



FIRE SAFETY POLICY AND EMERGENCY EVACUATION PLAN

Applies to whole school, including EYFS

Last Reviewed: September 2023 (Facilities Manager & DFO)

Date of Next Review: Autumn Term 2024

FIRE SAFETY POLICY STATEMENT

This policy applies to all three sites: Seniors (Belbroughton Road), Prep (Bardwell Road) and Pre-Prep (Woodstock Road)

It is the policy of Oxford High School to ensure, as far as is reasonably practicable, the protection of people, GDST property and the environment from the effects of fire. Oxford High School is also committed to complying with the requirements of the Regulatory Reform (Fire Safety) Order 2005 and the guidance contained within HM Government's Fire Risk Assessment Guides for 'Educational Premises'.

Oxford High School recognises its duties to users of and visitors to its premises under the requirements of the Health & Safety at Work etc Act 1974 and will, in accordance with the Management of Health & Safety at Work Regulations (amended) 1999, and the Regulatory Reform (Fire Safety) Order 2005, ensure suitable and sufficient fire risk assessments of all its premises are undertaken reviewed regularly in the light of any changes or fire related incidents that occur in the school.

Through risk assessment and construction design, suitable fire precautions will be built-in to the premises following a fire engineering approach. In undertaking any new construction or significant alterations to premises the GDST Estates Department will ensure that fire precautions and arrangements for fire service access are designed, constructed and installed in accordance with current building regulations.

In order to minimise the risk of fire starting, spreading and disrupting normal school activities, and to safeguard staff, pupils, visitors and contractors from injury or death in the event of fire, Oxford High school will maintain high standards of fire safety by:

- Regularly maintaining, inspecting, testing, checking all passive and active fire precautions, e.g. fire compartmentation, escape routes, alarm systems, emergency lighting, emergency fire-fighting equipment and where necessary, making repairs and replacements;
- Appointing Competent Persons and Key Duty Holders and providing staff, pupils, visitors and contractors with appropriate fire safety information, instruction, training and practice emergency evacuations;
- Acting promptly on any fire safety recommendations made by the Fire and Rescue Service, external Fire Risk Assessors or H&S Auditors and GDST Advisers and Surveyors.

Responsibilities For Fire Safety

Overall responsibilities for fire safety at Oxford High School are set out in the Statement of H&S Organisation which is reviewed and updated annually.

The people responsible for fire safety at Oxford High School are as follows:

- The GDST Council and Board of Trustees have ultimate responsibility for fire safety in all GDST schools;
- The Chief Executive Officer is responsible for operational implementation of the GDST fire safety strategy and policy;
- The Head has overall responsibility for fire safety on a day-to-day basis at Oxford High school; she is the 'responsible person'
- The Director of Finance and Operations, DFO is responsible for all aspects of site management in relation to fire safety at Oxford High School, including fire safety training, delegated maintenance, small improvement works, facilities management and ensuring the site and all its facilities are checked, tested, inspected, services and maintained in good working order and that appropriate records are kept.

All Staff, Pupils, Contractors, Visitors and persons occupying, using or visiting Oxford High School have a duty of care to themselves and each other and a responsibility for reporting fire safety hazards. They must comply with fire safety arrangements; refrain from interfering with or misusing fire safety processes or equipment; and inform an appropriate person, e.g. their line manager, form teacher or the DFO of any personal fire safety requirements and any observed deficiencies with existing fire safety precautions at the school. Staff bringing visitors onto the school site are responsible for their safety and are required to provide salient fire safety information to their guests.

In order to ensure compliance with legislation the DFO has access to 'competent persons' at Trust Office to give him guidance on complying with the Regulatory Reform (Fire Safety) Order 2005. These are:

- The Head of Health & Safety and the Health & Safety advisors, for general advice and guidance on fire safety issues and arrangements for Fire Risk Assessments.
- Director of Estates and Project Delivery Teams for advice on building maintenance, remedial work and ensuring that alterations and construction works are compliant with the GDST Fire safety strategy and statutory requirements.

Oxford High School has also appointed competent persons to regularly inspect, test, service and maintain fire safety equipment and systems:

At the Senior School

- Trinity services the fire alarm
- Giles and Strong services the emergency lighting

At the Prep school

- Pyrotec services the fire alarm and emergency lights

At the Pre-prep

- Churches services fire alarm and the emergency lights

RES services the fire extinguishers at all three sites.

Oxford High School has designated the following **Key Duty Holders**, with special responsibility for certain aspects of Fire Safety:

Senior School – Nick Woods, DFO

Ext 30005, 07890 614297

The school also has Fire Marshals who in the event of an evacuation are responsible for

- Helping everyone to leave the buildings quickly and safely,
- Checking the buildings to ensure everyone has left,
- Using firefighting equipment, if the fire is small, it is safe to do so, and they have been trained to use of fire-fighting equipment,
- If it is safe to do so, shutting down any equipment that has been left on, and closing any doors that have been left open / not closed properly,
- Reporting the status of their area to the Emergency Evacuation Coordinator. notifying persons in their designated areas of the need to evacuate the building and reporting the status of their area to the Emergency Evacuation Coordinator

Teaching staff will normally be in charge of groups of pupils when the alarm sounds; their primary responsibility is to ensure those pupils arrive safely at the assembly point. Fire Marshalls are therefore normally members of the Support Staff, eg Technicians, Premises staff and Admin Staff.

- **Emergency Evacuation Coordinator**

Senior School –	Nick Woods, DFO Deputy – Laura Knowles, Pastoral Deputy Head
Prep School –	Jessica Williams, Head of Preparatory School Ext 30043 Deputy – Anike Chuard and Stacey Hurst-Ramsay, Deputy Head, Preparatory School
Pre-Prep School -	Jessica Williams, Head of Preparatory School Ext 30055 Deputy – Olivia Walter, Deputy Head, Preparatory School

In the event of the fire alarm being activated they are responsible for:

- ensuring that the Fire and Rescue Service have been called,
- Checking with the Fire Marshals and people taking role calls that the premises have been fully evacuated.
- meeting the Fire and Rescue Service on their arrival, ensuring that they can access all buildings and are notified of any special risks, e.g. the location of highly flammable materials,
- Ensuring that no-one is allowed to enter or re-enter the buildings until the all clear has been given.
- Communicating with senior staff at the other OHS sites so they are aware of the situation

- **Fire Drill Officer**

Senior School – Nick Woods, DFO; Laura Knowles, Pastoral Deputy Head

Prep School – Jessica Williams, Head of Preparatory School or Anike Chuard and Stacey Hurst-Ramsay in Mrs Williams' absence.

