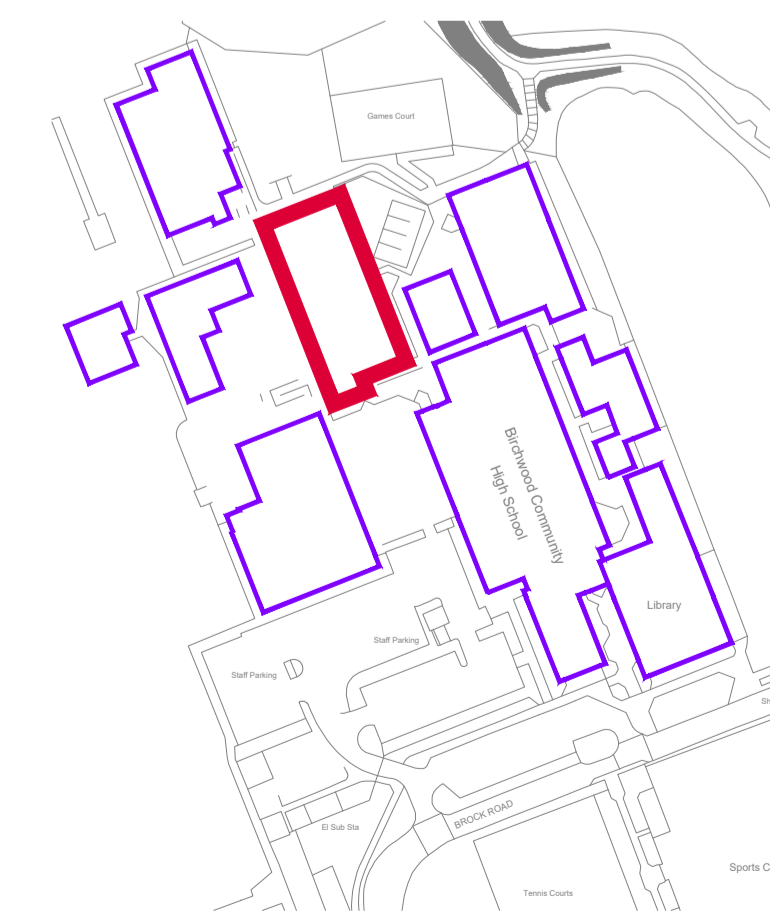


Illuminated final exit sign above external fire exit door to comply with HSE Safety Signs and Regulations 1996. Refer to M&E drawings for details



Illuminated final exit sign above external fire exit door to comply with HSE Safety Signs and Regulations 1996. Refer to M&E drawings for details

--- Compartment wall - existing walls are generally solid masonry to soffit. Contractor to check and verify. Any holes within compartment walls must be suitably sealed with intumescent sealant. Seal into roof deck troughs where applicable



02 Key Plan
19 NTS

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- Also refer to the following E3Cube drawing[s] for further information as follows:
- 00676_01 - Site Location Plan
 - 00676_02 - Site Set Up Plan
 - 00676_03 - Key Plan
 - 00676_04 - Main Block Gnd Area G1 Demo Sht 1
 - 00676_05 - Main Block Gnd Area G2 Demo Sht 2
 - 00676_06 - Main Block 1st Area F1 Demo
 - 00676_07 - Main Block Gnd Area G1 Proposed Sht 1
 - 00676_08 - Main Block Gnd Area G2 Proposed Sht 2
 - 00676_09 - Main Block 1st Area F1 Proposed
 - 00676_10 - Art Block Area G3 Demo & Prop
 - 00676_11 - Design Block Area G4 Demo & Prop
 - 00676_12 - Maths Block Area G5 Demo & Prop
 - 00676_13 - Science Block Area G6 Demo & Prop
 - 00676_14 - SEN Block Area G7 Demo & Prop
 - 00676_15 - Main Block Gnd Area G1 Ceiling Sht 1
 - 00676_16 - Main Block Gnd Area G2 Ceiling Sht 2
 - 00676_17 - Main Block Gnd Fire Signage
 - 00676_18 - Main Block 1st Floor Fire Signage
 - 00676_19 - Design Block Area G4 Fire Signage
 - 00676_20 - Science Block Area G6 Fire Signage

