

Health & Safety Policy: Section N Emergency Evacuation

This policy has been written for...	All staff at West Heath School whatever their particular role should be familiar with the requirements of this policy. Its implementation is the collective responsibility of all staff.
Copies of this policy may be obtained from...	<ul style="list-style-type: none"> • The School web site - http://www.westheathschool.com • It is available as a hard copy on request from the school office • Hard copies for reference are filed in the staff room and staff library
This policy links with the following policies	The Health and Safety Policy comprises a suite of related policies. These are set out on the Health & Safety Policy diagram.
Participants and consultees in the formulation of this policy were...	The Principal, senior leadership team, Health & Safety committee and the trustees of the School. A representative group of parents were invited to make comments and suggestions.
Edition, Review frequency and dates	This is edition 7, released January 2018. This policy will be <i>reviewed annually</i> . It is due for review in November 2018.
Relevant statutory guidance, circulars, legislation & other sources of information are...	<ul style="list-style-type: none"> • Every Child Matters: Change for Children, DfES-1110-2004. This document summarises the Children's Act 2004 and references related documents, http://www.everychildmatters.gov.uk/_files/F9E3F941DC8D4580539EE4C743E9371D.pdf • The Regulatory Reform (Fire Safety) Order 2005 • Furniture & Furnishings (Fire Safety) Regulations 1993 • Security Service MI5 Protecting against Terrorism
The Lead Member of staff is	The Health & Safety Officer
Definitions and key terms used in this policy...	<p>The words 'hazard' and 'risk' are used throughout this policy.</p> <ul style="list-style-type: none"> • Hazard means anything that has the potential to cause harm (e.g. chemicals, electricity, working from ladders, etc). • Risk is the chance, high or low, that someone will be harmed by the hazard. • Hot work comprises work activities that involve the application or generation of heat during their execution. Such activities include cutting, welding, brazing, soldering and the use of blow-lamps. • Hard wiring refers to electrical wiring that is permanently installed and is therefore part of the fabric of the school buildings
The Rationale and Purpose of this policy	West Heath School, undertakes to provide a safe environment in which the risk of fire is reduced to an acceptable minimum. This policy describes the measures implemented by the School to reduce risks, detect fire and respond to the sounding of the fire alarm whether a genuine fire or not.
Appendices	<p>Appendix 1 Testing, Training & other issues relating to prevention of fire</p> <p>Appendix 2 The New School's Fire Alarm System</p> <p>Appendix 3 Fire Procedure</p>

Introduction	The principles and practice set out in this policy are grounded in the first two of the Every Child Matters outcomes, staying safe and being healthy. It is of paramount importance that West Heath School be a safe place for students, staff, visitors and contractors at all times whilst they are on the School site. It is equally important that, should a fire occur, there is a calm and orderly response by the whole of the School community and that if necessary the Fire Service be summoned to assist immediately.
The Aims of this policy	<ol style="list-style-type: none"> 1. To provide a safe environment for all students, staff, contractors and visitors where the risk of a fire is reduced to an absolute minimum. 2. To ensure that adequate measures are in place to detect a fire should one occur. 3. To ensure that adequate measures are in place to respond effectively to a fire should one occur.
The Objectives to meet the above aims	<ul style="list-style-type: none"> • To reduce the risk of fire and its spread in all parts of the school site • To provide strategically located fire-extinguishers and appropriate fire training for key staff. • To conduct a fire risk assessment annually and to implement appropriate measures for eliminating or reducing risk to an acceptable level. Such an assessment will be documented and its implementation monitored. • To provide awareness training for staff and students in relation to hazards, risks and safe practice – especially in relation to those parts of the curriculum that present higher risks. <p>In relation to aim 1</p> <ul style="list-style-type: none"> • To provide awareness training for staff and students in relation to hazards, risks and safe practice – especially in relation to those parts of the curriculum that present higher risks. <p>In relation to aim 2</p> <ul style="list-style-type: none"> • To provide appropriate arrangements for detecting fire and sounding the alarm, including carrying out regular fire drills. • To provide arrangements for ascertaining the location and cause of fire alarms and in the event of fire for summoning the fire brigade when necessary. <p>In relation to aim 3</p> <ul style="list-style-type: none"> • To provide arrangements for evacuation in the event of a fire breaking out or the sounding of the fire alarm at any time and in any place on the school premises. • To provide arrangements for accounting for the whereabouts of all staff, students and visitors.
Procedures & Practices relating to the implementation of this policy	<p>In relation to aim 1 Details of Testing, training and other prevention issues are set out in Appendix 1</p> <hr/> <p>In relation to aim 2 Details of the Alarm system are set out in Appendix 2</p> <hr/> <p>In relation to aim 3 Details of Fire Procedure are set out in Appendix 3</p> <hr/> <p>In relation to aim 4 Details of Terrorist Evacuation Procedures are set out in Appendix 4</p>
Monitoring & Evaluation	Estates Manager Head of Finance Health & Safety Committee