Mr Mark Ochiela, Office Manager and Ms Jillian Cormack, PA to Prep Head, will assist.

Pre-Prep School – Jessica Williams, Head of Preparatory School or Olivia Walter in Mrs Williams' absence.

Responsible for:

- Coordinating termly fire evacuation drills from all buildings (including remote sites such as sports pavilions) and ensuring that any improvements that could be made to the evacuation procedures are highlighted and remedial actions implemented;
 - Keeping records of all fire evacuation drills including date, time of the evacuation, time taken to evacuate the buildings and time taken to complete a full rollcall, as well as any problems encountered;
 - Reporting the findings of the fire evacuation drills, particularly any problems and remedial measures to the school's H&S Committee;
 - Ensuring that all staff and pupils are briefed on the fire evacuation procedures at the start of every new academic year, and that new staff/pupils are briefed as part of their induction/when they join the school.
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- **Person responsible for documenting and updating the school's:**
 - Fire Safety Critical incident – Nick Woods, DFO
 - Emergency Action Plan – Nick Woods, DFO
 - Fire Safety Risk Assessment Action Plan – Nick Woods, DFO

 - **Person responsible for documenting 'Personal Emergency Evacuation Plans' (PEEPs)**
 - Lucy Mullins, School Nurse

 - **People responsible for training staff, pupils and contractors e.g. caterers, cleaners and ground keepers, peripatetic staff working regularly on the premises**
 - Staff – Nick Woods, DFO
 - Pupils – Marina Gardiner Legge, Head, Nick Woods, DFO and Class Teachers / Form Tutors / Heads of Year
 - Contractors – Premises Team, Nick Woods, DFO, Visiting music teachers – Nick Woods, DFO /Dr Peter Foster, Director of Music
 - Visiting sports teachers – Nick Woods, DFO /Kat McGonigle, Director of Sport

 - **People responsible for providing fire safety information to visitors and occasional contractors and people who hire the school facilities;**
 - Senior School – Andy Appleby, Compliance and Facilities Manager, Jo Mundy, Finance Manager (for lettings), Charlotte Edwards and Julia May, Receptionists and Maxine Rhodes, the Office Manager (for visitors to school)
 - Prep School – Mark Ochiela, Office Manager and Jillian Cormack,
 - Pre-Prep School - Mark Ochiela, Jillian Waddell
 - Pre-Prep School - Mark Ochiela, and Vanessa Shaw (Charlotte Edwards on a Tuesday)

 - **People responsible for providing fire safety information to people / organisations who hire the school facilities;**
 - Senior School - Premises Team, DFO and Jo Mundy, Finance Manager
 - Prep School – Mark Ochiela, Office Manager and Jillian Cormack, Preparatory School Head's PA
 - Pre-Prep School - Mark Ochiela and Vanessa Shaw (Charlotte Edwards on a Tuesday)

 - **People responsible for regularly monitoring that fire safety systems and equipment are in place and working:**
 - Senior School - Andy Appleby, Compliance and Facilities Manager
 - Prep School – Andy Appleby, Compliance and Facilities Manager

- Pre-Prep School - Andy Appleby, Compliance and Facilities Manager

FIRE RISK ASSESSMENT

The GDST has appointed specialist fire safety consultants '*The Fire Protection Association*' to undertake regular fire risk assessments of Oxford High School. The risk assessments are repeated approximately every two years. The fire safety risk assessment includes a survey of all parts of every building and a review of all relevant documentation:

The Fire Risk Assessment report makes prioritised recommendations which the school will action within a timescale that has due regard to the life fire risk. Where it is not possible to implement remedial actions within the recommended timescale a management plan will be agreed by the DFO in liaison with the GDST Estates Department and H&S Advisors and implemented to mitigate any fire safety risks.

The DFO will regularly review progress with the Fire Risk Assessment Action Plan with the school's Surveyor and H&S Adviser and report progress to the school's termly H&S Committee;

The Oxford High School Fire Risk Assessments are kept in the online folder location: Whole School Drive/Health and Safety/Fire and are accessible to all staff from this area. Staff are alerted to their location and are provided with the contact details of those responsible for the fire risk assessments in the event that they have any concerns or questions in relation to the specific fire risk assessments.

STAFF TRAINING

All staff will receive basic fire training on their first day of employment at Oxford High School and then regularly thereafter. Staff will be provided with a structured fire safety training session during a Staff Training Day in September, and this will be annually refreshed with the structured session being made available to these staff who join the school after this time. Fire safety training includes the basics of fire itself (ignition sources, fuels etc.), fire escape routes, fire doors, the different types of fire extinguishers, fire risk assessments, significant hazards identified in the risk assessments and familiarising with the fire risk assessments, the school fire policy and reporting any matters of concern to the school i.e. noticed a fire escape blocked, see a fire door regularly propped open etc. The presentation used for the training will be available to all staff via the school hub. All GDST staff also receive a H & S Handbook which has a short section on fire safety.

Fire safety e-learning is undertaken by some staff and Fire Marshal training is provided where applicable. In addition to basic fire awareness training, key members of staff such as Fire Marshals and those working in higher risk departments, e.g. Science, Catering, and Art will be provided with fire extinguisher training which is refreshed at least every 5 years. Fire training certificates are filed in personnel records and training is recorded by the DFO on a training matrix with expiry dates noted where relevant.

PUPIL TRAINING

At Oxford High School all pupils are briefed on the fire evacuation procedures at the start of every new academic year. This includes ensuring that all pupils are familiar with the normal and alternative fire escape routes from the areas they normally occupy.

- In the Senior and Prep schools, this may be part of a year group assembly or during form time
- At the Pre-Prep school, this will be in an age-appropriate way, by the class teachers

If new pupils join the school part way through the year, their class teacher or Head of Year will brief them on the procedures.

