	<u>BERNWODE SCHOOLS TRUST</u> <u>FIRE SAFETY POLICY</u>  <u>INCORPORATING</u>			<u>Written By:</u>  <b>J MacLachlan</b>
	<b>Appendix A: Fire Safety Evacuation Procedure –          Glory Farm Primary School</b> <b>Appendix B: Fire Safety Evacuation Procedure –          The Cooper School</b> <b>Appendix C: Fire Lane Plan – The Cooper School</b>			
	<u>Applicable to:</u>  <b>ALL STAFF &amp;          PUPILS/STUDENTS</b>	<u>Accountable Officer:</u>  <b>Accounting Officer - Dr R Whannel</b>	<u>Date Adopted:</u>  <b>March 2021</b>	<u>Date To Be Reviewed:</u>  <b>March 2022 (Annually)</b>  <b>Appendix pp16 -18 to be updated each September</b>

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## 1.0 Fire Safety Policy Statement

1.1. Bernwode Schools Trust (BST) will ensure, so far as is reasonably practicable ensure that all Staff, children, contractors and visitors are protected from the risks of fire whilst on school premises.

1.2. The Members, Trustees and Local Governing Body members accept that they have a statutory responsibility as defined under the Regulatory Reform (Fire Safety) Order (2005) for fire safety.

1.3. The Regulatory Reform (Fire Safety) Order 2005, places a greater emphasis on fire prevention by ensuring that all persons responsible for premises comply with their statutory duties and implement the general precautions which are needed to protect all persons from death or injury in the case of fire.

1.4. The BST will take steps which are reasonably practicable and within its power, to meet its responsibilities, paying particular attention to:

- i) completing a fire risk assessment;
- ii) managing and maintaining its premises so as to adequately control the risk from fire;
- iii) maintaining adequate fire precautions, with reference to:
  - means of detection and giving warning of fire;
  - provision of means of escape means of fighting fire, and training of staff
- iv) providing safe systems of work, based on risk assessment, to minimise the risk of fire; v) providing suitable and sufficient information, instruction and training at all levels;
- vi) making adequate provision for the control of fire in work processes including hot works;
- vii) keeping suitable and sufficient records;

- viii) providing adequate monitoring and supervision of activities to ensure that standards of fire safety are met;
- ix) Making adequate resources available to meet the requirements of this policy

## **2.1. Policy Aims**

The aims of the Fire Safety Policy are:

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

## **3.1. Responsibilities**

The BST Fire Safety Policy outlines specific responsibilities:

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

## **4.1. Managing Fire Safety**

**4.2.** The school has delegated day to day responsibility for managing fire safety to the following people: Headteachers of both schools and the Estate Support Supervisor for the BST.

**4.3.** The above named staff will:

- a) Ensure that all means of escape are properly maintained, kept free from obstruction and available for safe and effective use at all times; and that the means of escape have adequate emergency lighting; and that any defects are reported to the relevant school's headteacher.
- b) provide and maintain in working order all firefighting appliances and devices including:
  - fire detection and alarm systems;
  - emergency lighting systems;
  - firefighting equipment;
  - notices and signage relating to fire procedures;
  - Means of escape, taking into account the needs of any disabled users. Personal Emergency Evacuation Plan (PEEPS) forms will be used for this purpose.
  - All PEEPS forms are overseen by the Student Support Team at The Cooper School and the SENCo at Glory Farm Primary School, and a copy of any PEEPS forms forwarded to the relevant headteachers.

- c) carry out a fire risk assessment on school buildings to ensure that each school's facilities are compliant;
- d) identify any special risks, e.g. the storage of hazardous materials, and put in place appropriate procedures to minimise the risks;  
The relevant headteacher of both schools is responsible for ensuring each school:
  - a) provide appropriate instruction and training for all school staff on the action to be taken to protect people and property including regular fire evacuation practices for all the school;
  - b) provide appropriate instruction and training for all school staff on the action to be taken to protect people and property including regular fire evacuation practices for all the school;
  - c) ensures all staff, students, contractors, visitors and third-party hirers are made aware of and comply with the BST's fire procedures;
  - d) liaise with third parties including the emergency services, and the school's insurers to ensure that best practice for fire prevention and procedures is in place;
  - e) Monitors and reviews this policy on an annual basis so as to ensure that any new risk or alteration to regulations is addressed.

