

The Bicester School



Health and Safety: Emergency Evacuation Policy or Potential Lock Down

Date for review: March 2017

The Bicester School Policy on Health and Safety: Emergency Evacuation or Potential Lock Down

Applicable To:	Status	Responsible Officer:	Date Adopted:	Date to be Reviewed:
All Staff	Adopted	T Rushworth	March 2016	March 17 Annual update

RATIONALE

All establishments are comprised of a population that shifts and changes in its size, composition and experience; this is especially so in an educational establishment such The Bicester School. Under the Health and Safety at Work etc. Act 1974, Activate Learning Education Trust (ALET), The Governors and managers of the school have a specific responsibility to secure the health, safety and welfare of all staff, pupils, site users or other persons for whom it has responsibility. Emergency evacuation is one of the two primary areas where everyone involved must be fully aware of their responsibilities and duties.

AIMS OF THE POLICY

The aims of this policy are:

- To ensure the safety of site users in the event of an emergency.
- To increase awareness of purpose behind emergency evacuation.
- To encourage the active involvement of all staff in managing an emergency evacuation.

OBJECTIVES OF THE POLICY

The objectives of this policy in relation to the safety of site users in the event of an emergency evacuation are:

- To define the accountability and responsibility of all members of the School.
- To outline the overall rationale behind the emergency instructions.
- To establish the rationale so that all members of the School can interpret the instructions in rapidly changing circumstances.
- To define the actions that needs to be carried out by the School irrespective of the presence of specified individuals.

DEFINITIONS REQUIRED BY THE POLICY

Evacuation is usually thought of in respect of fire. This policy will deal with evacuation of the premises in the event of any emergency that will put people at risk if they remain inside the

buildings. The premises **MUST** be evacuated in the following circumstances - fire alarm, bomb threat, gas leak, substantial internal chemical spillage, extensive power failure, structural and major mechanical failure, OR in any other circumstances where the responsible person feels that it is necessary.

Alternatively the School may require a Lock Down procedure due to chemical or similar contaminants from outside sources which make the operation in the open air, even for a few minutes, hazardous. In this situation the School will retain boundary lock-down to ensure that all members of the students and staff stay on site until the hazard has dispersed.

RESPONSIBILITIES IN RELATION TO THE POLICY

ALET

ALET as the employer is ultimately responsible for all fire safety, evacuation and lock down matters at The Bicester School.

The Governing Body:

The Governing Body has overall responsibility for:

- Ensuring that all issues relating to the health and safety of all site users are properly managed with an effective and enforceable policy for health and safety throughout the School (See Health and Safety Policy).
- Allocating sufficient resources to ensure that the School meets all legislative requirements.

The Headteacher:

The Headteacher is responsible for:

- Preparing an emergency plan covering all foreseeable major incidents.
- Ensuring that the resources are available to meet the provisions of the emergency plan.
- Ensuring that a viable evacuation plan is in place.
- Providing evacuation training for all members of the school.
- Initiating and implementing regular evacuation drills.
- Confirming to the appropriate authorities that any evacuation has been successful.
- Deciding what further emergency action is appropriate.
- Developing a plan for the pastoral support of the school in the event of a Lock Down.

Senior Leadership Team:

The Senior Leadership Team is responsible for:

- Providing leadership during an evacuation where the Headteacher is absent.
- Providing support to Heads of House and Form Tutors during the evacuation.
- Receiving confirmation of student, staff and visitor numbers from Heads of House and Heads of Department, reporting to the Headteacher.
- Supporting the Head Teacher in determining the best way to adopt satisfactory care to Students and Staff during a Lock Down.

Heads of Department - Teaching and Non Teaching:

The Heads of Department have specific responsibility for:

- Informing the Site Manager of individuals within their department who are at especial risk in an evacuation.
- Creating and maintaining a register of support staff, taking the register to the Assembly Point.
- Ensuring that they, and their department members, are familiar with the evacuation routes from their teaching areas to the Assembly Point.
- Ensuring that all common use areas, including toilets within their department are vacated during the evacuation.
- Whenever possible, closing all doors and windows in their department as they leave.
- Recording the presence of non teaching members of their department at the Assembly Point.
- Supporting school training initiatives by releasing staff when appropriate.
- Supporting and following any instructions given by the SLT in the event of a Lock Down. Assistance may be required in order to control student movements and to ensure students do **not** leave school premises.

