	<u>BICESTER LEARNING ACADEMY TRUST</u> <u>FIRE SAFETY POLICY</u> <u>INCORPORATING</u> Appendix A: Fire Safety Evacuation Procedure – The Cooper School Appendix B: Fire Safety Evacuation Procedure – Glory Farm Primary School Appendix C: Fire Lane Plan – The Cooper School			<u>Written By:</u> R Dodsworth- Senior Operations Manager (BLA)
	<u>Applicable to:</u> ALL STAFF & PUPILS/STUDENTS	<u>Accountable Officers:</u> Executive Headteacher:- B J Baxter (TCS) Headteacher:- I Elkington (GFPS)	<u>Date Adopted:</u> Autumn Term 2016	<u>Date To Be Reviewed:</u> Autumn Term 2017 (Annually)

Bicester Learning Academy (BLA) is a Multi Academy Trust which incorporates The Cooper School (TCS) and Glory Farm Primary School (GFPS). It is a company limited by guarantee, registered in England and Wales with registered company number 09053713 and its registered address at Churchill Road, Bicester, Oxon, OX26 4RS.

1.0. Fire Safety Policy Statement

- 1.1. The Bicester Learning Academy (BLA) will ensure, so far as is reasonably practicable ensure that all staff, children, contractors and visitors are protected from the risks of fire whilst on school premises.
- 1.2. The Members, Directors and Local Governing Body members accept that they have a statutory responsibility as defined under the Regulatory Reform (Fire Safety) Order (2005) for fire safety.
- 1.3. The Regulatory Reform (Fire Safety) Order 2005, places a greater emphasis on fire prevention by ensuring that all persons responsible for premises comply with their statutory duties and implement the general precautions which are needed to protect all persons from death or injury in the case of fire.
- 1.4. The BLA will take steps which are reasonably practicable and within its power, to meet its responsibilities, paying particular attention to:
 - i) completing a fire risk assessment;
 - ii) managing and maintaining its premises so as to adequately control the risk from fire;
 - iii) maintaining adequate fire precautions, with reference to:
 - means of detection and giving warning of fire;
 - provision of means of escape;
 - means of fighting fire, and
 - training of staff.
 - iv) providing safe systems of work, based on risk assessment, to minimise the risk of fire;
 - v) providing suitable and sufficient information, instruction and training at all levels;

- vi) making adequate provision for the control of fire in work processes including hot works;
- vii) keeping suitable and sufficient records;
- viii) providing adequate monitoring and supervision of activities to ensure that standards of fire safety are met;
- ix) making adequate resources available to meet the requirements of this policy.

2.0. Policy Aims

The aims of the fire safety policy are:

- 2.1. to safeguard all persons from injury or death in the event of fire by the effective management of fire safety;
- 2.2. to minimise the risk of fire and to limit the spread of fire;
- 2.3. to minimise the potential for fire to disrupt school services, damage buildings and equipment or harm the environment.

3.0. Responsibilities

The BLA fire safety policy outlines specific responsibilities:

- 3.1. The Members, Directors and Local Governing Body members accept that they have an appropriate fire safety policy in place across the BLA and that arrangements are made for its effective implementation;
- 3.2. The Executive Headteacher has ultimate responsibility for the implementation and management of this policy.
- 3.3. The Regulatory Reform (Fire Safety) Order 2005 places duties on the 'responsible person' who is someone who has control of premises or anyone who has a degree of control over certain areas or systems. In the case of the BLA, the Executive Headteacher delegates the overall responsibility to the Senior Operations Manager and this is then delegated to the Estate Support Supervisor for the BLA.
- 3.4. All employees within the BLA have a responsibility to co-operate and to ensure they have a full understanding of the fire evacuation procedure.

4.0. Managing Fire Safety

- 4.1. The school has delegated day to day responsibility for managing fire safety to the following people: Senior Operations Manager and the Estate Support Supervisor for the BLA.
- 4.2. The above named staff will:
 - a) ensure that all means of escape are properly maintained, kept free from obstruction and available for safe and effective use at all times; and that the means of escape have adequate emergency lighting; and that any defects are reported to the Senior Operations Manager.
 - b) provide and maintain in working order all fire fighting appliances and devices including:
 - fire detection and alarm systems;
 - emergency lighting systems;
 - fire fighting equipment;
 - notices and signage relating to fire procedures;

- means of escape, taking into account the needs of any disabled users. Personal Emergency Evacuation Plan (PEEPS) forms will be used for this purpose.
 - All PEEPS forms are overseen by the Student Support team, and a copy of any PEEPS forms forwarded to the Senior Operations Manager.
 - All PEEPS forms are to be handed by teachers at Glory Farm Primary School to the Senior Operations Manager.
- c) carry out a fire risk assessment on school buildings to ensure that each school's facilities are compliant;
- d) identify any special risks, e.g. the storage of hazardous materials, and put in place appropriate procedures to minimise the risks;

The Senior Operations Manager is responsible for ensuring each school:

- a) provide appropriate instruction and training for all school staff on the action to be taken to protect people and property including regular fire evacuation practices for all the school;
- b) ensures all staff, students, contractors, visitors and third-party hirers are made aware of and comply with the BLA's fire procedures;
- c) liaise with third parties including the emergency services, and the school's insurers to ensure that best practice for fire prevention and procedures is in place;
- d) monitors and reviews this policy on an annual basis so as to ensure that any new risk or alteration to regulations is addressed.