Special procedures are in place for fire drills during residential school trips (see more guidance in the OHS Educational Visits Handbook)

FIRE DRILLS and PRACTICE EMERGENCY EVACUATIONS

At Oxford High School, the Fire Drill Officer arranges practice emergency evacuations:

- At least once a term, ideally within the first 4 weeks of term;
- In residential accommodation used during school trips, on the first night in the accommodation (see more guidance in the OHS Educational Visits Handbook)

Staff may be alerted to the day when fire drills are taking place at the beginning of the school year, but drills in the spring and summer terms will usually happen without notice. They may take place at different times of the day and include times when it might be difficult to account for everyone so that procedures for these circumstances can be developed and rehearsed.

The target time for each building to be fully evacuated is **2.5 minutes**. It may take a couple of minutes more to complete the roll call. If an evacuation takes longer than the target time, further practices may be held until the time taken to evacuate is satisfactory.

As soon as the alarm is activated, every member of staff, pupil and visitor should evacuate the building by the nearest exit route. The members of staff in charge of pupils at the time of the alarm sounding are responsible for ensuring those pupils arrive safely at the assembly point.

When the buildings have been evacuated a roll call should be initiated. In the event that any person is missing, immediate action must be taken to identify their whereabouts and safety. (NB it is NOT acceptable for any person not to take part in a fire drill – disciplinary action may be taken)

After the fire drill, staff will be invited to report to the Deputy Heads, and DFO any issues that need to be improved to ensure a quick and safe emergency evacuation. The results of the drills and actions taken to improve procedures are reported to the termly Health & Safety Committee meetings.

The DFO keeps records of the date and time of every practice evacuation, the time taken to clear the building and any issues noted / lessons learnt during the drill. These are filed online in the Common Drive for the Prep School and the DFO's shared drive for the Senior School.

The Compliance and Facilities Manager is responsible for actioning fire drills at least once each term for domestic staff who work outside normal school hours.

FIRE SAFETY AND EMERGENCY PROCEDURES FOR LETS

At Oxford High School, all 'Lets' and people/organisations who hire the premises are given Lettings agreement as part of the letting procedure. The lettings agreement stipulates that they must maintain a register of all individuals using the facilities; keep all fire exits clear, fire doors unlocked, and familiarise persons present with the assembly points and procedure in case of fire. They are given a briefing by the Compliance and Facilities Manager, Andy Appleby of the fire evacuation procedures. Long term lets are required to have practice drills and record dates, time and outcome of these for inspection by the school.

FIRE SAFETY AND EMERGENCY PROCEDURES FOR CONTRACTORS

- A Hot Work Permit System must be adopted for all operations which involve the application of heat. This applies equally to tasks carried out by school staff and outside contractors.
- The Permit to Work system must be in force when gas or electric welding, soldering or paint stripping using hot air guns is being carried out on site. This also applies to lead or pipework, general roofing, grinding and cutting and any other work involving the application of heat.
- Schools must make it clear when employing a contractor that a Permit to Work system applies in respect of ALL operations involving the application of heat. Contractors must also provide a copy of their public liability insurance certificate before the commencement of any hot work. Ideally, alternatives to hot work should be explored and adopted at the initial contracting stage.
- Authority to issue Hot Work Permits must be restricted to personnel who have been trained in hot work control procedure.

ARRANGEMENTS TO MONITOR AND CHECK THAT THE FIRE SAFETY PROCEDURES AND PRECAUTIONS ARE IN PLACE AND WORKING.

The Compliance and Facilities Manager is responsible for undertaking the regular (daily, weekly, monthly, termly) in-house checks and inspections on:

- The fire alarm systems
- Emergency lighting
- Escape routes
- Fire doors
- Alarm activated door holders
- Fire signage
- Firefighting equipment

He is also responsible for arranging regular 3rd party inspections, tests, servicing and maintenance of all fire safety equipment and systems. Full details of the checks to be completed and records can be found in the Fire Log Books.

The GDST Health and Adviser and Estates Surveyor make regular visits to the school and can ask to see evidence that fire safety procedures and precautions are in place and working at any time. The H&S Advisor also reviews a sample of H&S Self Evaluation Forms each term and appoints H&S consultants to undertake third party audits and fire risk assessments on a regular basis.

HAZARDOUS SUBSTANCES

Hazardous substances include highly flammable liquids (e.g. petrol, turpentine, industrial alcohol and acetone), highly flammable gases (e.g. mains gas, propane and butane, also known as LPG), oxidising chemicals (e.g. chlorine, sodium hypochlorite and calcium hypochlorite - used in swimming pools) and potentially explosive substances (e.g. some fertilisers). These can be found in the Science, DT, Art, Sports, Catering, Cleaning & Maintenance departments. Risks from dangerous substances are eliminated or reduced by using safer alternatives, or having only a small quantity and storing, using and disposing it safely and following the 'Basic Rules of Fire Safety'.

BASIC RULES OF FIRE SAFETY

- **Dangerous substances** such as highly flammable liquids, highly flammable gases, oxidising chemicals and potentially explosive substances are avoided where possible. Where a safer alternative is not available the smallest amount necessary for the task is used/stored on the premises. Dangerous substances are:
 - Stored in locked fire-proof cabinets/stores displaying warning signs
 - Stored away from sources of ignition and combustible materials
 - Used in strict accordance with the manufacturer's instructions / information on the COSHH Data Sheet or CLEAPSS Hazard.
 - LPG cylinders, both full and empty, are stored in secure, well-ventilated enclosures outside the building. They are never stored below ground level.
- **Ignition sources and combustible materials** are segregated as far as is practicable.
- **Combustible rubbish and waste** is well managed, not allowed to build up, and carefully stored until it is disposed of.
- **Combustible materials** such as fabrics and paper/card artwork are not hung from light fittings or electrical equipment, nor are they allowed to hang/accumulate next to heating appliances.
- **Emergency routes and exits** are well maintained and kept clear of obstructions at all times to facilitate a quick and safe escape. Staircase enclosures are maintained free of furniture and storage of combustible items.
- **Artwork and displays** on escape routes is either inherently non-combustible, treated to be non-combustible or encased in fire-resisting materials such as glass or polycarbonate.
- **Photocopiers** and laptop storage / charging trolleys are not positioned on emergency exit routes.
- Staff know that **fire doors** should not be propped, wedged, or hooked open, unless on magnetic catches automatically released by the fire alarm system.
- All **emergency exit doors** are operable at all times when the school premises are occupied.
- Staff know that **fire doors, fire extinguishers and fire signage** must not be obstructed.