### **5.1. Monitoring**

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

The inspection and testing of:

- Fire detection and alarm systems; emergency lighting systems; firefighting equipment.

This information is maintained in a separate fire folder.

### **6.1. Fire Risk Assessment**

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

**6.4.** The findings of the fire risk assessment will be reviewed by the Estates Support Supervisor,, then signed off by both headteachers for their relevant school.

## **7.0. Fire Hazards**

The following fire hazards across the BST are identified:

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

## **8.0. To reduce the risk of fire**

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

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

#### **9.0. Fire Safety Training**

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

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

#### **10.1. Fire Evacuation Procedures**

#### **10.2. Fire Evacuation Procedures are outlined in Appendix A & Appendix B**



**Appendix A: Fire Safety Evacuation Procedure – Glory Farm Primary School**

**Appendix B: Fire Safety Evacuation Procedure – The Cooper School Appendix C:**

#### **Fire Lane Plan – The Cooper School**

<b>Policy/Procedure Title</b>	<b>Fire Safety Policy</b>
<b>Issue Date to Committee</b>	<b>March 2021</b>
<b>Author (Name/Department)</b>	<b>J MacLachlan (Headteacher GFPS)</b>
<b>Approved by Trustees</b>	Spring term 2021
<b>Review Date – Annually</b>	<b>Spring term 2022</b>

## Appendix A: Glory Farm Primary School Fire Evacuation Procedure

 	<b><u>BERNWODE SCHOOLS TRUST</u></b>  <b>Fire Evacuation Procedure During School Term-Time “Normal Hours” for Glory Farm Primary School</b>			<b><u>Written By:</u></b>  <b>J MacLachlan HT GFPS</b>
	<b><u>Applicable to:</u></b>  <b>ALL STAFF &amp; PUPILS</b>	<b><u>Accountable Officer:</u></b>  <b>Accounting Officer:</b>  <b>Dr R Whannel</b>	<b><u>Date Adopted:</u></b>  <b>Spring term 2021</b>	<b><u>Date To Be Reviewed:</u></b>  <b>Spring term 2022 (Annually)</b>

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### **1.0. The Fire Alarm**

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

Important: The aim of the Evacuation Procedure is to ensure every person leaves the building by the nearest available exit to a point of safety.

At no point should any member of staff put themselves at risk.

Important: If a real fire is identified a member of staff must call 999.

*This procedure is written as if there is no member of the Estate team in the building. A member of the Estate team will assist if they are in the building.*

***Evacuation instructions to follow for all staff, except those key persons responding to the fire alarm panel:***

- 1.1. If a member of staff discovers a fire, please activate the fire alarm by *sounding the nearest call point*.
- 1.2. Alternatively, if the fire alarm is ringing continuously then:
- 1.3. **Stop** all activities. Line the students up at the classroom Fire Exit. Escort the children, from the teaching area and leave the building by the nearest available exit.
- 1.4. All **Teachers** must take the laminated sheet in their classroom with the number of children in their class that day, the initials of the children absent and a blank class register on the back with them.

1.5. A copy of the PEEP form is to be held in the relevant classroom with the relevant teacher. At lunch time this register must be kept with the lunchtime supervisor.

1.6. All **Teaching Assistants** are to conduct a check of their nearby areas for any stray children before leaving the building and meeting at the assembly point.

1.7. The assembly point is as per the **Assembly Point photograph at the end of this document**.

1.8. All staff, students and visitors are to remain at the assembly point until further Instructions are given.

## 2.0. **Response of Key Personnel – Initial Responder**

2.1. When the fire alarm sounds, one of the following persons **MUST** go to the fire alarm panel adjacent to the front door. They will act as the **Initial Responder**.

- Head teacher
- Administration & Data Assistant
- Administration & Data Assistant
- School Support Assistant

The **Deputy Head teacher** must use the available two- way radios to communicate with the **Initial Responder** or use their mobile phones.