5.0. Monitoring

- 5.1. The BLA fire detection and alarm systems are maintained and checked by the Estate Support Supervisor for the BLA. The fire alarm system is tested on a weekly basis;
- 5.2. The school emergency lighting is checked monthly and annually by external contractors or in house;
- 5.3. Notices and signage are updated as and when required and checked annually by the Estate Support Supervisor across the BLA.
- 5.4. Fire fighting equipment is checked monthly by the Estate team and replenished or replaced as is required.
- 5.5. BLA Fire Log Books which contains records of fire safety issues are to be maintained by the by the Senior Operations Manager and the Estate Support Supervisor. These include details of:
- faults;
 - service visits.
 - Weekly test log.

The inspection and testing of:

- fire detection and alarm systems;
- emergency lighting systems;
- fire fighting equipment.

This information is maintained in a separate fire folder.

6.0. Fire Risk Assessment

- 6.1. The fire risk assessments identify who will be at risk if there is a fire, where people may be working and who else may be at risk, either in the premises or nearby, such as members of the public, visiting contractors, etc, and where these people are likely to be located.
- 6.2. The fire risk assessment will be carried out annually by an external contractor.
- 6.3. The findings of the fire risk assessment will be reviewed by the Senior Operations Manager, then signed off by the Executive Headteacher and Headteacher.

7.0. Fire Hazards

The following fire hazards across the BLA are identified:

- a) Smoking;
- b) Electrical Equipment;
- c) Naked flame and gas appliances;
- d) Portable heaters;
- e) Laboratory equipment;
- f) Lightning;
- g) Flammable/combustible substances.

8.0. To reduce the risk of fire

- a) Smoking
 - The school is a non-smoking site.
- b) Electrical equipment
 - Electrical equipment is PAT tested every year across the BLA.
 - Faults with electrical equipment must be reported to the Estate team.
 - Extension cables are never plugged into other extension cables and adaptor blocks are not used.
 - Central electrical cut-off points are located in laboratories.
- c) Naked flame and Gas Appliances
 - The use of Bunsen burners is covered by the Science Laboratory risk assessment.
 - All staff and pupils are trained in their safe use and must wear correct safety clothing and goggles. Pupils may not approach naked flames without staff supervision.
 - There are gas isolation points separate from the practical areas.
 - Gas appliances elsewhere are regularly inspected and tested and the supply can be cut off in an emergency e.g. gasguard system in the Science Department.
- d) Portable heaters
 - Occasionally the use of additional heaters may be required. These appliances are inspected and tested regularly. They are sealed units which are plugged in. They must be positioned at a safe distance from any furniture and must never be covered.
- e) Laboratory equipment
 - All laboratory equipment is regularly inspected and maintained in good working order, or labelled clearly as unserviceable, by Science staff.
 - Science staff (and pupils, where appropriate) are trained in its safe use; pupils are never allowed to enter a Science laboratory unsupervised and may never use laboratory equipment without staff supervision.

- All potentially hazardous equipment and procedures are used/carried out with strict adherence to CLEAPSS guidelines.
- f) Lightning
- Where lightning conductors are in place, these are to be inspected on an annual basis.
- g) Flammable/combustible materials.
- All new school furniture should conform to British Fire Safety Standards;
 - Flammable or combustible materials are stored in accordance with COSHH;
 - Flammable materials such as chemicals are kept in a secure store; stocks are inspected regularly and recorded and any obsolete stocks are disposed of safely in accordance with CLEAPSS (HAZCARDs);
 - All containers/storage areas are clearly and appropriately signed;
 - Safety screens are used when experiments with highly combustible materials are carried out and there is a spark risk.

9.0. Fire Safety Training

It is important that fire safety training takes place across the BLA and that:-

- a) All staff receive basic fire safety induction training and attend refresher sessions as requested. This is to be recorded by the Senior Operations Manager in conjunction with members of the Estate team.
- b) Children are provided with fire evacuation training by undertaking fire evacuation practices on a regular basis.
- c) Fire drills are planned each term to confirm the effectiveness of the BLA's evacuation procedures. Any conclusions and remedial actions are recorded and implemented. The Senior Operations Manager will consult with the Executive Headteacher and Headteachers across the BLA to confirm the dates for the drills.

10.0. Fire Evacuation Procedures

10.1. Fire Evacuation Procedures are outlined in Appendix A & Appendix B.



Appendix A: Fire Safety Evacuation Procedure – The Cooper School

Appendix B: Fire Safety Evacuation Procedure – Glory Farm Primary School

Appendix C: Fire Lane Plan – The Cooper School

Policy/Procedure Title	Fire Safety Policy
Issue Date to Committee	Autumn Term 2016
Author (Name/Department)	R Dodsworth – Senior Operations Manager (BLA)
Approved by Directors	Autumn Term 2016
Review Date – Annually	Autumn Term 2017

Appendix A: The Cooper School Fire Evacuation Procedure

 	<u>BICESTER LEARNING ACADEMY TRUST</u> The Cooper School Fire Evacuation Procedure During School Term-Time “Normal Hours”			<u>Written By:</u> R Dodsworth – Senior Operations Manager (BLA)
	<u>Applicable to:</u> ALL STAFF & STUDENTS	<u>Accountable Officers:</u> Executive Headteacher:- B J Baxter (TCS)	<u>Date Adopted:</u> Autumn 2016	<u>Date To Be Reviewed:</u> Autumn 2017 (Annually)

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1.0. **The aim of the Evacuation Procedure**

The aim of the evacuation procedure is to ensure every person leaves the building by the nearest available exit to a point of safety. At no point should any member of staff put themselves at risk.

The evacuation procedure applies to normal school hours, Monday to Friday, when the school is occupied with school pupils and up to 5.30pm in the evening.