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Rev	Date	Revision notes	By	Check

Issued for Tender	T1	30/04/21	EWB
Purpose of Issue	Rev	Date	Authorised

TENDER ISSUE

E3 CUBE
"Delivering Aspirations"

Unit 23
Meridian Business Village
Hansby Drive
Liverpool
L24 9LG
Tel: 03333 058 291
www.e3cube.co.uk

Client Birchwood Community High School Warrington WA3 7PT	Drawing Title Design Block Area G4 Fire Signage
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Project Title Fire Safety Works	Drawn SJ	Date 24/02/2021
	Checked EWB	Date 28/04/2021

DWG No. 00676_19	Scale 1:100 @A1	Revision T1
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Residual Risks:
The site is an occupied school. Precautions must be taken by the Contractor; provide suitable guarding/hoardings; to protect pedestrians [pupils/staff] during the construction works.

Considering the age of the buildings and methods of construction the Contractor is to take suitable precautions and consider the potential for encountering ACMs [asbestos containing materials]

ACM Refer to the Refurbishment Asbestos Survey Report produced by WSP reference No.70079253, dated November 2020 for the extent of the areas surveyed for asbestos containing materials [ACMs] and the locations of known ACM's in the areas of proposed works.

NOTE: THE CONTRACTOR MUST NOT RELY SOLELY ON THE ACCURACY OF THE ASBESTOS INFORMATION PROVIDED IN THE TENDER SPECIFICATION. THE INFORMATION IS INCLUDED TO PROVIDE A REPRESENTATIVE OVERVIEW OF THE ASBESTOS CONTAINING MATERIALS LIKELY TO BE ENCOUNTERED IN THE WORK AREAS. ASBESTOS NOT CURRENTLY IDENTIFIED MAY BE ENCOUNTERED DURING THE WORKS.

- Drawing Reference Notes**
Also refer to the following E3Cube drawing[s] for further information as follows:
- 00676_01 - Site Location Plan
 - 00676_02 - Site Set Up Plan
 - 00676_03 - Key Plan
 - 00676_04 - Main Block Gnd Area G1 Demo Sht 1
 - 00676_05 - Main Block Gnd Area G2 Demo Sht 2
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Rev	Date	Revision notes	By	Check

TENDER ISSUE

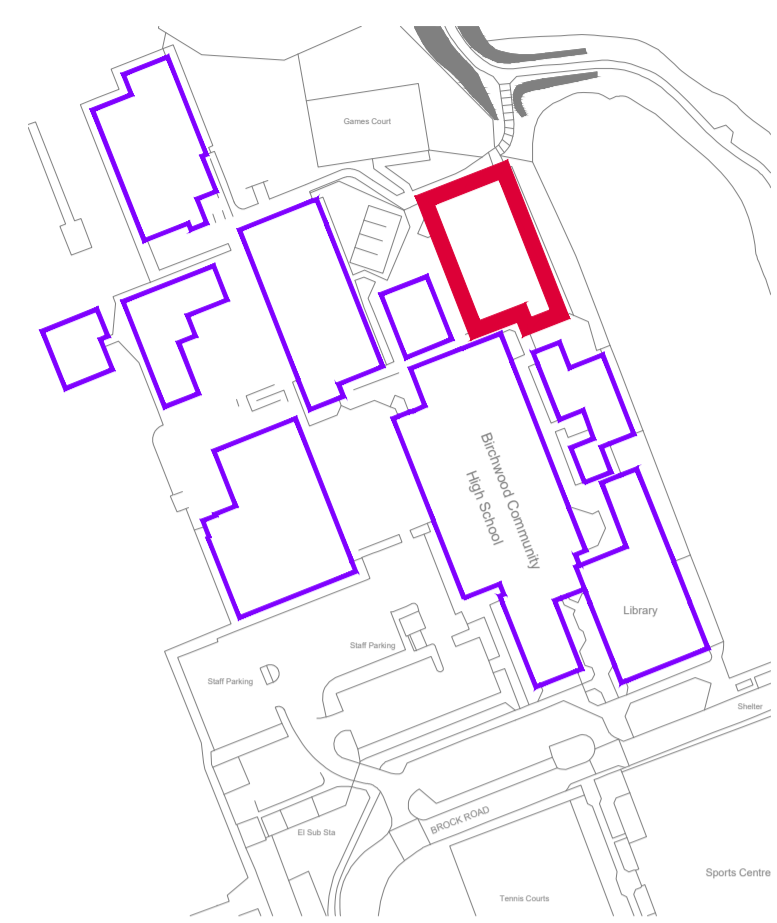
E3 CUBE
"Delivering Aspirations"