Heads of House:

The Heads of House have specific responsibility for:

- Informing the Site Manager of individual pupils within their year group who are at especial risk in an evacuation.
- Receiving pupil registration confirmation from their form tutors, recording pupil absence.
- Confirming as soon as possible to the Headteacher, that the evacuation for their house group is complete; highlighting pupil absence.
- Disciplining pupils who behave inappropriately during an evacuation.
- Remaining with their house group until given the signal for further action.
- Assisting Form tutors to manage their forms and ensure that pupils remain at the Assembly Point until a decision for further action has been taken.
- Supporting and following any instructions given by the SLT in the event of a Lock Down. Assistance may be required in order to control student movements and to ensure students do **not** leave school premises.

Form/Lesson Tutors:

Form/Lesson Tutors have responsibility for:

- Familiarising themselves with the evacuation route from their teaching space, and any other spaces throughout the site to the Assembly Point.
- Ensuring that the pupil group which they are teaching at the time of evacuation reaches the Assembly Point in a safe and orderly manner.
- Ensuring that any and all pupils follow the safest route to the Assembly Point, generally the designated evacuation routes.
- Collecting their register from Resources staff at the Assembly Point.
- Taking the register for their form and confirming form numbers to the Head of House as soon as possible, highlighting pupil absence.
- Ensuring pupils remain at the Assembly Point; disciplining pupils who behave inappropriately during an evacuation

- Remaining with their form until given the signal for further action.
- Supporting and following any instructions given by the SLT in the event of a Lock Down. Assistance may be required in order to control student movements and to ensure students do **not** leave school premises.

Teaching Support Staff:

Teaching Support staff has responsibility for:

- Familiarising themselves with the evacuation route from their workspaces to the Assembly Point.
- Assisting form tutors in managing students during the evacuation.
- Reporting to their Head of Department so that their presence at the Assembly Point is established.
- Supporting and following any instructions given by the SLT in the event of a Lock Down. Assistance may be required in order to control student movements and to ensure students do **not** leave school premises.

Resources/Administration Staff/Attendance & Engagement Officer

Have responsibility for:

- Familiarising themselves with the evacuation route from their workspaces to the Assembly Point.
- Collecting form registers and taking the registers to the Assembly Point; distributing form registers to form Tutors.
- Reporting to the Headteacher's\SLT so that their presence at the Assembly Point is established.
- Supporting and following any instructions given by the SLT in the event of a Lock In. Assistance may be required in order to control student movements and to ensure students do **not** leave school premises.

Office Manager\Receptionist:

The Lead Receptionist has responsibility for:

- Creating and maintaining a register of Resources, Administration and other non attached staff.
- Collecting the register of other staff, and the visitor record and taking them both to the Assembly Point.
- Taking the register of other staff and confirming that all visitors are present.
- Confirming as soon as possible to the Headteacher, that the evacuation of other staff and visitors is complete; highlighting absence.

Kitchen Staff:

Kitchen staff has responsibility for:

- Familiarising themselves with the evacuation route from their workspaces to the Assembly Point
- Reporting to their Head of Department so that their presence at the Assembly Point is established
- Supporting and following any instructions given by the SLT in the event of a Lock In. Assistance may be required in order to control student movements and to ensure students do **not** leave school premises.

Site Manager:

The Site Manager has responsibility for:

- Providing specific assistance and facilities for members of the school at especial risk during an evacuation
- Co coordinating the search of the premises for the source of the emergency
- Reporting the circumstances of the emergency to the Headteacher
- Providing first line security and control measures
- Acting as liaison with the emergency services
- In the event of a planned evacuation drill, timing and recording the evacuation; resetting the alarm systems
- Responding positively to the circumstances to meet the needs of the school
- Advising the Headteacher about further actions
- Supporting and following any instructions given by the SLT in the event of a Lock Down. Assistance may be required in order to control student movements and to ensure students do **not** leave school premises.

Site Team:

The Site Team has responsibility for:

- Searching the premises for the source of the emergency.
- Reporting the circumstances of the emergency to the Site Manager.
- Providing first line security and control measures.
- Assisting the emergency services where appropriate
- In the event of a planned evacuation drill, re setting the alarm systems
- Responding positively to the circumstances to meet the needs of the school
- Supporting and following any instructions given by the SLT in the event of a Lock In. Assistance may be required in order to control student movements and to ensure students do **not** leave school premises.

All School Staff:

All school staff has responsibility for:

- Sounding the alarm in an emergency (via radio/phone etc.)
- Familiarising themselves with the evacuation route from their workspaces to the Assembly Point.
- Ensuring that students make their way to the Assembly Point in a safe and orderly manner.
- Reporting to their Head of Department so that their presence at the Assembly Point is established.
- Remaining at the Assembly Point until directed otherwise.
- Supporting and following any instructions given by the SLT in the event of a Lock Down. Assistance may be required in order to control student movements and to ensure students do **not** leave school premises.