2.0. **The Fire Alarm**

The signal for evacuation is a **continuous** fire alarm bell.

Important: It is vitally important that the Emergency Services are contacted as soon as is possible, by calling 999. A member of the Response Team should make this call as soon as is possible.

3.0. **Instructions on finding a fire**

- 3.1. Activate the Fire Alarm by breaking the glass at the nearest call point.
- 3.2. Follow the actions in point 4.0.
- 3.3. Report the location of the fire to the Executive Headteacher or deputy as soon as is possible.

4.0. **On hearing the Fire Alarm**

- 4.1. **Stop** all activities. Line the students up at the classroom Fire Exit.

Note: Gas cookers in Design and Technology are to be turned off individually before staff leave the classroom and Gas cookers turned off by the Innovate kitchen staff before leaving the kitchen.

- 4.2. Escort the students, calmly and quietly, from the teaching area and leave the building by the nearest exit. Close all doors as you leave.

- 4.3 Lead the students to the perimeter of the school, and escort them to the Assembly Area. Keep as far away from the buildings as practical. See General Evacuation Routes.
- 4.4. The Assembly Area is the Coach Park.
- 4.5. Ensure the students join their form groups. Students are to line up as directed by the **Form Tutor**.
- 4.6. **Form Teachers** are to collect the register for your form from your Head of House and call the register. Report any missing students to your Head of House. If you do not have class responsibilities, stand quietly and await instructions.
- 4.7. Keep your form quiet so that you can hear instructions. Do not let the students wander from the Assembly Area. Remain at the Assembly Area until further instructions are given.

5.0. **Specific Responsibilities**

5.1. **The Estate Team**

- 5.2. When the Fire Alarm sounds, the **Estate Team** will make their way to the fire alarm panel, either in the Estate Office or at one of the other 3 panels at The Cooper School.
- 5.3. The first person at the fire alarm panel, will identify the call point/zone which has been activated on the fire alarm panel. Where time allows the loud speaker will be handed to a member of SLT.
- 5.4. Either the **Estate Support Supervisor** or the **Estate Assistant(s)** will go to the building/room identified above. It will be determined if the fire alarm activation is a real fire situation or a false alarm.

6.0 **Fire Situation**

- 6.1. If a fire is located, the most senior person from the **Estate Team** will ring 999.

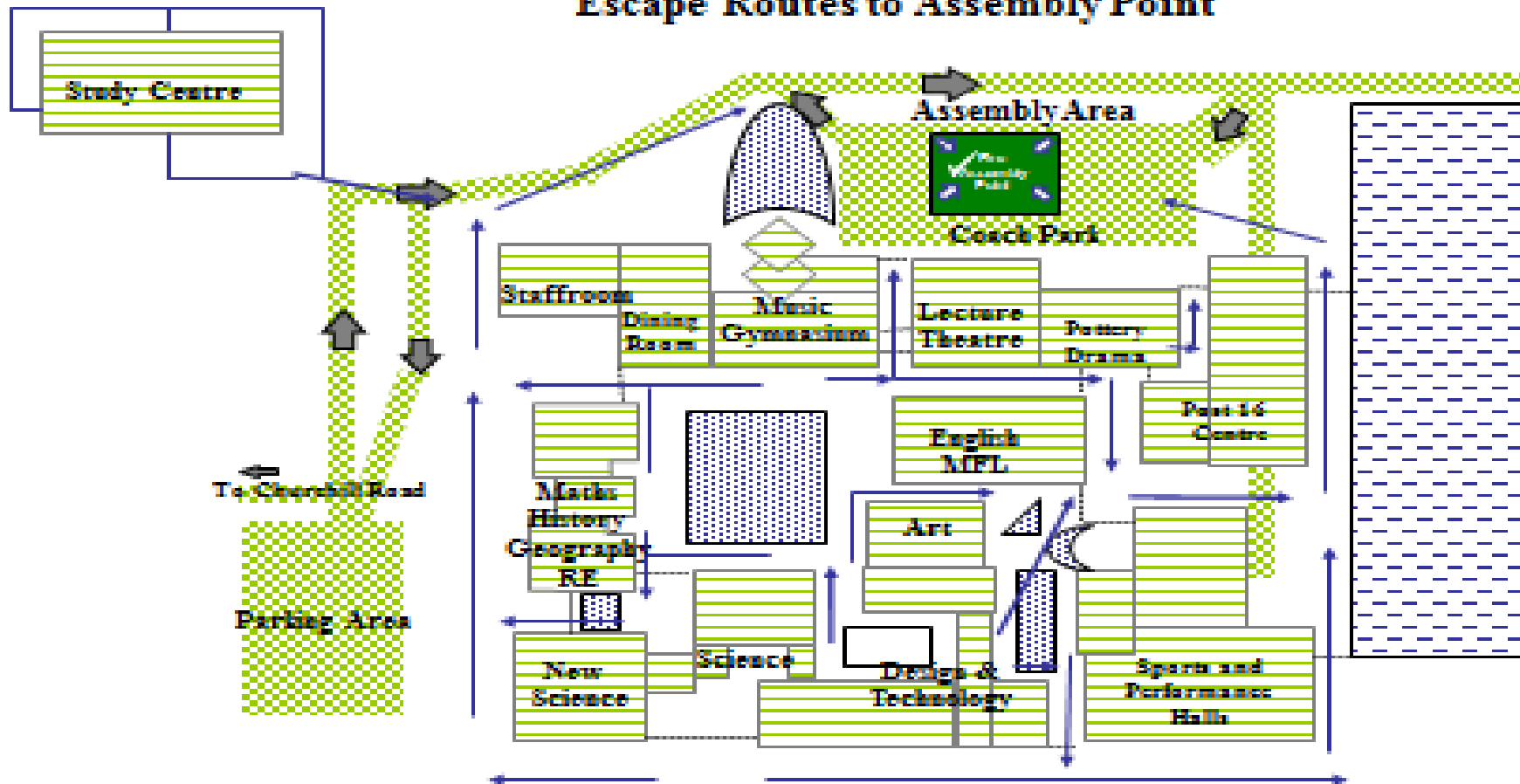
Address: **The Cooper School**
Churchill Road
Bicester,
Oxfordshire.
OX26 4RS