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Meridian Business Village
Hansby Drive
Liverpool
L24 9LG
Tel: 03333 058 291
www.e3cube.co.uk

Client Birchwood Community High School Warrington WA3 7PT	Drawing Title Science Block Area G6 Fire Signage
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Project Title Fire Safety Works	Drawn SJ	Date 23/02/2021
	Checked EWB	Date 28/04/2021

DWG No. 00676_20 Scale: 1:100 @A1 Revision: T1



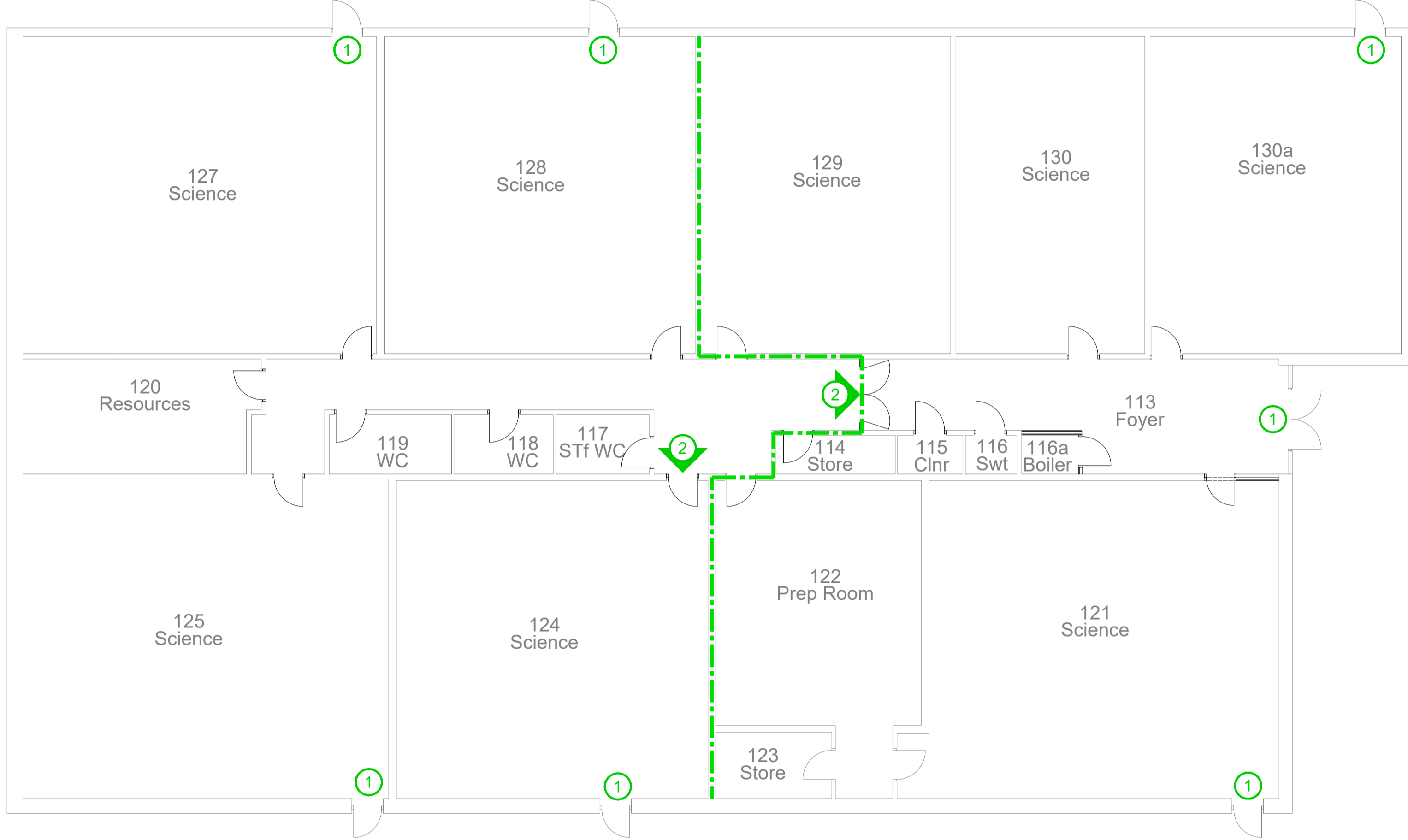
02 Key Plan
NTS

- 1** Fire exit
Illuminated final exit sign above external fire exit door to comply with HSE Safety Signs and Regulations 1996. Refer to M&E drawings for details
- 2** Fire exit
Illuminated final exit sign above external fire exit door to comply with HSE Safety Signs and Regulations 1996. Refer to M&E drawings for details

Compartment wall - existing walls are generally solid masonry to soffit. Contractor to check and verify. Any holes within compartment walls must be suitably sealed with intumescent sealant. Seal into roof deck troughs where applicable

Remove all existing fire signage from the buildings included in the work areas

Fit new illuminated final exit signs as indicated on Fire Protection Plan. Refer to M&E Engineers design information for details. Signs to comply with BS EN ISO 7010 and BS5499. Include costs in Electrical section of the SOW. Where illuminated signage is not to be installed allow to install rigid plastic photoluminescent signage, ALL as per Tender drawings.