Appendix 1

Testing, Training & other issues relating to prevention of fire

Fire Alarm Testing

- The Fire Alarm will be tested and the results recorded each week on Friday afternoon after the school has closed.
- This test will be conducted by the Premises Team..
- A different call point will be used each time.
- Fire doors which are electronically linked to the system will be checked.
- The test results and action taken will be recorded in the fire log kept with the Estates Manager.
- Any faults will be reported immediately to the Fire Alarm Company for rectification.

Staff Training

- All staff will receive proper fire training carried out by a competent person annually.
- This training will also be recorded in the log.
- All staff should familiarise themselves with the position of all call points, fire extinguishers and emergency exits in the vicinity of their working areas. These are displayed at key points throughout the school.

Fire Evacuation Drills

- Evacuation drills will be practised on a regular basis, at least once a term for both Day & Boarding Students & in particular as near as is practicable at the beginning of the school year.
- All practice evacuations will also be recorded by the **senior fire warden** & filed with the Estates Manager.

Precautions

- All stairways and final exit doors will be kept free of obstruction. Patrolling Premises staff will clear and report any storage or build up of combustible materials or other hazards to the Estates Manager.
- They should also ensure that, in all occupied buildings, all fire exits are unlocked, not wedged open and easily opened from the inside.
- All equipment should be turned off overnight where possible.
- Gas cut-off buttons for supplies to Kitchen & Laboratories will be closed when not in use

Good Housekeeping

- Rubbish will be kept to a minimum and cleared regularly.
- All areas should be left tidy at the end of the day.
- Flammable liquids such as oils, paint and white spirit will be stored in a non-flammable container and kept securely away from sources of ignition.

Fire Equipment and Notices

- Premises staff will routinely ensure that fire equipment (Fire Extinguishers & Fire Blankets) remain in the position fixed; ensure that it is not mistreated, tampered with or obstructed and that safety seals and clips are present.
- All faults or damage should be reported to the Health and Safety Officer in order that action can be taken to rectify the matter immediately.
- There will be regular checks of all Fire notices as designated in Risk Assessment Reviews. All Fire equipment will be inspected annually and a record of this inspection made in the Fire Log.

Risk Assessments

- An Independent Assessment will be carried out annually as commissioned by the Estates Manager who will produce a prioritised Action Plan for the implementation of any recommendations.
- The Health & Safety Committee will review the Action Plan and make recommendations to the Finance Committee.

Contingency Arrangements

- When there is the likelihood that our fire protection system would be compromised, such as by industrial action by the fire brigade or other unusual events, the following procedure will apply.
- The Health & Safety Officer will ascertain the facts from the appropriate authority.
- This information will be shared with the senior management team at a scheduled meeting or if more urgent a specially convened meeting.
- Matters to be reviewed include:
 - Nature and severity of the threat
 - Day and time of the threat
 - Implications for the life of the school, hirers etc.
- The outcome of the meeting will be a risk assessment and a contingency plan.
- Afterwards the Senior Leadership Team will review the plan and how well it worked for future reference, making any recommendations to the appropriate authority to inform future planning.

Visitors & Contractors

- All visitors are required to sign in at Reception. They will be issued with a badge that includes fire safety information and informed of the fire procedures.
- Contractors sign in at Reception. They will be provided with fire safety information. The senior fire warden is responsible for ensuring that all persons respond in an appropriate manner should an alarm sound.

Electrical Issues

- All appliances, whether owned by the School, students or staff undergo an annual Portable Appliance Test (PAT) administered by appropriately trained persons with approved equipment.
- Appliances that fail are repaired or decommissioned
- Hard wiring is tested on a 5 year rolling programme.

Hydrants & Extinguishers

- These are tested annually by a competent contractor.
- Any items that have been tampered with are recharged.
- Scrutiny of hydrants and extinguishers forms part of the regular checks by the Premises team.

Furniture

- All new furniture must have the appropriate kite-mark as should any donated items.