Telephone number: **(01869) 242121**

Location of Fire: **Quote location given.**

- 6.2. The member of the **Estate Team** who has located the fire will proceed to the front gates to report to, and assist, the Emergency Services.
- 6.3. The **Estate Support Supervisor** will report to the **Executive Headteacher** at the Assembly area to ensure that all people on site have been accounted for.
- 6.4. Without putting themselves at risk, the area will be checked to see if there are any students remaining, with any students left being asked to leave and do to the Assembly area.
- 6.5. If a real fire situation, the **Estate team** will notify reception.

Escape Routes to Assembly Point



The Cooper School, Bicester

7.0. Non-Fire Situation (False Alarm)

- 7.1. If no fire is found, and the alarm is found to be false or malicious, members of the **Estate Team** will report the 'all clear' to the **Executive Headteacher** and signal for children to return to the premises.
- 7.2. The Fire Alarm system will be reset as soon as is possible.

8.0. Instructions for Receptionist

- 8.1. When the Fire Alarm sounds, the **Receptionist** will remain in reception and wait for further instructions.
- 8.2. The **Receptionist** will take responsibility for children from the Medical Room who are unable to move to the Assembly Area.
- 8.3. The **Receptionist** will be informed if is either a real fire from a member of the **Estate Team**
- 8.4. Any visitors at reception will remain in the reception foyer until informed otherwise by the **Receptionist**.
- 8.5. The **Receptionist** should act on the instructions of the **Emergency Services** to vacate the area, or respond by vacating the premises and moving to the Assembly Area, if the risk increases.
- 8.6. The **Receptionist** will remain at the Assembly Area until further instructions are received from the **Executive Headteacher** or **Emergency Services**.
- 8.7. Any student with a mobility issue, can make their way to reception if this is the shorter distance to travel rather than go to the Assembly Area.

9.0. Instructions for Administrative/Support Staff

- 9.1. When the Fire Alarm sounds, one of the **Curriculum Support Secretaries** will collect the visitors' book from Reception and take to Assembly Area.
- 9.2. The **Attendance Assistant** will print off form registers for all Houses, and the Early/Late Book.
- 9.3. The **Executive Headteacher's PA** will collect the Staff List, and go to the Assembly Area.
- 9.4. All other **Administrative/Support staff** will evacuate the building to Assembly Area. It will be the responsibility of the **Director of Business & Finance** or a member of the **Finance Team** to take a roll call of Administrative/Support staff.
- 9.5. A member of Administrative/Support staff will be asked by the **Director of Business & Finance** to go to the zebra-crossing area near the inclusion centre where they will prevent any vehicles going to the rear car park.
- 9.6. The **Executive Headteacher's PA & Attendance Assistant** will stand in front of Form Groups and give out registers to House Welfare Managers and make Early/Late book available for checking.
- 9.7. The **SLT Link** for main school and Post-16 will collect staff lists.
- 9.8. A **member of the Reception team** will inform Heads of Houses at the assembly point of students remaining in Medical Room and Heads of Houses will take responsibility for able pupils from Medical Room.

10.0. Instructions for Attendance Team

- 10.1. The **Attendance Assistant** and in their absence, the **Cover Attendance/Officer**, will on hearing the fire alarm, return to the Attendance Office and print off the Registers for the Heads of Houses.
- 10.2. The registers are then taken out to the Assembly Point and handed to the **Head of Houses**.
- 10.3. In the event that registers cannot be printed off, a hard copy of all pupils in the school is to be available in the **Attendance Office** and this hard copy can be taken to the Assembly point and given to the Head of Houses.
- 10.4. In the event that the fire is in the Staff block, the **Attendance Officer** is not to return to their office, but go to the Assembly Point and report to the Executive Headteacher.

10.0. Instructions for Form Tutors, Heads of Houses and Assistant Heads of Houses

All students according to their House Tutor Groups will be asked to line up at the assembly point as per numbered House. All numbers in the car park are painted on the tarmac.

- See summary of House Tutor Groups for September, 2016.
- See fire lane plan at the end of this document. Point 14.

- 10.1. Follow General Evacuation Instructions until students are released to Form Tutors.
- 10.2. **Heads of Houses** will collect class registers for their House from House Welfare Managers waiting in front of House Groups.
- 10.3. **Heads of Houses** will pass form registers to **Form Tutors/Assistant Heads of Houses**.
- 10.4. **Form Tutors** will call the register for their form. The names and last known locations of students not present will be recorded.
- 10.5. **Form Tutors** will report names and last known location of students not present to **Head of House**.
- 10.6. **Assistant Head** will check the Early/Late Book (with the Administrative Staff) for students not present.
- 10.7. **Heads of Houses** will report names and last known location of students still unaccounted for to allocated **SLT Link** and return to their House groups.
- 10.8. The **SLT Link** will report to the **Executive Headteacher**.
- 10.9. All members of SLT will remain at the Assembly Area until further instructions are received from the **Executive Headteacher** or Emergency Services.