2.2. **The fire alarm must be looked at and it needs to be identified if the alarm is a false alarm or a real fire.**

### **False Alarm**

a. The **Initial Responder** after looking at the fire alarm person will investigate the location of the possible fire, then silence and re-set the fire alarm panel.

b. The call point will be clicked back into place.

c. The **Initial Responders** will inform the **Deputy Head teacher** at the assembly point that it is a false alarm, that the fire alarm has been silenced and re-set and that all staff and students can return to their classrooms.

### **Fire**

a. If a fire is identified, the **Initial Responder** will contact the Emergency Services, by dialling 999. Alternatively depending on circumstances this task may be delegated to another member of staff.

### **Address:**

**Glory Farm Primary School  
Hendon Place  
Sunderland Drive  
Bicester,  
Oxfordshire  
OX26 4YJ**

**Telephone number: (01869) 244050**

**Location of Fire: Quote location.**

**Where it is unclear as to whether the alarm is a false alarm or a real fire situation, the Initial Responder must call 999.**

If there is a second person at the fire alarm panel they can assist with one of the following if requested by the **Initial Responder**, notably:

- Call 999.
- Stop persons coming into the building through the front reception doors.
- Meet the emergency services at the main entrance.

The level of response will be dependent on the number of persons available.

### **Response of Other Staff:**

2.3 **Teachers and those responsible** for the children are to take the children to the assembly point in the playground. **Class teachers** are to check that all children are present. After checking the registers, any teachers who have students missing are to report these to the **Deputy Head teacher** (located in the playground)

2.4. If the fire alarm sounds in a non-class time e.g. lunchtime, teachers in whichever are of the school are to 'sweep' the immediate areas they are located in and direct all students and fellow staff to the assembly point.

2.5. The **Deputy Head teacher** will assume responsibility for managing the assembly point.

2.6. The **Initial Responders** will all go to the main reception to assist the **Initial Responder** already there.

2.7. **AiP catering staff** (if in building) are to leave the Main Hall and go directly to the assembly point.

2.8. All **teachers** who are 'playground staff' on hearing the fire alarm are to keep all children in the Junior and Infant playground and await further instruction from the **Response Team or Deputy Head teacher**.

2.9 **Cleaning staff** (if in the building) are to leave the building by the nearest available emergency exit and go directly to the assembly point

3.0. **Lunchtime Supervisors** will assist with taking all children out of the main hall to the assembly point by one of the available exit points. They will check that all children are present. After checking the registers, any teachers who have students missing are to report these to the **Deputy Head teacher** (located in the playground).

### **4.0. Personal Emergency Evacuation Plans (PEEPs)**

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

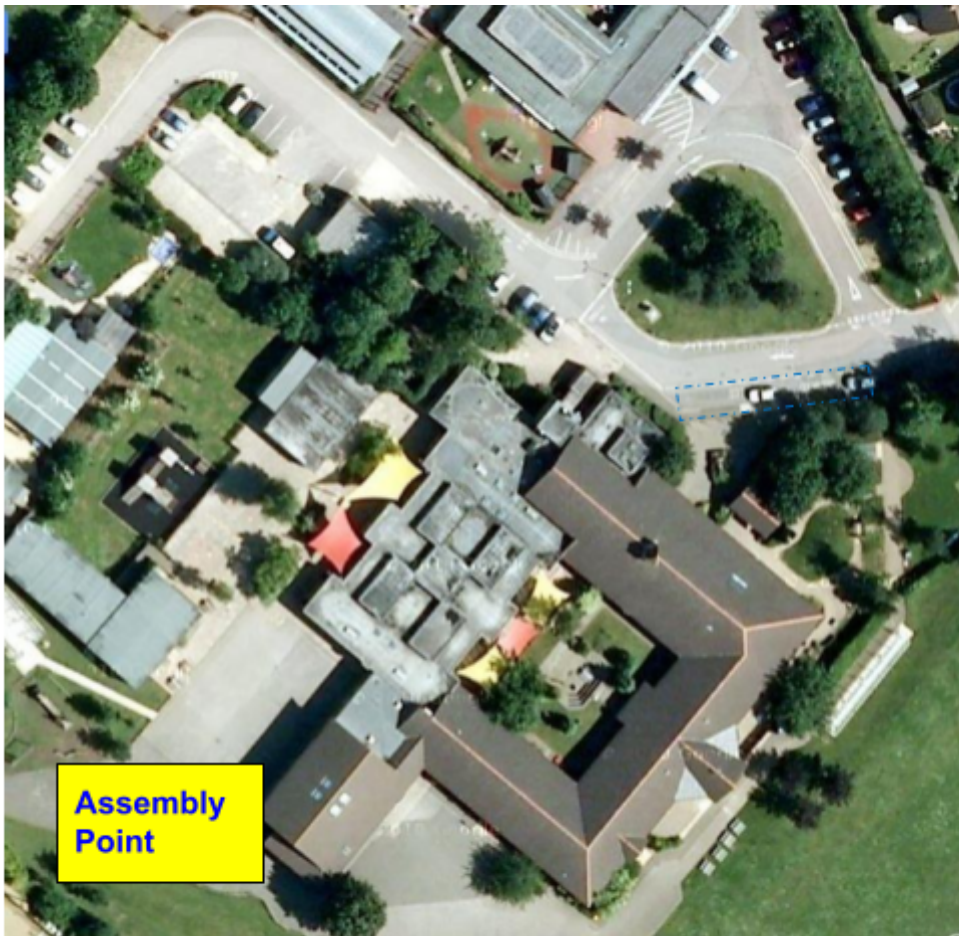
PEEP forms are required. Originals are to be held by the SENCO Officer and duplicate copies are to be held with the class lists in classrooms (and with the lunchtime supervisors during lunch times)..