High risk curriculum activities

- Risk assessments form part of lesson planning in subjects such as Chemistry, Design & Technology, Art and Textiles.

Appendix 2

West Heath School's Fire Alarm System

Location of detectors and control panel

West Heath's buildings are covered by a zoned, addressable fire alarm system with smoke & heat detectors together with alarm activation points throughout. The system's main control panel is on the 1st Floor corridor of the Old House with a repeater panel by the Medical Room.

Alarm sirens

There are alarm sirens throughout the buildings which, when activated by the system, sound continuously. Simultaneously the system 'phones a Central Station which 'phones the School's Duty Caretaker's mobile.

During normal operating hours the Duty Caretaker will NOT request a Brigade appliance unless there is confirmation from the Action Team that the activation is known to be a genuine fire. If there is no response by Duty Caretaker, the Brigade may be requested to send an appliance. Central Station continues to contact each named "key holder" in sequence.

Out of hours the Central Station will contact the Security Key Holding Contractor who will immediately respond to the call. They will usually ask for the Fire Service to attend. Upon arrival they will investigate the source of the activation. If it is not a fire they will leave a report for the school and reset the alarm if possible. In the event of a fire, the Fire Service will deal with it, the Key Holding Contractor will contact the onsite caretaker.

Plans

There are plans which show the location of detectors, activation points, extinguishers, emergency exits and site risk areas.

School Performances, Parents' Evenings, Outside Hirings etc

These events will include an explanation of arrangements to be implemented should a fire alarm sound. As during the School day, alarms should be assumed to be genuine and procedures should be followed until the "all clear" has been given by the Warden in Charge.

Appendix 3

Evacuation Procedure

Finding Fire

In the event of a fire or other major emergency: the alarm must be operated immediately by activation of the nearest call point.

Staff will immediately evacuate the room with all students whom they are responsible for and go to the designated Assembly Area. The fire is only to be tackled by remaining staff if they are trained to do so and it is safe to do so using designated fire fighting equipment. If the fire is too large or difficult to tackle all must evacuate, closing doors and windows where possible.

Procedures for Staff, Students, Visitors & Contractors

There will be a calm evacuation of the school as follows:

The assembly area is the **single tennis court (Playground)** to the rear of the school. All, on hearing alarm will leave by the nearest safe exit and go directly to the above assembly area. At the assembly area students will stand in Tutor Group lines as designated at the assembly point.

1. During the School Day 8.30 a.m. to 4.00 p.m.

Staff who are not involved with roll calls and visitors will assemble at the far end. Group tutors check that all members of their groups are present against the register for that day and report to the Warden in Charge of the result.

Administrative staff and visitors will be checked by a member of the School Office staff and report findings to **Senior Fire Warden** in Charge.

The Warden in Charge will initiate an appropriate response to locate whereabouts of any missing student or member of staff. Anyone aware of cause of alarm to inform Warden in Charge immediately.

All persons to await instructions from Warden in Charge.

The Warden in Charge

The responsibilities of the Warden in Charge and other nominated members of staff are as follows:

The **Warden in Charge** will be the first Vice Principal or Senior Manager who arrives at the assembly area. He or she will be responsible for all matters until the evacuation is ended. The Warden in Charge will take the Action Pack brought by a member of the School Office staff. He or she will nominate a Liaison Warden.

The **Warden in Charge** will distribute registers to Tutors for Students [including Post 16] to a Vice Principal for checking non-tutor-Teachers, SWWs, STAs, TAs & Care Team. He or she will co-ordinates the roll-call returns & completes Emergency Check List.

The **Warden in Charge** will deploy TAs to locate missing students and any students unable to manage their behaviour (who will be accompanied to a nearby safe place). He or she will authorise the return of students and staff to lessons after Action Team Leader's confirmation.

The **Warden in Charge** will complete the Report form [see de-brief]

Liaison Warden

The Liaison Warden is nominated by the Senior Warden in Charge and is responsible liaison between the **fire marshals** and the Senior Warden in Charge

School Office Warden

The School Office Warden will bring his or her radio, the Action Pack and all registers of Students, Staff & Visitors and be responsible for the roll call of Administration staff and Visitors.

Area Wardens

Area Fire Marshals will be responsible for particular areas, check all rooms in their area and report to Liaison Warden

Action Team

Action Team comprises the Caretaking Team, the Duty Caretaker, I.T. Manager and the Estates Manager.

The first person to reach the panel [Old House or Medical Room] will give "zone & detector information" on Channel 2.