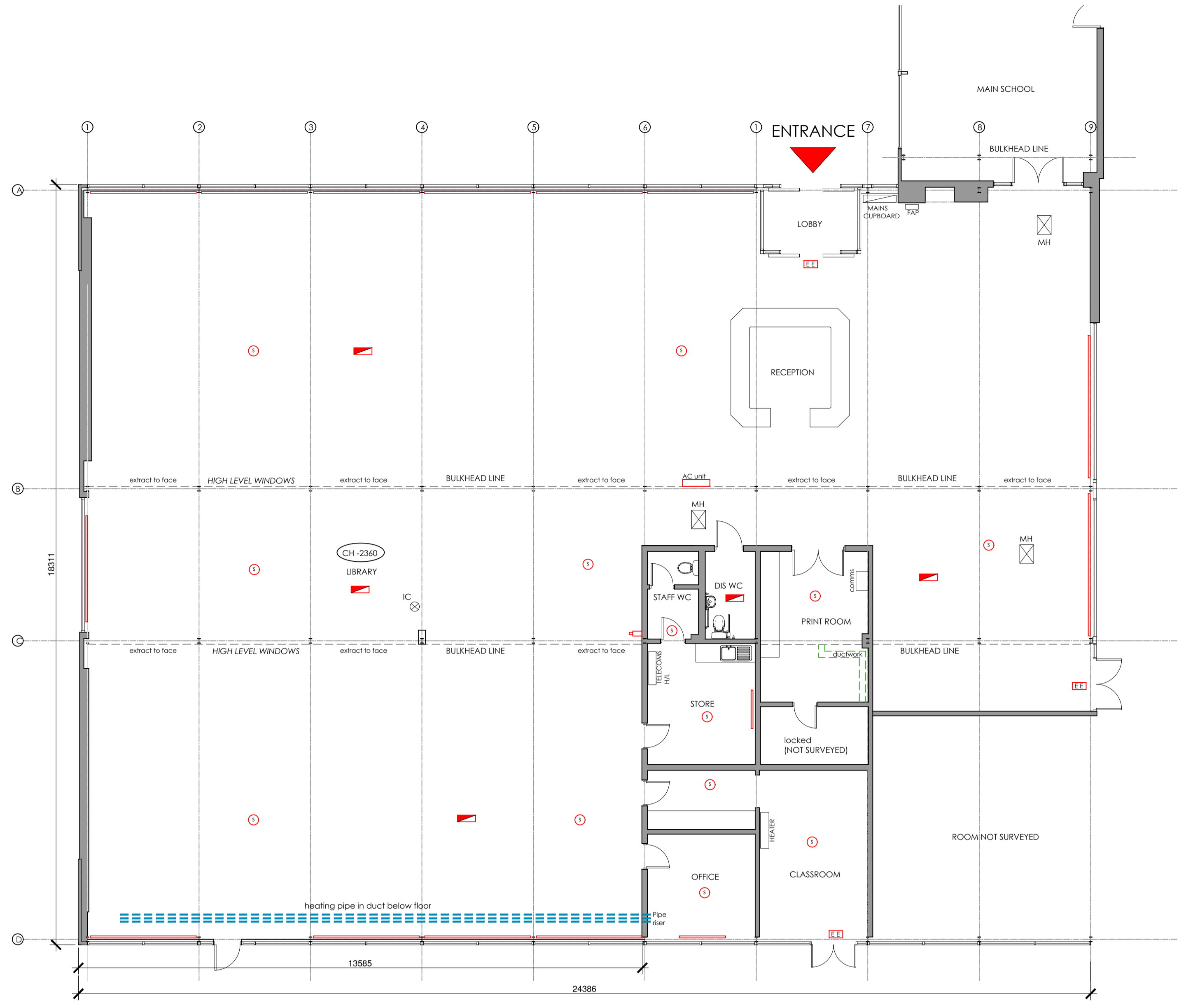


01 Area G6 - Fire Signage
1:100 scale @A1 size

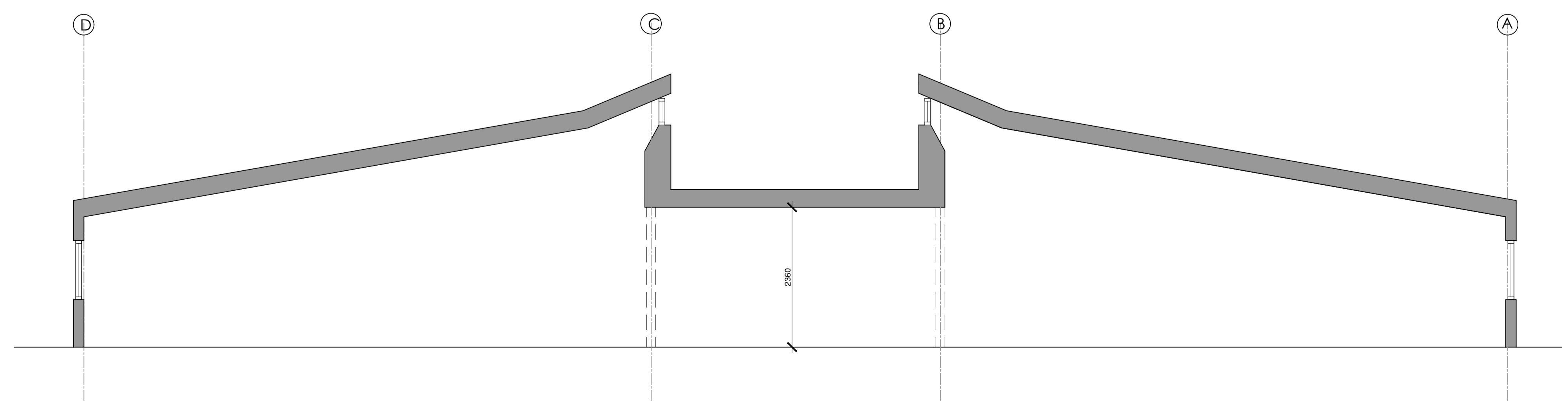
NOTES:
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 Do not scale from this drawing. All dimensions must be checked and verified by the contractor prior to works commencing on site.