EMERGENCY EVACUATION PLAN

(See Appendix 1 for specific roles of individual departments and persons).

General

It is the duty of all members of staff to ensure the safe and speedy evacuation of the school. The school aims to evacuate within 2.5 minutes. The Deputy Head Pastoral (Laura Knowles) is responsible for timing the drill. Tackling the fire is very much a secondary duty and must not be undertaken if there is any risk or where staff have not been trained to do so.

Safe and speedy evacuation can only be achieved by thorough familiarisation with all means of escape, regular fire drills and ongoing vigilance by all staff and pupils.

The installed fully addressable fire alarm system includes a combination of smoke and heat detectors predominately on main escape routes and stairs and high-risk rooms such as boiler rooms, labs and IT Suites. These detectors activate the alarm system in the early stages of a fire, allowing the school community to be immediately aware of an emergency and to facilitate the safe evacuation of the buildings. The alarm bell sounds like a loud bell and is audible in all areas of the school and recognisable to all school staff and pupils. The control panels for the system show the location of the fire. The system is maintained and tested on a regular basis.

Contractors and Visitors

All visitors to Oxford High School are requested to sign in at the main reception and are provided with information about fire safety, the location of the assembly point and whether a drill is planned for the day of their visit. All school staff who have visitors with them at the time of an emergency alarm are requested to ensure that those with them are evacuated quickly and safely.

Incident Response Team

If necessary, the Head or the person deputising for her will establish an Incident Response Team as quickly as possible without compromising the safety of students (if during office hours). This will be in the main school reception to coordinate and manage the response to the emergency. The school's Critical Incident Plan has details for the arrangements to be made.

The DFO and the Compliance and Facilities Manager are responsible for liaising with the call centre. In their absence another member of the Senior Leadership Team will liaise with the call centre.

The DFO arranges fire drills and to clear the building and conduct such roll calls or checks as may be necessary up to the time when responsibility is handed over to the attending fire service officer, or the drill is satisfactorily completed. In the absence of the Head, the DFO will alert the school community when it is safe to re-enter the buildings in agreement with the fire brigade. The DFO also has the responsibility to initiate pertinent variations on fire practices to ensure that all staff and pupils are familiar with all escape routes and procedures. For the Preparatory School site this responsibility falls to the Head of the Preparatory School.

The general office staff are responsible for ensuring that the fire box is taken outside. The DFO/Compliance and Facilities Manager are responsible for "meeting and greeting" the fire brigade. This must include providing the attending fire officers with an up-to-date list of all electronic door codes and plans of the buildings to enable the fire brigade to quickly identify any hazardous areas and also to be able to access doors which may require opening electronically. In the event of an alarm activation all electronic doors will unlock automatically giving swift egress and access for the emergency services.

Class Teachers

All class teachers ensure at the beginning of the academic year and at subsequent intervals that each class is familiar with specific arrangements concerning the nature of the subject and the location of that room.

In addition to basic fire awareness training, those staff who have been identified as working in higher risk departments may be provided with fire extinguisher training which is reviewed regularly in accordance with the trainers' guidelines.

PERSONAL EMERGENCY EVACUATION PLAN

Oxford High School will ensure that arrangements are in place for all disabled employees and pupils to be able to evacuate the buildings in the event of an emergency. This includes those who have a permanent disability and those who have sustained an injury which could prevent them from evacuating at their usual speed and efficiency when fully fit (i.e. pupil who had broken a bone in their ankle/foot/leg and who are on crutches).

In Oxford High School, the person responsible for undertaking PEEPS is the school Nurse who will document the PEEP in liaison with the pupil/staff member concerned and any other person identified as being required to take part in the process i.e. pupil's parents, school H&S Coordinator, staff member's Line Manager.

APPENDIX 1

FIRE POLICY AND PROCEDURES FOR SENIOR SCHOOL

ON DISCOVERING A FIRE

1. Break the glass on the nearest alarm or notify the Admin Office to sound the alarm. The receptionist will phone the Compliance and Facilities Manager, Andy Appleby (07944061479) or the Facilities Duty Phone (07972 905828) to notify them to the fire alarm if they are off site.
2. **Evacuate the building.** The Compliance and Facilities Manager/Deputy and/or the DFO (30005) will check the fire panel to see where the activation is.
3. Without risking harm to any person, close any doors or windows to try to contain the fire and Fire wardens should sweep their areas to ensure no-one remains left behind.
4. Follow the evacuation procedure set out below.
5. In the event of a real activation, a member of the premises team should wait at the front of the school for the fire and rescue services.

Assembly Point

Sports pitch, far side of sports Hall and tennis courts.

Evacuation Procedure

1. All persons on site must respond to the fire bell immediately.
2. Silence should be kept.
3. Move quickly to the assembly point.
4. Do not stop to collect belongings.
5. The first person leaving an exit should ensure that the door is wide open.
6. If possible, windows and internal doors should be closed on exit.
7. The last person to leave through an exit should ensure the door is closed behind them.
8. No-one must attempt to re-enter the building until they have been told by the designated person that it is safe to do so.
9. Once gathered the roll call should be carried out swiftly and efficiently.
10. Once the school is fully assembled and the roll call has been completed, the Head should be informed.

Once the Fire & Rescue service has given approval if applicable, or the checking process has been completed for a fire drill, then staff and students may return to the buildings. This will be communicated to the school by the Head, Deputy Heads or DFO ONLY.

Specific Responsibilities

All staff with a specific role in a fire evacuation must nominate a deputy and ensure they are familiar with the procedures.

Fire Registers

The following persons will be responsible for ensuring that the day registers and the signing out books are readily available and up to date. The registers must be replenished as soon as the fire evacuation has taken place.

Some staff may be working from home, so the Office Manager should ensure at the beginning of each day that responsibility for taking books to the sports field/registering is allocated to staff in school.

VMTs in school should sign in at the music block in the normal way.