- Remainder to Zone - with zone card - for check of all break glasses & detectors
- Leader reports to L.W. with relevant Information & to members of Action Team
- Duty Caretaker liaises with Central Station & Brigade and LW re Contractors
- Leader authorises return to Liaison Warden [Brigade approval]

2. Contingency Procedure

In the event of bad weather and for example the cause of the Alarm not being found quickly

The **Senior** Warden in Charge announces Sports Hall as Assembly Point only in bad weather. The **Fire Wardens** direct students to the assembly point (Tennis Court)

At Assembly point Standard Procedure will be followed.

3. Beyond the School Day 4.00 p.m. to 8.30 a.m.

Residential students and staff

The assembly points are as follows:

- For Sleep House and Colt bungalows: Car Park above Colts
- For Dodi House, Diana House & Al Fayed House – car park area

A Senior Member of each house will be responsible for checking the register and rooms. A Senior Member of the Boarding Team liaises with House Leaders for the register check and with Duty Caretaker re the cause of the evacuation and the return.

Detailed procedures are set out in the Residential Guidance sheet

School – Staff, Contractors & Visitors The Assembly Point is the Tennis Court

The standard day procedure will be followed with a Senior member of staff acting as the **Senior** Warden in Charge and who will co-ordinate the Wardens and Action Team.

4. De-brief

In order to learn lessons from both false and real alarms and to improve the School community's response, the Senior Warden in Charge will ascertain the precise cause of alarm, debrief Fire Marshals, Wardens and Action Team re cause of alarm, implementation of procedure and suggested improvements.

The Senior Warden in Charge will also complete the Emergency check list and pass to the Health & Safety Officer for action points and countersigning. The checklist will be filed by the Estates Manager.

The Health and Safety Officer will report any suggested procedure changes to the Senior Leadership Team & policy changes to the Health and Safety Committee for decisions.

West Heath Centre & Facility Hirers

Hirers will evacuate to the following Assembly Points

- West Heath Centre - to Rose Garden Lawn
- Sports Centre Hirers – Rose Garden Lawn
- School Hall Hirers – Staff Room car Park
- Dance Studio Hirers – [Tennis Court if main route is unsafe]

This Procedure is detailed in the Terms of Hire as issued to all Hirers & confirmed to Supervisors. The Fire Action Team to liaise with Supervisors during any emergency.

Contractors

Contractors will be briefed by the Estates Manager in all procedures to be followed.

Appendix 4

Evacuation Procedure

Terrorist Incident

In the event of a terrorist emergency instructions will be received from the Police or Counter Terrorism Security Advisor (CTSA) . They will advise and update staff on the situation. There are several ways in which terrorists can threaten or attack schools, which may require a different approach when dealing with them.

Security

The school takes security very seriously with CCTV installed at entry and exit points around the site. There is only one entry/exit point for vehicles which is controlled by a barrier. The barrier is not left open during the school day or evening, drivers wishing to gain entry are connected to a staff member who decides whether to allow entry or not. The roads around the site are lit by floodlights. There are staff on site at all times whilst students are in residence. Buildings are protected by intruder alarms and fire detection systems. Access to sensitive areas such as plant rooms and laboratories is restricted to maintenance and relevant staff only. The premises' alarm systems are controlled by a monitoring station.

Bomb Threats

Bomb threats can be made indiscriminately against any organisation. They are usually received by telephone although other means of media can be used ie Social Media. Most terrorist bombs are improvised and can be categorised by their means of delivery:

- Vehicle (car, lorry, bike)
- Letter (parcel, packet, envelope)
- Person-borne (rucksack, briefcase, handbag or concealed in the body)

They can also be categorised by content eg chemical, biological, nuclear, incendiary or conventional Improvised Explosive Device (IED). In the event of a bomb threat the Estates Manager will liaise with the Police to ensure that they are aware of the layout of the buildings, location of plant, utilities etc. All staff will then be advised by the Police or CTSA regarding evacuation. There may be occasions when staff are advised to remain within the building rather than evacuate.

Vehicle Bombs

Vehicle bombs can deliver a large quantity of explosives to a target and cause a great deal of damage. They can be detonated from a distance by remote means or time or by suicide bomber. Vehicle bombs are usually targeted at high profile establishments to gain maximum effect and publicity.