11.0. Instructions for Senior Leadership Team

- 11.1. Follow General Evacuation Instructions until students are released to Form Tutors.
- 11.2. **Designated SLT Link** will collect Support Staff List and Visitor's Book from Administrative staff in front of House Groups.
- 11.3. **Designated SLT Link** will collect Teaching Staff (including Supply staff) list from Administrative staff in front of House Groups
- 11.4. **Executive Headteacher** will remain in front of the Assembly Area to receive reports of students and staff unaccounted for.

- 11.5. **Designated SLT Link** will check Support Staff List and confirm that all Visitors, Support staff (inclusive of administrative staff and other ancillary staff including Kitchen staff) are accounted for.
- 11.6. **Designated SLT Link** will check Teaching Staff List and confirm that all Teaching staff including Supply teachers are accounted for.
- 11.7. **SLT Links** will report the names and last known location of any staff unaccounted for to Executive Headteacher.
- 11.8. The **Executive Headteacher** will collect the names and locations of any staff or pupils unaccounted for, and pass to the **Estate Support Supervisor**.
- 11.9. All persons are to remain at the Assembly Area until further instructions are received from the Emergency Services.

12.0. Instructions for all students

When the Fire Alarm Bell sounds during a lesson:

- 12.1. Immediately listen quietly for your **Teacher's** instructions. Do not try and pack away your belongings or clear away the work you have been doing.
- 12.2. Your **Teacher** will ask you to line up next to the Fire Exit. Be quick and quiet.
- 12.3. When you are lined up, your **Teacher** will tell you to walk out of the classroom.
- 12.4. Make your way outside as quickly as you can without running or pushing.
- 12.5. When you are outside, move away from the school buildings and walk towards the Assembly Area in the Coach Park. You will be walking around the outside of the buildings. Do not cross the Quadrangle.
- 12.6. At the Assembly Point, line up in Form groups and wait for your **Form Tutor** to check the Register.
- 12.7. Wait quietly at the Assembly Point, in your class group, until you are told to move. You must not return to the school buildings, wander off to talk to friends, nor run around.
- 12.8. Your **Form Tutor** will tell you when to move.

13.0. Instructions for The Executive Headteacher or Deputy

- 13.1. Move to the Assembly point in the Coach Park.
- 13.2. Receive confirmation from the **SLT Links** of any staff or students who are unaccounted for.
- 13.3. Wait for instructions from the **Estate Support Supervisor** or **Estate Team** as to whether the fire alarm is a real or false situation.
- 13.4. If a false alarm is confirmed, dismiss all persons at Assembly point and allow students/staff to return to the norm activities.
- 13.5. If a real fire situation is confirmed, await instructions from the Emergency Services on site as to the next steps to be taken.


14.0 The Cooper School – Fire Lane Plan

See Appendix C - Fire Lane Plan.

15.0. The Cooper School – House Tutor Groups – September 2016

Bobby Moore House (Red)	Florence Nightingale House (Orange)	Winston Churchill House (Green)	Isaac Newton House (Blue)	POST 16 STUDIES
Senior Link	Senior Link	Senior Link	Senior Link	Senior Link
Dr Whannel	Mr Hiscock	Mrs Roberts	Mrs Mills-Webb	Mr Doorley
Head of House	Head of House	Head of House	Head of House	Assistant Head of Post 16 Studies
Mr Tweed	Mr Dean	Mrs Burnand	Mrs Hillier	Mrs Underwood
Assistant Head of House	Assistant Head of House	Assistant Head of House	Assistant Head of House	Sixth Form Assistant
Miss Webb	Mr McKenzie	Mr Gibson	Mr Kendall	Mrs Burnby
Student Support Manager	Student Support Manager	Student Support Manager	Student Support Manager	12JG Room E8
Mrs Payne	Mrs Devereaux	Mrs Pearson	Mrs Williams	Mrs Gill
Moore 1 Room Sc12	Nightingale 16 Room La04	Churchill 25 Room T004	Newton 40 Room Hu05	12GH Room SF8
Miss Wilkinson	Miss Aribas	Ms Stoner/Mrs Hughes (Friday)	Miss O'Hanlon	Mrs Harris
Moore 2 Room La01	Nightingale 17 Room La05	Churchill 26 Room Hu11	Newton 41 Room E01	12SB Room SF2
Mrs Roche-Ali	Ms Douet	Mrs Brown	Mrs Rawlinson	Ms Badger
Moore 3 Room Sc18	Nightingale 18 Room Sc20	Churchill 27 Room E02	Newton 42 Room Hu02	12KOF Room SF6
Mr Keeling	Mrs Bradley Mrs Hill (Wednesday)	Miss Taylor	Mr Brown	Mrs O' Flynn
Moore 4 Room H4	Nightingale 19 Room Sc03	Churchill 28 Room T01 (Art)	Newton 43 Room Ca10 (Mu)	12KS Room SF1
Mrs Colvill	Mrs Watkins	Mrs Agrah	Miss Edwards	Mrs Sheppard
Moore 5 Room Sc16	Nightingale 20 Room Ma09	Churchill 29 Room La02	Newton 44 Room T03	13AC Room T07
Miss Lockett	Mr Hulley	Mr Pritchard	Mrs Button-Copeland Mrs Burnby (Wednesday)	Mr Coggins
Moore 6 Room JCC	Nightingale 21 Room Ma01	Churchill 30 Room Hu06	Newton 45 Room T10	13JH Room SF4
Mrs Spencer/Mrs Jenkins	Ms Lynch Mr Dipple (Wednesday)	Mrs Davies (Monday/Tuesday) Mrs Newing (Wed/Friday)	Mr Frogley	Ms Holder
Moore 7 Room T08	Nightingale 22 Room Sc01	Churchill 31 Room Ma06	Newton 46 Room E07	13HH Room SF5
Mr Hore	Miss Jones	Mr Slevin	Mrs Keen Mrs Higginbottom	Miss Hurdle
Moore 8 Room L2L	Nightingale 23 Room Hu08	Churchill 32 Room T02	Newton 47 Room Ma10	13SL Room SF3
Mrs Sheehan	Mr Stevens	Mrs Smyth	Mr Abaee	Mr Lynch
Moore 9 Room La03	Nightingale 24 Room Hu08	Churchill 33 Room Sc17	Newton 48 Room Ma03	13HS Room SF7
Mrs Hickman	Mr Savage	Mrs Green	Mr Mutemererwa	Miss Scott
Year 11 Only Form Groups	Year 11 Only Form Groups	Year 11 Only Form Groups	Year 11 Only Form Groups	
Moore 10 Room E05	Nightingale 13 Room Hu07	Churchill 34 Room E06	Newton 37 Room SC08	
Miss Wing	Mrs Post	Mr Cook	Miss Smith	
Moore 11 Room Sc15	Nightingale 14 Room E04	Churchill 35 Room Hu10	Newton 38 Room E03	Senior Link to Year 11
Mrs Patel	Mrs Eggleston	Miss Carroll	Miss Morris	Mr Baker
Moore 12 Room Ma05	Nightingale 15 Room Ma02	Churchill 36 Room Sc05	Newton 39 Room Ma04	Head of Year 11
Mrs Byfield	Mrs Gilbert Mrs Davies (Tuesday)	Mrs Tweddle	Mr Fowler	Mr Simmonds