Receptionist / Office administrator
Julia May, Charlotte Edwards and Rakhee Koria

Registration paperwork including Sign-in/out Book.
Trips Folder (if applicable and trips are running)

HR Officer – Jean Ralfe

Staff lists for teachers and support staff

Office Manager – Maxine Rhodes

Fire Trolley with megaphone, Hi-Viz jackets and registers

Admin Staff Responsibilities –

Items to be taken to fire assembly point

Role	Name	Items Required
Office Manager	Maxine Rhodes	Fire Trolley with Hi-Viz jackets, megaphone and student registers
Receptionist	Receptionist on duty:- Julia May Charlotte Edwards	Visitors' Book Contractors' book Staff signing in and out book Red folder – containing H&S information for students on crutches and information for fire brigade.
Attendance Officer	Rakhee Koria	Registration clip board Permission to leave clip board Pupil signing in/out lists Trips Folder (if applicable)
Exams Officer	Claudie Leung	Exam registration paperwork, where necessary
Music Administrator	Luci Brooks	Register of Peripatetic music teachers

Roll Call: Students

- Students register with full time Form Tutors (or the assistant/part time tutor in their absence) who return their registers to their HOY, stating their form clearly. HOY should deputise for one another in the case of absence.
- HOYs return their registers and report absences in their year group to the Office Manager. They should then register their form tutors with Jonathan Nicoll (as below) and then return to their forms and ensure silence. The Senior Administrator will deputise for the Office Administrator in her absence.

Each HOY (or their cover) will be identified by a hi-vis jacket with the year number on the back.

- If any girl is missing, the Attendance Officer reports them **directly to the Deputy Head Pastoral (Laura Knowles)** who checks missing students against the Sign-in/out Book and liaises with the relevant HOY. Any students still missing will be reported to the Head.
- The exams officer, Claudie Leung will confirm students who are absent on study leave and will supervise the students whose exams have been interrupted by the fire evacuation. In her absence, the Deputy Head Academic, Ed Batchelar will deputise.

Roll Call: STAFF

Teachers should register their form groups as a matter of priority before registering themselves. Support staff, VMTs (if in school) and teachers not supporting a class should register in the normal way in a timely manner observing social distancing between each line and line members if at all possible.

The visitors badge sets out the fire evacuation procedure. Visitors should be accompanied by a member of staff and asked to line up for checking against the visitors' book.

Catering staff in school to be registered against books held in the kitchen by Thomas Frank's staff and should line up at the front of the school by the entrance gate.

- Full time Form tutors should in the first instance register the students in their forms groups as above, and report absences to their Head of Year (HOY).
Each HOY should then report missing students to the Attendance Officer, Rakhee Koria and form tutor attendance to Jonathan Nicholl to confirm that all form tutors in their year group are present. Claire Nebesnuick will deputise in Jonathan's absence. Form tutors should then stay with their forms until dismissal takes place.

Staff Registration – Staff who are not Full-time form tutors should line up as follows:

- Full time teachers should register with Claire Nebesnuick.
- Part time teachers, Part Time Form Tutors should register with The HR Officer, Jean Ralfe, to have their names ticked off against the list of part-time teachers.
- The Receptionist (Julia May or Charlotte Edwards) will cross reference the staff signing in and out books against the list of full and part time teachers and will register visitors/contractors to the visitors' book.
- Support staff
Surnames A-L to be registered by Holly Symington, the Finance Officer will deputise
Surnames M-Z to be registered by Jo Mundy, the Finance Officer
- The Premises Team will register themselves as they know who is on duty and where they are in the school (Bardwell etc.) The member of the premises team with the team mobile phone will go to the front gate and contact the rest of the team on duty. They will also contact the

premises team member on the back gate (by mobile phone) in case they need to get in touch with the DFO or other members of SLT on duty on the field.

- Visitors and Contractors should report to the Receptionist (Julia May and/or Charlotte Edwards), to be checked off against the Visitors' and Contractors' books.
- Catering/Cleaners to report to their supervisors.
- Visiting music teachers to report to Frances McMillan, Administrator for Music or Peter Foster, Director of Music in her absence.

SLT will wear Hi-Viz jackets.

The Head or DFO will arrange for the fire brigade to be informed if anyone is missing.