The Estates Manager along with the Premises Team will take control of any vehicle bomb threats. In the event of any warning received, the Police will be contacted and their advice followed. If evacuation is advised, the school will be advised by radio or telephone to avoid any panic with alarms. Register will be taken at a venue designated by the Premises Team. All evacuees will leave immediately after registration, by vehicle if possible and will assemble at least 1km from the school site. The Premises Team will follow the advice given by the Police or CTSA. Entry back to the school will only be allowed once the Police or

Letter Bombs

CTSA have authorised.

Letter bombs are usually explosive or incendiary, but could conceivably be chemical, biological or radiological. Anyone receiving such a package is unlikely to know which type it is, therefore procedures should cater for all eventualities. Letter bombs are likely to have undergone rough handling in transit and are unlikely to detonate whilst being moved. Any attempt to open the package may result in detonation. They are unlikely to contain a timing device.

As with vehicle bombs, if a suspicious package is discovered the police must be called immediately. Most parcels, packages and deliveries are taken to a central point (Reprographics) where staff will check the parcels received. Any package which is suspicious should be reported to the Premises Team to determine whether the emergency services should be called. Once called, a controlled evacuation must be carried out under advice from the Police or CTSA. In some cases, evacuation may not be recommended and all staff, students and visitors may be asked to muster in an area away from the likely scene of a blast. The Estates Manager along with the Premises Team will be the contacts for the emergency services and will relay any instructions to staff via radio. A register will be taken at the muster point. Entry back to the school will only be allowed once the Police or CTSA have authorised.

Person-borne Devices

These are usually carried in portable containers such as rucksacks and briefcases. These devices are usually less than 25kg in weight to keep them portable. A 25kg suitcase bomb could destroy a house or cause serious structural damage to a building. These devices are usually packed with nails, nuts and bolts to act as shrapnel. Such weapons can have a devastating effect in small spaces.

Good housekeeping should minimise the chances of a device being carried into the premises. Access controlled areas can limit access around the site, particularly to sensitive areas. At times of high alert it may be necessary to carry out bag searches. Should any suspicious item be found during a search the Police must be called and their advice followed. Evacuation procedures should be followed once a threat has been made, as with letter bombs. The Premises Team will undertake initial searches once a threat has been received until the Police arrive.

Most bomb threats are made over the phone. The overwhelming majority are hoaxes, often the work of malicious jokers, although terrorists also make hoax calls with the intent of causing alarm and disruption. Any such hoax is a crime and, no matter how ridiculous or unconvincing, should be reported to the police.

Receiving a Threat

Calls from terrorists may be of two kinds:

- 1 - Bomb threats when no bomb has actually been planted. These hoaxes may not be merely malicious but designed to disrupt, to test reactions or to divert attention.
- 2 - Bomb threats warning of a genuine device. These may be attempts to avoid casualties, but they also enable the terrorist to blame others if there are casualties.

Even genuine threats are frequently inaccurate with regard to where and when a bomb might explode, and staff receiving a bomb threat may not always be those trained and prepared for it. But although they may be unable to assess a threat's accuracy or origin, their impressions of the caller could be important.

Receiving such a threat may be the closest that many people ever come to acts of terrorism, so be prepared for affected staff to be temporarily in a state of shock. Affected individuals may need counselling or other support.

In the event of a threat being made the procedures below should be followed. This is the advice given by the Security Services (MI5).

Ensure that all staff who could conceivably receive a bomb threat are trained in handling procedures – or at least have ready access to instructions. This applies particularly to courts, banks, hotels, hospitals, news agencies, public transport organisations, voluntary organisations and those offering any sort of emergency service. Switchboard operators should be familiar with procedures and rehearse them regularly

Draw up, ideally with advice from your local police CTSA, a clear and accessible list of actions to take on receipt of a call (see below), or use the *Bomb threat checklist* at the back of this booklet. Your list should include the following instructions:

1 - Stay calm and listen

2 - Obtain as much information as possible – try to get the caller to be precise about the location and timing of the alleged bomb and try to establish whom they represent. If possible, keep the caller talking

3 - Ensure that any recording facility is switched on

4 - When the caller rings off, dial 1471 (if that facility operates and you have no automatic number display) to see if you can get their number

5 - Immediately tell the designated Security Co-ordinator. It is their responsibility to decide on the best course of action and who should notify the police. If you cannot get hold of anyone, and even if you think the call is a hoax, inform the police directly. Give them your impressions of the caller as well as an exact account of what was said

6 - If you have not been able to record the call, make notes for the security staff or police. Do not leave your post – unless ordered to evacuate – until the police or security arrive.