Appendix B: Glory Farm Primary School Fire Evacuation Procedure

	<p><u>GLORY FARM PRIMARY SCHOOL</u></p> <p>EVACUATION AND FIRE PROCEDURE During School Term-Time “Normal Hours”</p>			<p><u>Written By:</u></p> <p>R Dodsworth – Senior Operations Manager (BLA)</p>
	<p><u>Applicable to:</u></p> <p>Pupils & Staff at Glory Farm Primary School</p>	<p><u>Accountable Officer:</u></p> <p>Headteacher:- I Elkington (GFPS)</p>	<p><u>Date Adopted:</u></p> <p>Autumn 2016</p>	<p><u>Date To Be Reviewed:</u></p> <p>Autumn 2017 (Annually)</p>

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1.0. The Fire Alarm

The signal for evacuation is a **continuous** ringing of the fire alarm bells and the sounding of klaxons.

Important: The aim of the Evacuation Procedure is to ensure every person leaves the building by the nearest available exit to a point of safety. At no point should any member of staff put themselves at risk.

Important: It is vitally important that the Emergency Services are contacted as soon as is possible, by calling 999. A member of the Response Team should make this call as soon as is possible.

Evacuation instructions to follow for all staff, except the Response Team when finding a fire or hearing a fire alarm:

- 1.1. If a member of staff discovers a fire, please activate the fire alarm by breaking the nearest available call point.
- 1.2. Alternatively, if a fire alarm is ringing continuously then:
- 1.3. **Stop** all activities. Line the students up at the classroom Fire Exit. Escort the children, calmly and quietly, from the teaching area and leave the building by the nearest available exit.

- 1.4. All **Teachers** must take the class registers with them. In the absence of a class register teachers are to take the hardcopy of the full class register with them to the assembly point.
- 1.5. A copy of the PEEP form is to be held with the hardcopy of the full class register.
- 1.6. All **Teaching Assistants** are to check classrooms and to check toilets adjacent to their classroom for children before leaving the building and meeting at the assembly point.
- 1.7. All **non-teaching support staff** e.g. cleaners are to leave the building by the nearest available exit and go to the assembly point.
- 1.8. The assembly point is as per the attached plan at the end of this document. Please refer to the **Assembly Point photograph**. Dependant on the circumstances, children may need to be moved to an alternative location i.e. the school playing fields, dependant on the given circumstances.
- 1.9. **Class teachers** are to check that all students are present. After checking the student lists, any teachers who have students missing are to report these to the **Assistant Headteacher** (located in the playground).
- 1.10. All staff, students and visitors are to remain at the assembly point until further instructions are given. Those from the **Response Team** communicate with those at the assembly point by means of walkie-talkies.
- 1.11. The map for Glory Farm Primary School is at the end of this document.

2.0. Instructions for Response Team

2.1. The **Response Team** consists of:

- The **Estate Support Assistant** will be the 'person who assumes overall responsibility for managing the fire alarm and co-ordinating the **Response Team**.
In the absence of the Estate Support Assistant then the most Senior Member of staff assumes responsibility:
 - Headteacher
 - The Inclusion Manager except for Friday.
 - Administration Assistant
 - Administration Assistant
 - HLTA
 - HLTA

2.2. Roles of response team:

- One person is to assume overall responsibility to look at fire alarm panel, and investigate if real or false alarm.

The person who has overall responsibility is to allocate tasks:-

- One person is to call 999.
- One person (preferably the **Administration Assistant**) is to take the 'Signing in' book to the Assembly point and hand it to the Assistant Headteacher.
- One person is to stop persons coming into the building through the front reception doors.
- One person is to meet the emergency services at the entrance gate to the school. They would prevent cars coming through the school gates.
- One person is to open the 3 gates around the site as is required. The main set of gates will be the double gates leading to the rear of the school from The Cooper School. In most cases, the emergency services will carry bolt croppers to remove padlocks of gates as is required.