REVISIONS			
REV	DESCRIPTION	DATE	AMENDED

- LEGEND**
- Smoke Detector
 - Emergency Lighting
 - Radiator
 - Emergency Exit
 - Sounder
 - Manhole in floor
 - Inspection chamber in floor



Existing Floor Plan - Scale 1:100



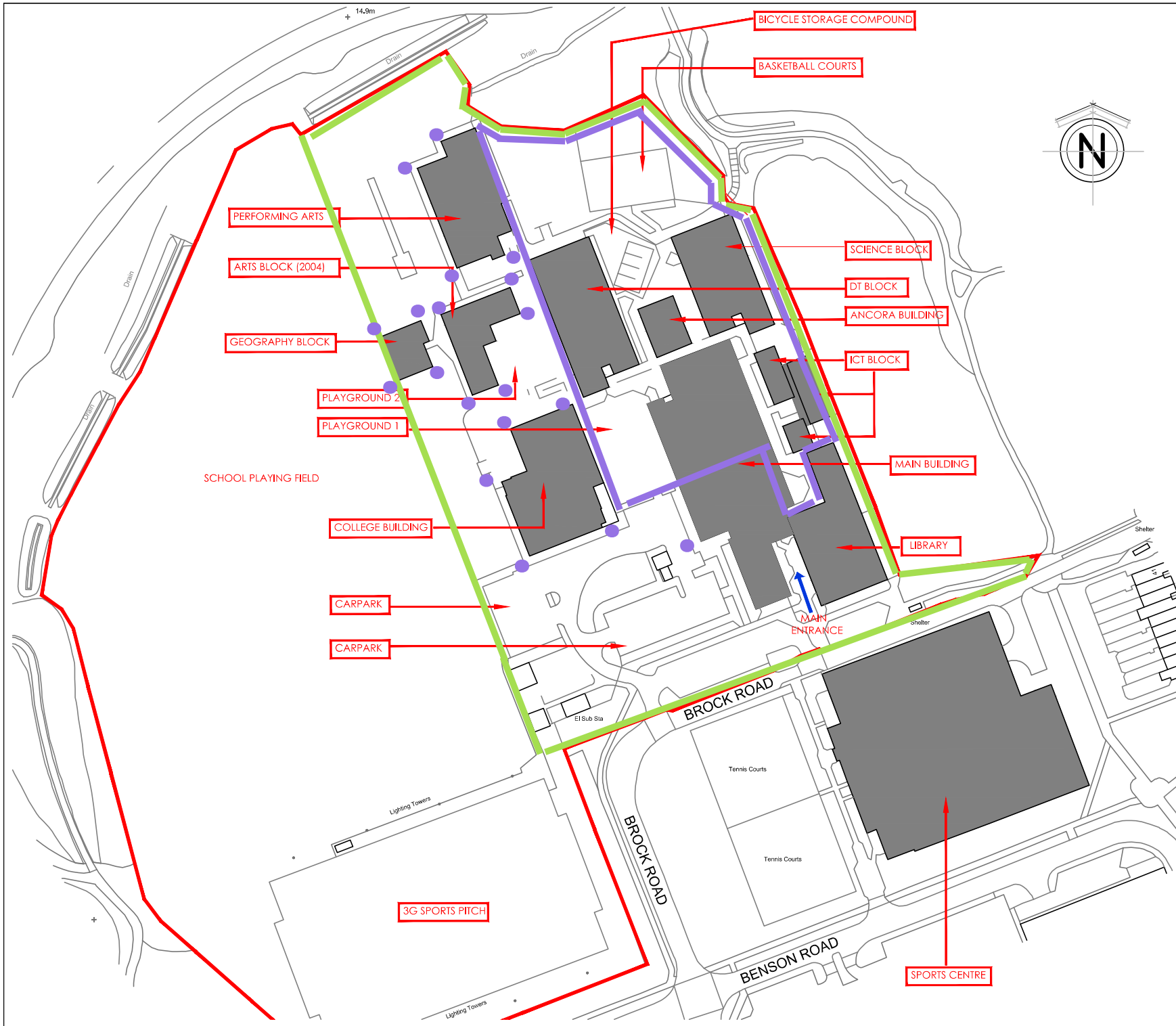
Existing Indicative Section AA - Scale 1:50