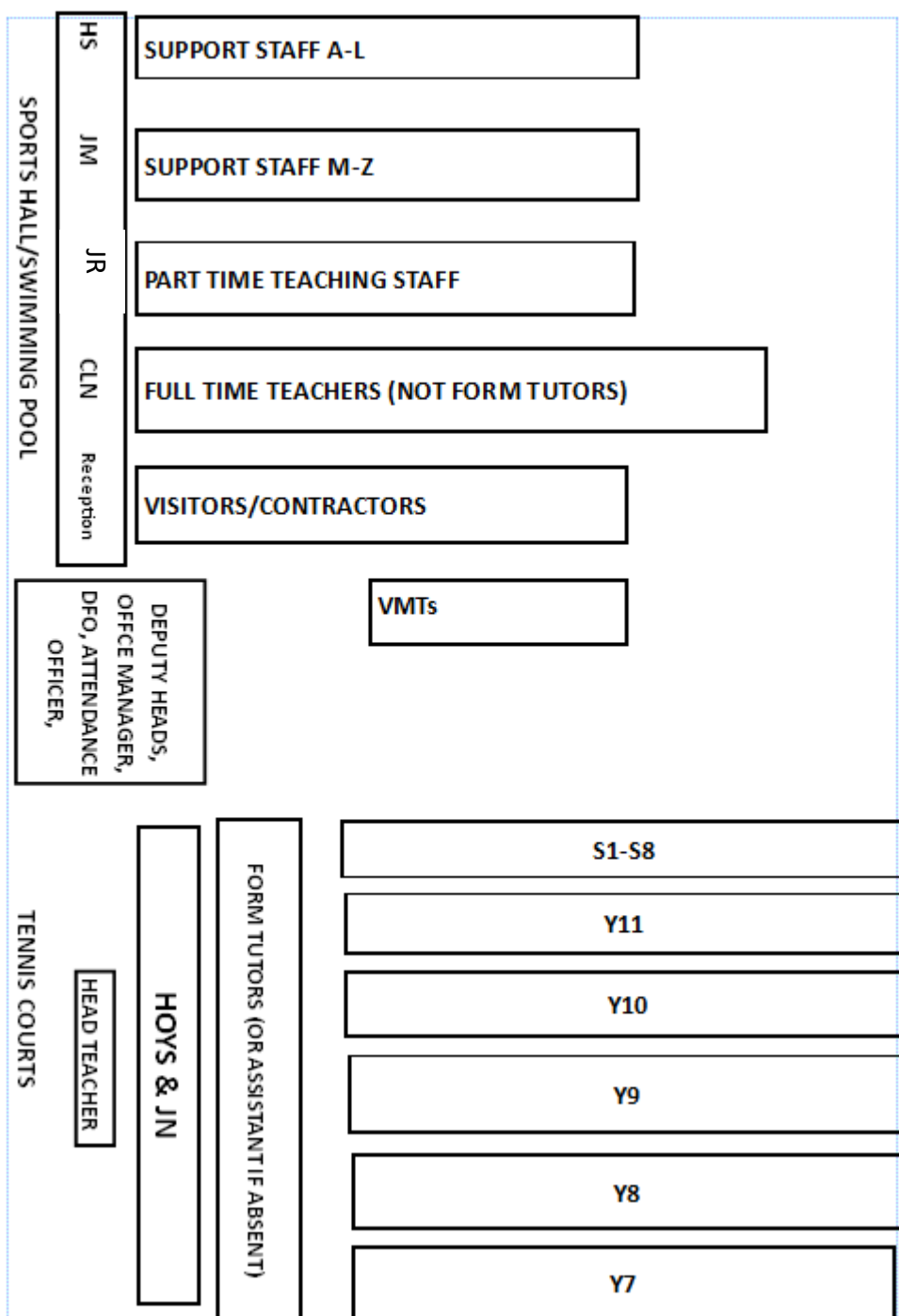
Staff Lists required

Form Tutor List

Full time Teachers (non form tutors)

Support Staff A-L

Support staff M-Z



VIOLENT INTRUDER PROCEDURE (Stay Put Procedure)

N.B. These procedures are to be read and operated in conjunction with the school's overall policy and procedures on School Security.

a) General procedures

- 1) If an intruder who may be violent is seen at the senior school, call reception (30000 or 01865 559888) or Andy Appleby (07944 061479). The Receptionist will ring the Lockdown signal which is **an audible sound of the fire alarm system (although a different sound to the fire alarm activation bell, it is important that staff familiarise themselves with the different alarm sounds for both lockdown and fire)**
The bell will ring for one minute (60 seconds). The bell will then be silenced until the ALL CLEAR is announced.
- 2) If at the Preparatory School call reception (BR: 30042 or 01865 515647; WR: 30054 or 01865558279) and Andy Appleby (07944 061479). The lesson bell will be rung in 5 short blasts. Whistles will be sounded at Woodstock Road; klaxons are also available. Preparatory School Stay Put Procedure see page 21 of this document.
- 3) The Receptionist will lock the main front door to prevent anyone further from accessing the school site if safe to do so. Any visitors in reception at the time should be taken into the back office. If out of hours, the bell is rung by the caretaker on duty at the Senior School and by the leadership team member on duty at Bardwell Road.
- 4) Staff and pupils in classrooms must remain where they are, ignoring any change of lesson bells. Staff should lock and barricade the door, if possible, turn off lights, close the windows and pull down blinds/draw curtains. Keep out of sight as far as possible and remain quiet. Mobile phones should be turned off, although teachers may put their phones on silent. Sit on the floor, under tables or against a wall away from the windows and door.
- 5) External PE lessons should go directly to the sports hall.
- 6) If the alarm sounds during break, lunch or between lessons, pupils and staff who are outside should go directly to the nearest **staffed** room. They should not go to their classroom unless it is the nearest **staffed** room.
- 7) Students who are not in a lesson go to the nearest **staffed** room.
- 8) Ensure all pupils and staff are inside the school building. Keep people out of public areas such as washrooms, corridors and foyers.
- 9) Teachers not teaching will go directly to the nearest occupied room.
- 10) Teachers are to log on to their school email for further information and instruction. Information about the incident will be communicated via email or phone.
- 11) Support staff and contractors are to remain in their offices, work or staff rooms; Visitors to remain with their host. Reception staff and visitors should lock themselves in the back office with the door locked and barricaded and blinds down. Staff may keep their mobile phones on but switch them to silent.
- 12) If it is safe to do so, members of SLT not with students, report immediately to reception and take charge of the situation, otherwise a control room to be set up in the Head's office.
- 13) Caretaking staff to report to reception or Head's office.
- 14) The ALL CLEAR will be announced when the alarm bell rings **continuously for 30 seconds**, SLT will move through the buildings and announce the ALL CLEAR using the megaphones.

15) Should the 'Lockdown Bell' change to the usual continuously ringing Fire Bell then normal building evacuation procedures are to be followed.

b) Contact with external agencies

Reception must make sure that the Head is aware. The Head will then decide whether the Police should be called. If it is safe to do so, SLT will meet and coordinate actions in liaison with the Police. Staff should have mobile phones switched to silent so that SLT can communicate with them.

c) Internal communication

SLT will communicate primarily by phone although email will also be used until the threat has been removed.

Communication between parents and the school

School lockdown procedures, especially arrangements for communicating with parents, will be routinely shared with parents either by newsletter or via the school website.

In the event of an actual lock down, any incident or development will be communicated to parents as soon as is practicable via the school e-comms and website. Parents should be given enough information about what will happen so that they:

- Are reassured that the school understands their concern for their child's welfare, and that it is doing everything possible to ensure her safety
- Do not need to contact the school. Calling the school could tie up telephone lines that are required for contacting emergency providers
- Do not come to the school. They could interfere with emergency providers access to the school and may even put themselves and others in danger
- Wait for the school to contact them to inform them when it is safe to collect their children and where this will be from

Parents will be told

'..the school is in a full lock down situation. During this period the switchboard and entrances will be unmanned, external doors locked and nobody allowed in or out...'

Emergency Services

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds. The school site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the Lockdown. Emergency Services will support the decision of the Head regarding the timing of communication to parents.