- 2.3. The above roles are interchangeable. The level of response will be dependent on the number of persons available to respond.
- 2.4. In the absence of the **Estate Support Assistant**, the **most senior member** of the **Senior Leadership Team** will assume overall responsibility.
- 2.5. The **Assistant Headteachers** will assume responsibility for managing the assembly point.
- 2.6. When the Fire Alarm sounds, the **Response Team** will make their way to the fire alarm panel in the Administration Office near the main entrance. No one from the Response Team should put themselves in danger and a safe route to the alarm panel should be taken. This may mean taking a longer route around the building.
- 2.7. If no false alarm has been reported, **the Estate Support Assistant** and in his absence **the most senior member** of the **Response Team** will look at the fire alarm panel and zone plan and identify the fire detector which is shown on the LED display.
- 2.8. The **Estate Support Assistant** and in his absence **the most senior member** of the **Response Team** will go to the location of alarm source identifying the fire detector or the call point which has been broken.
- 2.9. Either:
 - a) It can be confirmed that the fire alarm is as a result of a **false alarm** or
 - b) It can be confirmed that it is a **fire**.

Where it is unclear as to whether the alarm is a false alarm or a real fire situation, the person responsible for overseeing the response to the fire alarm is to call 999.

False Alarm

1. If the fire alarm is as a result of a false alarm, the **Estate Support Assistant** (and in his absence **the most senior member** of the **Response Team**) will silence the fire alarm panel and re-set the fire alarm panel.
2. If a break glass needs to be replaced, then this will be undertaken by the **Estate Support Assistant** (or **the most senior member of the Response Team**). This can be completed at a later time.
3. The **Estate Support Assistant** (and in his absence **the most senior member** of the **Response Team**) will inform one of the **Assistant Headteachers** at the assembly point that it is a false alarm, that the fire alarm has been silenced and re-set and that all staff and students can return to their classrooms.

Fire

1. If a fire is located, the **Estate Support Assistant** (and in his absence **the most senior member** of the **Response Team**) will report the location of the fire by calling the Emergency Services, by dialling 9-999. Depending on circumstances this task may be delegated to another member of the **Response Team**.

Address:

**Glory Farm Primary School
Hendon Place
Sunderland Drive
Bicester,**

Oxfordshire
OX26 4YJ

Telephone number: (01869) 244050

Location of Fire: Quote location given by member of the Response Team

Type of Fire: Give information if available.

- 2.10. The **Estate Support Assistant** (and in his absence the **most senior member** of the **Response Team**) will delegate one member of the response team to proceed to the front gates to direct, and assist, the Emergency Services.
- 2.11. **A member of the Response Team/Estate Support Assistant** will report to the **Assistant Head Teachers** at the assembly point to ensure that all people on site have been accounted for. This information is passed on to the Emergency Services.
- 2.12. If it is believed that there are 'missing persons in a fire situation, then if the emergency services have not been contacted, then call 999 and inform them.
- 2.13. When the **Emergency Services** are on site, the **Response Team**, will take advice and guidance from the **Emergency Services**. The **Emergency Services** are to be informed of any missing persons.

3.0. Instructions for Administration Assistant in their absence the most senior member of Response Team

- 3.1. When the Fire Alarm sounds, the **Administration Assistant** (and in their absence the **most senior member** of the **Response Team**) will go to reception and any **visitors** will be escorted to the assembly point.
- 3.2. The **Administration Assistant** (and in their absence another **member** of the **Response Team**) will take the visitor book and the 'absence book' to the assembly point by the safest available route and account for visitors to the school.

Note: One visitor book only is to be used for all persons visiting Glory Farm Primary School. All visitors must sign in. The absence book is a record of pupils who leave the school for a particular reason during the day.

- 3.3. When this has been completed the **Assistant Headteacher** will be informed. This information will be passed back to the person with overall control i.e. the **Headteacher** or **Assistant Headteacher**.
- 3.4. Outside the front school entrance will be the communications centre for the **Response Team** and the **Emergency Services** and any other group responding to the emergency.
- 3.5. The **Response Team** will act on the instructions of the **Emergency Services** when the emergency services arrive on site.
- 3.6. The **Administration Assistant** (and in their absence another **member** of the **Response Team**) will remain at the assembly point.
- 3.7. All staff will wait for further guidance from the **Emergency Services**.
- 3.8. The **Headteacher** will be notified as to the next steps the school should follow as advised by the **Emergency Services**.

4.0. Instructions to Lunchtime Supervisors

- 4.1. **Lunchtime Supervisors** supervise the children in the hall (over meal times) and in the playground. Meals are served from 12.00-12.30pm and 12.30-1.00pm.
- 4.2. If the fire alarm sounds, all **Lunchtime Supervisors** will take all children out of the hall to the assembly point by one of the available exit points.
- 4.3. One **Lunchtime Supervisor** is to check the adjacent toilet before moving to the assembly point. This toilet is only to be checked if it is safe to do so. At no point is a lunchtime supervisor to put themselves at risk.

5.0. Instructions to Staff from Innovate Catering

- 5.1. Innovate catering staff are to leave the hall and go direct to the assembly point.

6.0. Instructions to all playground staff on break-time duty

- 6.1. Breaks times are 10.30-10.50am and 12.00-1.00pm, Monday to Friday.
- 6.2. All **teachers** who are 'playground staff' on hearing the fire alarm are to keep all children in the Junior and Infant playground and await further instruction from the **Response Team or Assistant Headteacher**.

