

Consortium Trust

Flood Plan

Flood Plan Objectives

- Protect human life.
- Maintain delivery of education.
- Promote business continuity and recovery.
- Protect Trust assets

Insurance cover

The Trust's business operations are covered by the Risk Protection Arrangement. This would cover damage caused by flooding (with an excess of £250 for Primary and £500 for Secondary). If flooding is caused by a premises failure such as leaking pipework or tanks, the damage is covered but not correcting the fault.

Kirkley Nursery has a separate insurance policy covering its contents. This has an excess for property damage of £350. The policy also offers cover for business interruption for £500,000 of revenue for up to 12 months. The building is insured by the landlord.

Flood risk

The following table shows the long-term flood risk of the local area, not the specific property, as assessed by computer modelling by Government agencies (source: <https://www.gov.uk/check-long-term-flood-risk>)

| Setting | Surface water | Rivers and the sea | Groundwater | Reservoirs |
|--------------------------------------|---------------|--------------------|-------------|------------|
| Barnby and North Cove Primary School | Very low | Very low | Unlikely | Unlikely |
| Glebeland Primary School | Very low | Very low | Unlikely | Unlikely |

| | | | | |
|---------------------------------------|----------|----------|----------|----------|
| Helmingham Primary School and Nursery | Very low | Very low | Unlikely | Unlikely |
| Henley Primary School | Very low | Very low | Unlikely | Unlikely |
| Kirkley Nursery | Very low | Very low | Unlikely | Unlikely |
| Mendham Primary School | Low | Very low | Unlikely | Unlikely |
| Middleton Primary School | Very low | Very low | Unlikely | Unlikely |
| Reedham Primary School | Very low | Very low | Unlikely | Unlikely |
| Rendlesham Primary School | High | Very low | Unlikely | Unlikely |
| Riverwalk School main campus | High | Very low | Unlikely | Unlikely |
| Riverwalk School – Greene Road | Very low | Very low | Unlikely | Unlikely |
| Southwold Primary School | Very low | Very low | Unlikely | Unlikely |
| St Edmund's Primary School | Very low | Very low | Unlikely | Unlikely |
| Warren School | Very low | Very low | Unlikely | Unlikely |
| Winterton Primary School and Nursery | Very low | Very low | Unlikely | Unlikely |
| Yoxford & Peasenhall Primary School | Very low | Very low | Unlikely | Unlikely |

Surface water flooding is the flash flooding that happens when rainwater cannot drain away through the drainage system. The assessment of the risk from rivers and the sea takes into account the effect of any flood defences.

'High' means more than 3.3% chance of a flood each year.

'Medium' means between 1% and 3.3% chance of a flood each year.

'Low' means between 0.1% and 1% chance of a flood each year.

'Very low' means less than 0.1% chance of a flood each year.

Reedham's elevated position puts it in an area of very low risk from flooding from rivers and the sea, although the lower lying land to the south and east of the village is assessed at high risk. Similarly, Winterton's position takes it out of the high risk area to the north and west

and along the coast. Warren, Barnby & North Cove, Middleton, Helmingham and Mendham are all in close proximity to higher risk areas.

Both Rendlesham and Riverwalk main site are assessed as being at High risk from surface water flooding.

Adaptations

Where a flooding risk is identified, adaptations can be made to reduce its impact, including:

- Flood resistant doors
- Raising door thresholds
- Acquiring removable door barriers
- Dampproof coatings or layers to walls and floors
- Self-closing air bricks
- Valves for drains and water pipes
- Inflatable bungs for toilets

Flood warning system

The Government's flood warning alert service only covers warnings about flooding from rivers, sea or groundwater. It does not cover warnings for surface water or flash flooding. It may be possible to sign up to receive alerts or warnings, depending on the location of the setting:

<https://www.fws.environment-agency.gov.uk/app/olr/changeaddress?method=changeAddress>

Maintenance procedures

The Estates Team should ensure that gutters are cleared regularly and that all rainwater goods are functional so that surface water is managed effectively.

Contingency plans with suppliers

When negotiating major contracts, such as for catering or cleaning, suppliers should be asked to explain their contingency plans for interruptions such as flood disruption.

Business continuity

The Trust holds Critical Incident and Business Recovery Plans. These should be reviewed to ensure that they have considered the impact of flood disruption.

Flood Plan

This plan should be enacted if there are flood alerts or warning in place, or if other reports or observations suggest there is a risk of flood disruption.

If a flood alert is received, the setting should monitor the situation, making local observations and seeking further information. Care should be taken on any journeys.

Trigger points for action

If flood warning or severe flood warning is received

Water level observed rising above a particular landmark

Each setting should be familiar with their local watercourses and their usual maximum levels.

What happens when trigger point is reached

Flood warning received:

Turn off gas, electricity or water if safe to do so

Move people and important items to higher ground if building is threatened

Use protection products if available

Follow advice from emergency services or local authority

Communicate with parents

Liaise with school transport

Effect removal of pupils if safe to do so

Alert emergency services there is a danger to life

Inform CEO / ELT / LA (if school closes)

Move items needing special protection, e.g. ICT, hazardous materials, foodstuffs (if safe and practical to do so)

Staff should undertake a dynamic risk assessment before working near floodwater or operating in hazardous conditions. Care should be taken over the following dangers:

- Floodwater can cover ditches, dislodge manholes or access hatches, leaving a deep hole into which people can fall or drive into.
- The force of floodwater can sweep people off their feet.
- Floodwater may be contaminated with sewage, hazardous chemicals and debris.
- Water conducts electricity.
- Leptospirosis (also called Weil's disease).

Neither staff nor pupils should wade through floodwater

Roles and responsibilities

The Academy Head is responsible for the safety of the setting and deciding whether evacuation is necessary.

In the absence of the Academy Head, the Assistant Academy Head is responsible for the implementation of safety procedures.

The CEO is responsible for enacting the Critical Incident Plan and forming a Critical Incident Team to implement it.

Evacuation points and routes

The evacuation point identified in a fire risk assessment may not be appropriate for a flood situation. Academy Heads should identify a route to higher ground that would be an appropriate evacuation point for pupils and staff in a flood.

Actions from Flood Plan

| Action | Responsibility | Priority |
|---|--|----------|
| Consider signing up for flood alerts or warning | Academy Head | Medium |
| Consider acquiring flood adaptation equipment, e.g. barriers | Academy Heads of schools at Medium risk | Medium |
| Clear gutters regularly | Area Caretakers | Medium |
| Observe rainwater goods during downpour | Area Caretakers | Low |
| Ensure suppliers have contingency plans | Finance Team | Low |
| Review Critical Incident and Business Recovery Plans to consider flood disruption | Head of Service: Facilities and Compliance | Low |
| Examine local watercourses; consider routes to higher ground | Academy Head | Low |
| Identify shut off points for gas, electricity and water | Area Caretakers | Low |
| | | |

Document Control

Changes History

| Version | Date | Amended By | Details of Change |
|---------|------------|--------------------------------|-------------------|
| 1 | 18/05/2026 | HoS: Facilities and Compliance | New document |
| 2 | 19/05/2026 | HoS: Facilities and Compliance | Data updated |
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Approval

| Name | Job Title | Signed | Date |
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