BOMB ALERT PROCEDURES

N.B. These procedures are to be read and operated in conjunction with the school's overall policy and procedures on School Security.

a) First procedures

- 1) Special forms are always to hand for instant use by administration staff likely to answer the telephone:
 - ◆ on receipt of any curious phone call such a form to be actioned,

- ◆ where possible switch the phone to 'hands off' mode to enable other office staff or SLT to listen,
 - ◆ fill in as many details as possible, keeping the caller talking,
 - ◆ keep the telephone line open even if the caller has hung up.
- 2) Instantly inform DFO (Director of Finance and Operations) and the Head **AND NO-ONE ELSE** (in the absence of the Head, the DFO will inform the Deputy Heads).
 - 3) The Head will decide on the action to be taken.
- b) Possible courses of action**
- 1) No action apart from a walk around by Head and DFO in order to note anything unusual.
 - 2) If it should be necessary to evacuate in response to a bomb threat, then a message will be communicated by a network of 'runners' co-ordinated by the Head or DFO in her absence. Evacuation in this instance should involve students taking their bags and coats with them so as to make a search procedure more efficient.
- c) Evacuation in the event of a Bomb Alert**
- 1) Initial procedures
 - ◆ DFO, with the person who took the call, to inform the police.
 - ◆ DFO to man the office and await the arrival of police if they respond.
 - ◆ Member of Estates Team to man gate.
 - ◆ Staff and pupils to take their bags and other loose items and otherwise proceed out of the building as for a fire alert.
 - ◆ Staff sweep areas as for a fire alert - but paying particular attention to anything that looks out of place, concentrating on places such as the Music School where the existence of many individual spaces might enable devices to be deposited without being noticed.
 - ◆ Assembly point to be at the North side of the playing field (i.e. furthest from school buildings).
 - ◆ Person attendance check as for a fire alert.
 - 2) After the person attendance check
 - ◆ The behaviour of the staff is crucial and sets an example to the pupils.
 - ◆ Staff must enforce orderly behaviour at all times, including silence when information is to be given out.
 - ◆ Some staff may be asked to sweep areas starting with Sports Hall and pool and then adjoining areas, Drama block, library.
 - ◆ Teaching staff concentrate on keeping pupils warm and cheerful.
 - ◆ Lack of information is inevitable; staff must accept this and help to get the students to accept this too. Scraps of information, which may have to be contradicted, will only create more confusion.
 - ◆ The Head will brief the Deputy Heads about the course of action.
 - ◆ A Deputy will inform staff if anything definite is known and what further action is proposed, but this will be done in small groups so that the pupils are not left unsupervised.
 - ◆ In the event of cold or wet weather every attempt will be made to assemble everyone under cover at the earliest opportunity.

FIRE POLICY AND PROCEDURES – PREPARATORY SCHOOL

GDST Fire Safety and Prevention information can be found by clicking on the link below:

<https://hub.gdst.net/Health-and-Safety/Health-and-Safety---Fire/Fire-Safety/Fire-Risk-Management-Policy/595>

The primary aim is to prevent injury and loss of life. The duty of members of staff is to ensure safe and speedy evacuation of the school. Tackling the fire is very much a secondary duty and must not be undertaken if there is any risk.

The above aim will be achieved through familiarisation with all the means of escape and by having termly evacuation practices.

Responsibilities

1. Staff will be responsible for a safe route from the room and for leading their class along the escape route. They must therefore be familiar with all alternative routes.
2. The person discovering the fire or having the fire reported to them will activate the nearest fire alarm. All staff must know where the fire alarms are situated.
3. The following persons will be responsible for ensuring that the day registers and signing out books are readily available and are speedily taken to the assembly point -
 - Administrative Assistant: Visitors' book, Staff and pupils signing in/out book and print out of Class Registers.
 - Head of Preparatory School or her deputy: Fire file from the office.
4. The Compliance and Facilities Manager is responsible for testing fire alarms each week at the same time, varying the point of test sequentially and keeping a log of the test and the result.
5. The DFO (delegated to the Assistant School Business Manager) is responsible for the general maintenance and upkeep of means of escape, warning notices and fire extinguishers.
6. The Head of Preparatory School is responsible for initiating fire practices and for variations in fire practices so as to familiarise staff and pupils with alternative escape routes and procedures at times other than lesson times.
7. Kitchen staff on Bardwell Road render all services and activities safe as they leave.
8. If there is a fire, where possible windows and doors should be shut provided this can be done without risk or delay in evacuating the building safely.
9. The fire alarms are linked to the fire station so no telephone call is necessary.
10. Any pupils, staff or visitors missing will be checked against the signing in/out books.
11. The After School Care supervisor is responsible for organising a termly fire practice for the pupils in her care.

Informing pupils of fire procedures.

There is a termly fire practice. The staff and pupils will be informed about the first of the year in order to be made aware of the bell and escape routes. Only the staff will be told of the Spring Term practice and no one will be informed in the summer. Staff should keep pupils aware regularly of the steps to be taken in the event of a fire. On hearing the alarm everyone on site will make their way, in silence, to the assembly point.

- Bardwell Road = on the playground.
- Woodstock Road to the property next door via the gate on the back playground.

Pupils are lined up in classes and the register is taken, staff report as quickly as possible to the Fire Officer if any children are unaccounted for. Other persons on site will report as set out below.

BARDWELL ROAD

Fire Officer Head of Preparatory School (HPS) (in her absence member of SLT)

CLASS TEACHERS take register, check names and hold their clipboard up if all present. Report to HPS if anyone is missing.

TEACHING ASSISTANTS, SPECIALIST STAFF and PERIPATETIC STAFF report to Office Staff who check against staff sign in sheet and reports to HJS if anyone is missing

CATERING and MAINTENANCE report to ASBM, who reports to HPS if anyone is missing.

VISITORS report to Office Staff, who checks visitors and reports to HPS if anyone is missing.

CLASS 3A	CLASS 3P	
CLASS 4JR	CLASS 4M	
CLASS 5W	CLASS 5W	CLASS 5E
CLASS 6P	CLASS 6K	CLASS 6S

Date:

Evacuation Time:

WOODSTOCK ROAD

Fire Officer Head of Preparatory School (HPS) (in her absence member of SLT)

CLASS TEACHERS take register, check names and hold their clipboard up if all present. Report to HPS if anyone is missing.

TEACHING ASSISTANTS report to class teachers they are working with, who then report to HPS if anyone is missing

CATERING and VISITORS report to Office Staff, who checks visitors and reports to HPS if anyone is missing.

