

Policy No: 48. Flood Defense Procedure

Coordinator	Executive Operations Manager
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Does this policy need to be agreed by Governors? If yes, which committee	Yes, Board of Governors
Due for Review	Autumn Term 2018
This policy is communicated by the following means:	
Governors	Governor consultation by email when policy reviewed and agreement
Staff	Policy folders on staff shared drive and in-house training
Parents	Academy website, Parent Evenings
Students	Academy website, assemblies, in lessons

Flood Defence Procedure

UTC@harbourside – Flood Defence Procedure

Introduction

This is a procedure to ensure the effective installation of the Flood Defences at UTC@harbourside in the event of a Flood.

It is imperative that as soon as the UTC grounds are known to likely be flooded that the site is evacuated quickly and effectively for the safety of staff and students, prior to the installation of the defences.

UTC@harbourside sits on the banks of the river Ouse and as such is subject to potential flooding from high tides and/or a combination of high tides and heavy rainfall.

With the increased risk of flooding all staff must be aware of the procedures in place to prevent flooding by the use of the built in flood defence systems and understand their roles and responsibilities within the plan.

Scope

The procedure will clearly identify the series of steps to ensure the UTC is adequately protected. The Flood Plan should be read in conjunction with this procedure, which clearly identifies those responsible for implementing the plan and its various actions, such as the installation of the flood defences. By implementing the procedure the impact of flooding can be limited and result in minimal damage being caused by the flood.

Objectives

To ensure that the UTC has taken all practicable measures to lower the risk from flooding by monitoring the times of high tides and/or heavy rainfall, so flood defences can be implemented to limit / prevent any damage to the property and learning environments. By ensuring this is completed the H&S of the occupants by removing them from site can be guaranteed, whilst the implementation of this procedure will limit any damage to the property, so once flood waters have lowered to a safe level the UTC can be re-occupied.

If unforeseen flooding occurs during occupation the plan must clearly identify a safe evacuation procedure. In these circumstances it is likely not to be possible to implement the procedure and the emergency services should be called.

Please note that all those highlighted in the Plan, must have undergone training in both the installation of the barrier defence systems, as well as in manual handling.

Procedure

Step 1 – Refer to Flood Plan and gather the working group to install the barrier systems. Ensure all are aware of who is leading on implementing the procedure (dependent on senior leadership in attendance).

Step 2 – Collect Keys to Flood Defence Storage Boxes from Main Reception. Refer to Appendix 1. Gather at Front (riverside) of the Engineering Workshop. Open external doors and x2 flood defence boxes. These contain the defences to the windows / doors on plans to areas marked 8, 9&10 (front of building) and 4 (rear door to courtyard from main reception). Distribute gloves to all those carrying out manual handling and move all the defences to their allocated areas (all marked up). For area 4 take directly through front doors and through reception. At this stage if there are adequate persons, area 9 can be installed. Do NOT however install any defences to doors, as these remain fire exits.

Flood Defence Procedure

Step 3- Lock External doors. Refer to Appendix 1. Gather at Rear (railway side) of the Engineering Workshop. Open external doors and x2 flood defence boxes. These contain the defences to the windows / doors on plans to areas marked 1, 2&3 (rear of building) and 3 (Kitchen door). Move all the defences to their allocated areas (all marked up). For area 3 take directly down and around courtyard along access road. At this stage if there are adequate persons, area 3 can be installed. Do NOT however install any defences to doors, as these remain fire exits.

Step 4- Lock External doors. Refer to Appendix 1. Gather at Bin Store. Open Bin Store doors (key included on Flood Key bench) doors and x1 flood defence boxes. This contain the defences to the windows / doors on plans to areas marked 5&7 (front & rear of Carpenter's Workshop) and 11 (External Space). Move all the defences to their allocated areas (all marked up). Do not install barriers to area 11 as the wall ends with no adjoining property at present, its install is therefore pointless.

Step 5 – Lock down building, ensuring all doors and windows are shut and secured and all staff are outside.

Step 6 – Install barriers starting with those on the Riverside, as first area likely to flood. On completion check all barriers are installed correctly and secure, prior to leaving site.

After on-going monitoring and implementation of any other actions required by the Evacuation Plan, these steps must be followed in reverse to remove the barriers. No access to the building is allowed, until all barriers are removed (with exception to areas 3&9, as windows and not final / fire exits).

Flood Defence Procedure

Appendix 1 - Site Map showing defence positions (including numbering and location of the defence storage boxes).