Laboratory Technicians

In the event of a major chemical spillage in the Prep areas, Laboratory Technicians have responsibility for evacuating students and staff from the immediate hazardous area. They

will then inform the Head Teacher and Site Manager\Site Team of which Fire Procedure to action

LINKS TO LEGISLATION

This policy is instituted in order to comply with the provisions of:

- The Health & Safety at Work Act etc. 1974 and all subsequent legislation enacted under that enabling Statute
- The Disability Discrimination Act 1995
- Fire Precautions (Workplace)(Amendment) Regulations 1999

HEALTH AND SAFETY: EMERGENCY PROCEDURES

EVACUATION

PROCEDURE 1 - WHAT TO DO IN AN EMERGENCY

1. The premises **MUST** be evacuated in the following circumstances - fire alarm, bomb threat, gas leak, extensive power failure, substantial internal chemical spillage, structural and major mechanical failure, OR in any other circumstances where the responsible person feels that it is necessary.
2. Sound the alarm by breaking the glass on the nearest call point. **DO NOT SOUND THE ALARM FOR A CHEMICAL SPILLAGE OR GAS LEAK!**
3. Initiate the evacuation of the area by the nearest, safest exit.
4. **DO NOT** MOVE AWAY FROM THE EXIT TO COLLECT PERSONAL BELONGINGS
DO NOT run
DO NOT take short cuts through the buildings.
5. **DO NOT** attempt to deal with the emergency unless specifically trained to do so
6. Whenever possible, close doors and windows as each area is vacated
7. Inform the Facilities Team of the location of the emergency
8. Assemble on the tennis courts (the Assembly Point) and wait for further instructions
9. **DO NOT** return to the buildings unless told to do so by member of the Senior Leadership Team
DO NOT LEAVE the Assembly Point unless told to do so by member of the Senior Leadership Team

Evacuation of Disabled Persons (including staff/pupils with temporary debilitating conditions)

1. Any person who requires assistance should have a personal risk assessment completed.
2. They are not to use the lifts in the event of an evacuation.
3. Where possible all lessons should be conducted on the ground floor.
4. If the lessons are not on the ground floor then there should be people nominated to assist these persons down stairs and out of the building.
5. An evacuation chair to be used for wheelchair bound persons.

IN ALL CIRCUMSTANCES, DISCRETION IS THE BETTER PART OF VALOUR.

PROCEDURE 2 - CALLING THE EMERGENCY SERVICES DURING AN EVACUATION

1. The emergency services must be called in the event of an unplanned evacuation and confirmed by a responsible person.

2. Call the Emergency Services by dialling 999.

Ask for the Emergency Service you require

Give a brief description of the emergency and any other information required

The address is: The Bicester School, Queen Ave, Bicester. OX26 2NS

Telephone number: 01869 354300

LOCK DOWN

- It is not foreseeable what precise circumstance will have occurred in order to determine that a complete school Lock Down is required.
- The Emergency Services will be giving information to the Head teacher in order to establish this protocol.
- A member of the SLT or designated staff will visit every department and give verbal instructions to staff and students.
- Alternately Code name (**BLUE**) can also be used on this type of occasion to disseminate instructions via Radio/Mobile and Internal phone system, if still in operation and have not been shut down by the Emergency Services.
- No student will be allowed to leave site and exit doors to departments will be locked if necessary to ensure this. There will be no movement of staff within the grounds unless it is safe to do so. Communication will be via telephone networks if still operating.
- Catering supplies and drinks will be distributed to each class room or area if the Lock Down continues over meal breaks, if safe to do so. This will be carried out by Site team under instruction from the Headteacher (or SLT if absent).
- The co-operation of the whole school is expected in this rare circumstance.
- All areas of the school can be maintained with suitable toilet facilities without the need to leave the building.
- Those students who are on the Sports fields/Tennis courts will seek refuge at the Sports Hall or Sports Centre.

CHANGES TO THE POLICY

Changes and amendments to this policy can only be initiated by the Health and Safety Committee or the Leadership Team. All changes and amendments are subject to the authorisation of the Governors.

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FIRE ALARM PROCEDURE

When the Fire Alarm sounds in this block:

Teachers will lead the students in their classroom **in a quiet and orderly manner** to the following Assembly Point:

The Tennis Courts

Note: **N Block** – classes upstairs exit by doors at the bottom of the stairs, classes downstairs exit by the middle doors

Classes in the Sports Centre are only to react to the Sports Centre procedure

Once assembled, classes should line up in tutor groups as signposted, with their backs to the fence facing their teacher and a register will be taken

Remain at the Assembly Point until you are dismissed by a member of the Senior Leadership Team

If the alarm sounds at Breaktime, Lunchtime or in between lessons, follow the same procedure and go to the Tennis Courts and assemble as above



THE BICESTER SCHOOL FIRE ROUTES