RECEPTION ROBIN	RECEPTION STARLING
CLASS 1 SPARROW	CLASS 1 KINGFISHER
CLASS 2 SWIFT	CLASS 2 WREN

Date:

Evacuation Time:

VIOLENT INTRUDER PROCEDURE (Stay Put Procedure) – PREPARATORY SCHOOL

N.B. These procedures are to be operated in conjunction with the school's overall policy and procedures on School Security. It is important that staff and students sign in and out of the buildings and that staff are aware when they are alone working in the building. students will be briefed ahead of a practice 'stay put' so that explanations and actions can be age-appropriate.

General procedures

1. In the event of external circumstances (for example, smoke from a fire nearby, fuel leak, etc) it may be necessary to keep the students inside until an all-clear is given.

2. If an intruder who may be violent is seen, call reception (BR: 30042 or 01865 515647; WR: 30054 or 01865558279) and Andy Appleby (07813 177291).
3. When the direction is 'to stay put' the lesson bell will be rung in 5 short blasts at Prep and Emergency Horn will be sounded at Pre-Prep.
4. If out of hours, the bell is rung by the leadership team member on duty at Bardwell Road.
5. At Woodstock Road, all children are off site after 3.30pm.
6. When it is necessary to stay put, students should be kept in their classroom. Any outside for sport should be taken to the hall at Bardwell Road in the Preparatory School.
7. Remain in rooms, close the windows and the blinds. Keep away from the windows and door. Consider sitting on the floor or under the desks to stay out of sight as much as possible. Barricade and lock the door if necessary. Strict silence should be observed. Staff should keep mobile phones switched to silent.

Contact with external agencies

- If possible, staff should have mobile phones in their pockets for emergency use. Reception to make sure that the Head is aware. The Head will then decide whether the Police should be called. If it is safe to do so, SLT will meet and coordinate actions in liaison with the Police

Internal communication

- SLT will communicate by phone and email until the threat has been removed.

End of incident

- When the threat has been removed SLT will move around the school site, telling people that it is now safe to leave the place they were in.

BOMB ALERT PROCEDURES

These procedures are to be read and operated in conjunction with the school's Critical Incident Plan.

A) First procedures

- 1) Special forms are always to hand for instant use by administration staff likely to answer the telephone:
 - ◆ on receipt of any curious phone call such a form to be actioned,
 - ◆ where possible switch the phone to 'hands off' mode to enable others office staff or SLT to listen,
 - ◆ fill in as many details as possible, keeping the caller talking,
 - ◆ keep the telephone line open even if the caller has hung up.
- 2) Instantly inform the Director of Finance and Operations, (DFO) and the Head **AND NO-ONE ELSE** (in the absence of the Head, the DFO will inform the Deputy Heads)
- 3) The Head will decide on the action to be taken.

b) Possible courses of action

- 1) No action apart from a walk around by Head and DFO in order to note anything unusual.
- 2) Evacuate by a network of runners taking bags and coats.

c) Evacuation in the event of a Bomb Alert

1) Initial procedures

- ◆ DFO, with the person who took the call, to inform the police.
- ◆ DFO to man the office and await the arrival of police if they respond.
- ◆ Groundsman to man gate.
- ◆ Staff and pupils to take their bags and other loose items and otherwise proceed out of the building as for a fire alert.
- ◆ Staff sweep areas as for a fire alert - but paying particular attention to anything that looks out of place, concentrating on places such as the Music School where the existence of many individual spaces might enable devices to be deposited without being noticed.
- ◆ Assembly point to be the playground. (will have access to exit onto Northmoor Road).
- ◆ Person check as for a fire alert.

2) After the person check

- ◆ The behaviour of the staff is crucial and sets an example to the pupils.
- ◆ Staff must enforce orderly behaviour at all times, including silence when information is to be given out.
- ◆ Some staff may be asked to sweep areas starting with Sports Hall and pool and then adjoining areas; Drama block, library.
- ◆ Teaching staff concentrate on keeping pupils warm and cheerful.
- ◆ Lack of information is inevitable; staff must accept this and help to get the students to accept this too. Scraps of information, which may have to be contradicted, will only create more confusion.
- ◆ The Head will brief the Deputies about the course of action.
- ◆ The Deputy will inform staff if anything definite is known and what further action is proposed, but this will be done in small groups so that the pupils are not left unsupervised.
- ◆ In the event of cold or wet weather every attempt will be made to assemble everyone under cover at the earliest opportunity.

WHOLE SCHOOL - CONTACT NUMBERS IN A 'minor' EMERGENCY: kept in all First Aid boxes

e.g. delay on journey; late return; minor accident

where remedial action has already been taken.....

8.15 a.m. – 6.00 p.m.	A member of the Senior Leadership Team is always available	01865 559888
8.00 a.m. - 4.00 p.m.	Preparatory School - A member of the Preparatory Leadership Team is always available	01865 515647
OUT OF HOURS	Premises Team phone or Compliance and Facilities Manager- for late return to school	01865 514724 07972905828 07944061479

CONTACT NUMBERS IN A MAJOR EMERGENCY

7.15 a.m. - 6.00 p.m.	A member of the Senior Leadership Team is always available	01865 559888
8.00 a.m. - 4.00 p.m.	Preparatory School - A member of the Preparatory Leadership Team is always available	01865 515647
OUT OF HOURS	Head	07880 722620
	Director of Finance & Operations	07890 614297
	Deputy Head (Academic) of Senior School	07917 303869
	Deputy Head (Pastoral) of Senior School	07498 553825
	Head of Preparatory School	07920 065432
	Deputy Head of Preparatory School	07825 613153

The SLT have access to the School's Critical Incident Plan which contains more detailed procedures.

APPENDIX 3

Sources of additional information:-

GDST Hub <https://hub.gdst.net/Health-and-Safety/Health-and-Safety---Fire/Fire-Safety/Fire-Risk-Management-Policy/595>

Oxfordshire Fire & Rescue Service

Fire and Rescue Service HQ
Sterling Road
Kidlington
OX5 2DU

[Tel:- 01865 842999](tel:01865842999)

Email:-fire.service@oxfordshire.gov.uk

<http://www.oxfordshire.gov.uk/cms/content/contact-fire-and-rescue-service>