7.0. Instructions to Cleaning Staff

- 7.1. Cleaning staff are to leave the building by the nearest available emergency exit and go directly to the assembly point.

8.0. School Assemblies

- 8.1. All children will in an orderly manner be taken to the assembly point or point of safety if the fire alarm is sounding. The default position is always to be the Junior and Infant playground, unless in a real life fire situation, taking children to the assembly point places the children at risk.

9.0. Access to Site (3 x school gates around site)

- 9.1. There are 3 access/exit points around site, which have padlocks. The most likely set of access gates for the emergency services would be to the rear of the School, via The Cooper School access road or the access road adjacent to the Children's centre.
- 9.2. In the event that access is needed to the gates around site, the emergency services will most probably use bolt croppers to remove the padlocks.
- 9.3. The keys for the 3 x access gates are located in the Administration Office next to the fire alarm panel.

10.0. Personal Emergency Evacuation Plans (PEEP's)

- 10.1. The aim of a Personal Emergency Evacuation Plan (PEEP) is to provide people who cannot get themselves out of a building unaided during an emergency situation, with the necessary information to be able to manage their escape from the building. It is a written record of the action plan to follow in the event of an evacuation and may involve the need for staff to supervise children to a point of safety.

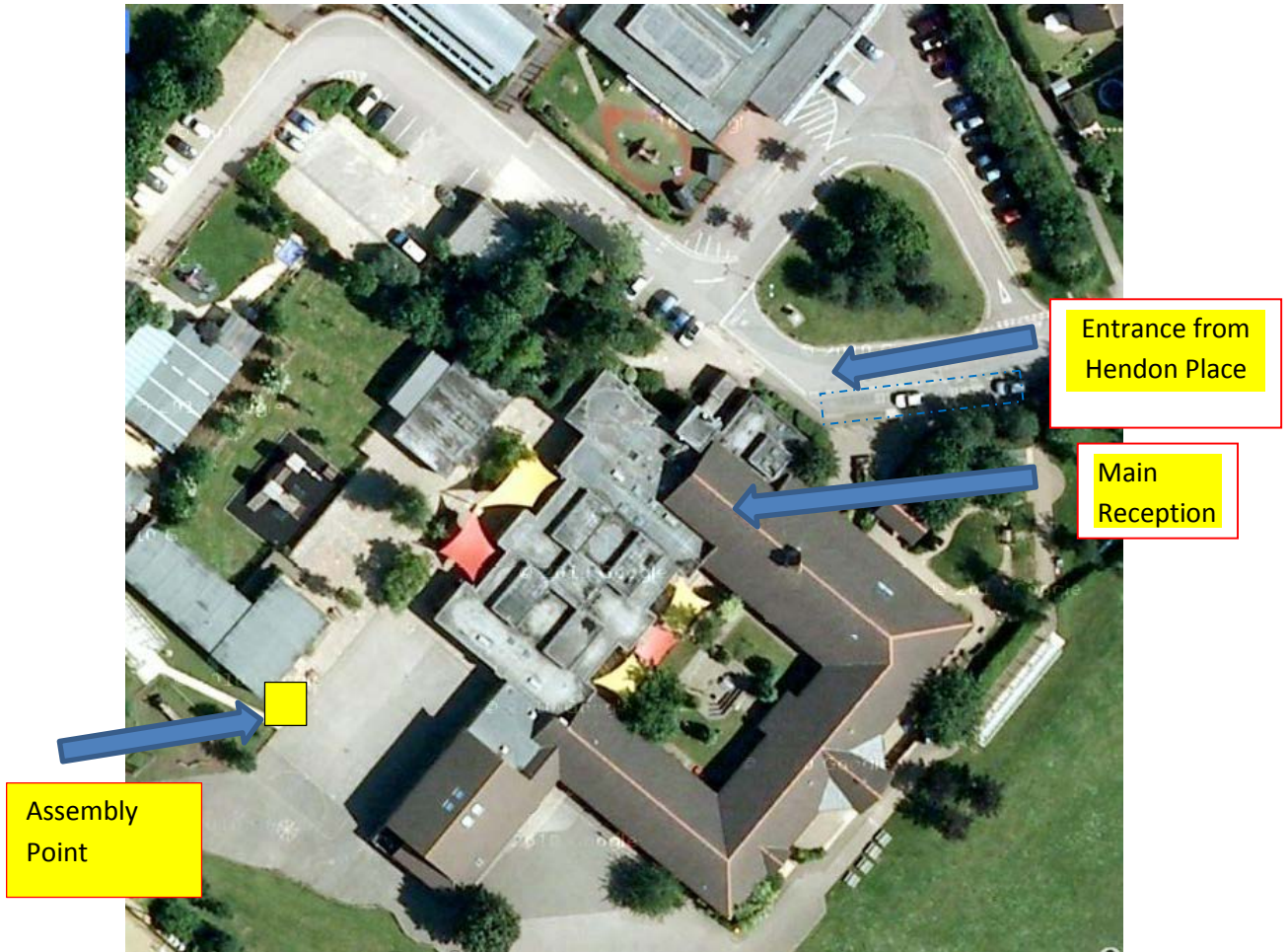
10.2. PEEP forms are required. Originals are to be held by the SENCO Officer and duplicate copies are to be held with the hardcopies of the full class register.

11.0. Monitoring and Review

11.1. This document is subject to change, both in content and personnel and will be updated accordingly.

11.2. All staff will receive an electronic copy and a hard copy will be made available to those who do not have access to e-mail.

Appendix 1:



Appendix C: TCS Fire Lanes