LeaHough
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 Tel: 01254 260196 Email: info@leahough.co.uk Web: www.leahough.co.uk
 Tel: 01772 458866

RICS

CLIENT:	One Community Trust		
PROJECT ADDRESS:	Birchwood Community High School Brock Road, Birchwood, Warrington, WA3 7PT		
PROJECT TITLE:	Remodel of Former Library		
DRAWING TITLE:	Existing Floor Plan		
PAPER SIZE:	A1	DRAWING NUMBER:	BS.24-023/02
SCALE:	1:100	DATE:	November 2023
		DRAWN BY:	RO



Do not scale this drawing. All dimensions to be checked on site before work commences.

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REVISIONS			
REV	DESCRIPTION	DATE	APPROVED

NOTES

Note:
Lea Hough have **not** undertaken a detailed measured survey in the preparation of this drawing. This drawing has been prepared based on information & plans provided by others. We cannot vouch for the accuracy of the plans/layout and the plans should be treated as indicative plans only.

LeaHough
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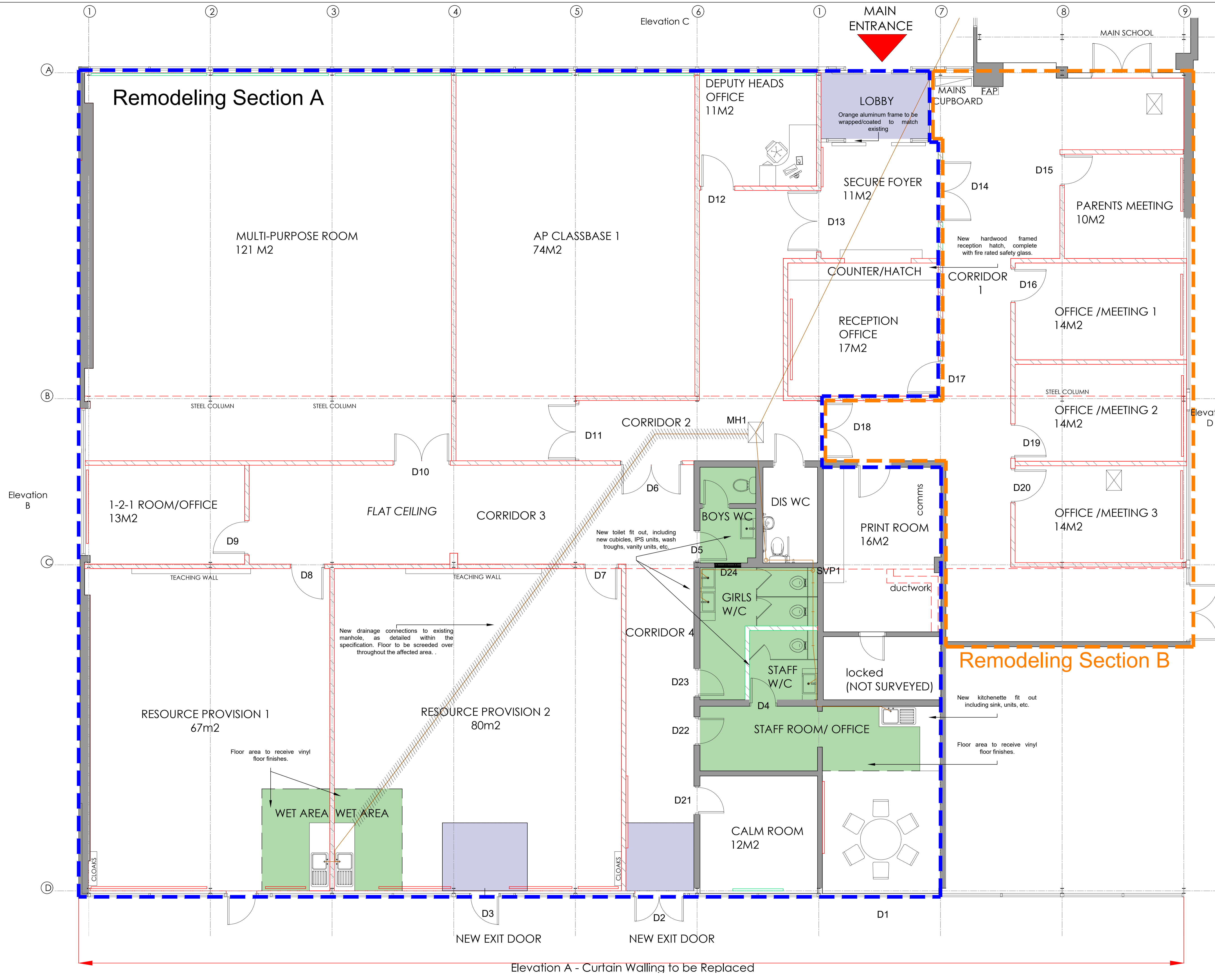


CLIENT:
One Community Trust

PROJECT ADDRESS:
Birchwood Community High School
Brock Road,
Birchwood,
Warrington,
WA3 7PT

DRAWING TITLE:
Existing Site Plan

PAPER SIZE: A3	DRAWING NUMBER: BS.23-131/01	REV -
SCALE: 1:1250	DATE: October 2023	DRAWN BY RO



NOTES:
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 Do not scale from this drawing. All dimensions must be checked and verified by the contractor prior to works commencing on site.

REVISIONS			
REV	DESCRIPTION	DATE	AMENDED
A	Internal Layout to AP Classbase 1 & 2 amended.	08.03.24	MDRH
B	Main entrance to AP amended & various other alterations.	25.03.24	MDRH
C	Internal Layout amended.	28.03.24	MDRH

LEGEND

- Manhole
- Existing Radiators to be Retained
- Proposed Radiators
- Proposed Vinyl Flooring
- Proposed Barrier Matting
- Proposed Drainage Run
- New Partition Walls

LeaHough
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 Survey Valuation Design Planning Sales

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 Tel: 01254 260196 Tel: 01772 458866
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RICS

CLIENT: One Community Trust

PROJECT ADDRESS: Birchwood Community High School Brock Road, Birchwood, Warrington, WA3 7PT

PROJECT TITLE: Remodel of Former Library

DRAWING TITLE: Proposed Floor Plan

PAPER SIZE: A1	DRAWING NUMBER: BS.24-023/03	REV: C
SCALE: 1:50	DATE: April 2024	DRAWN BY: MDRH

Elevation A - Curtain Walling to be Replaced