## 5.0. Monitoring and Review

This document is subject to change, both in content and personnel and will be updated accordingly. All staff will receive an electronic copy and a hard copy will be made available to those who do not have access to e-mail.

Appendix 1:



## Appendix B:- The Cooper School Fire Evacuation Procedure

 <p><b>BERNWODE SCHOOLS TRUST</b></p> 	<p><b><u>BERNWODE SCHOOLS TRUST</u></b></p> <p><b>Fire Evacuation Procedure During School Term-Time “Normal Hours” for The Cooper School</b></p>			<p><b><u>Written By:</u></b></p> <p><b>G Merritt Deputy Headteacher</b></p>
	<p><b><u>Applicable to:</u></b></p> <p><b>ALL STAFF &amp; STUDENTS</b></p>	<p><b><u>Accountable Officers:</u></b></p> <p><b>Headteacher:  R Whannel</b></p>	<p><b><u>Date Adopted:</u></b></p> <p><b>Spring Term 2021</b></p>	<p><b><u>Date To Be Reviewed:</u></b></p> <p><b>Spring Term 2022 <b>(Annually)</b></b></p> <p><b>Appendix pp16 -18 to be updated each September</b></p>

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### 1.0. The aim of the Evacuation Procedure

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

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

### 2.0. The Fire Alarm

The signal for evacuation is a continuous fire alarm bell.

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

### 3.0. Instructions on finding a fire

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

### 4.0. On hearing the Fire Alarm

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

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

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

4.3. Lead the students to the perimeter of the school, and escort them to the Assembly Area. Keep as far away from the buildings as practical. See General Evacuation Routes.

4.4. The Assembly Area is the Coach Park.

4.5. Ensure the students join their form groups. Students are to line up as directed by the **Form Tutor**.

4.6. **Form Tutors** are to collect the register for their form group from their Head of Year and call the register. Report any missing students to your Head of Year. If you do not have class responsibilities, stand quietly and await instructions.

4.7. Keep your form quiet so that you can hear instructions. Do not let the students wander from the Assembly Area. Remain at the Assembly Area until further instructions are given.

## 5.0. Specific Responsibilities

### 5.1. The Estate Team

5.2. When the Fire Alarm sounds, the **Estate Team** will make their way to the fire alarm panel, either in the Estate Office or at one of the other 3 panels at The Cooper School.

5.3. The first person at the fire alarm panel, will identify the call point/zone which has been activated on the fire alarm panel. Where time allows the loud speaker will be handed to a member of SLT.

5.4. Either the **Estate Support Supervisor** or the **Estate Assistant(s)** will go to the building/room identified above. It will be determined if the fire alarm activation is a real fire situation or a false alarm.

### 6.0 Fire Situation

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

**Address:**

**The Cooper School  
Churchill Road  
Bicester,  
  
Oxfordshire. OX26 4RS  
Telephone number: 01869 242121**

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

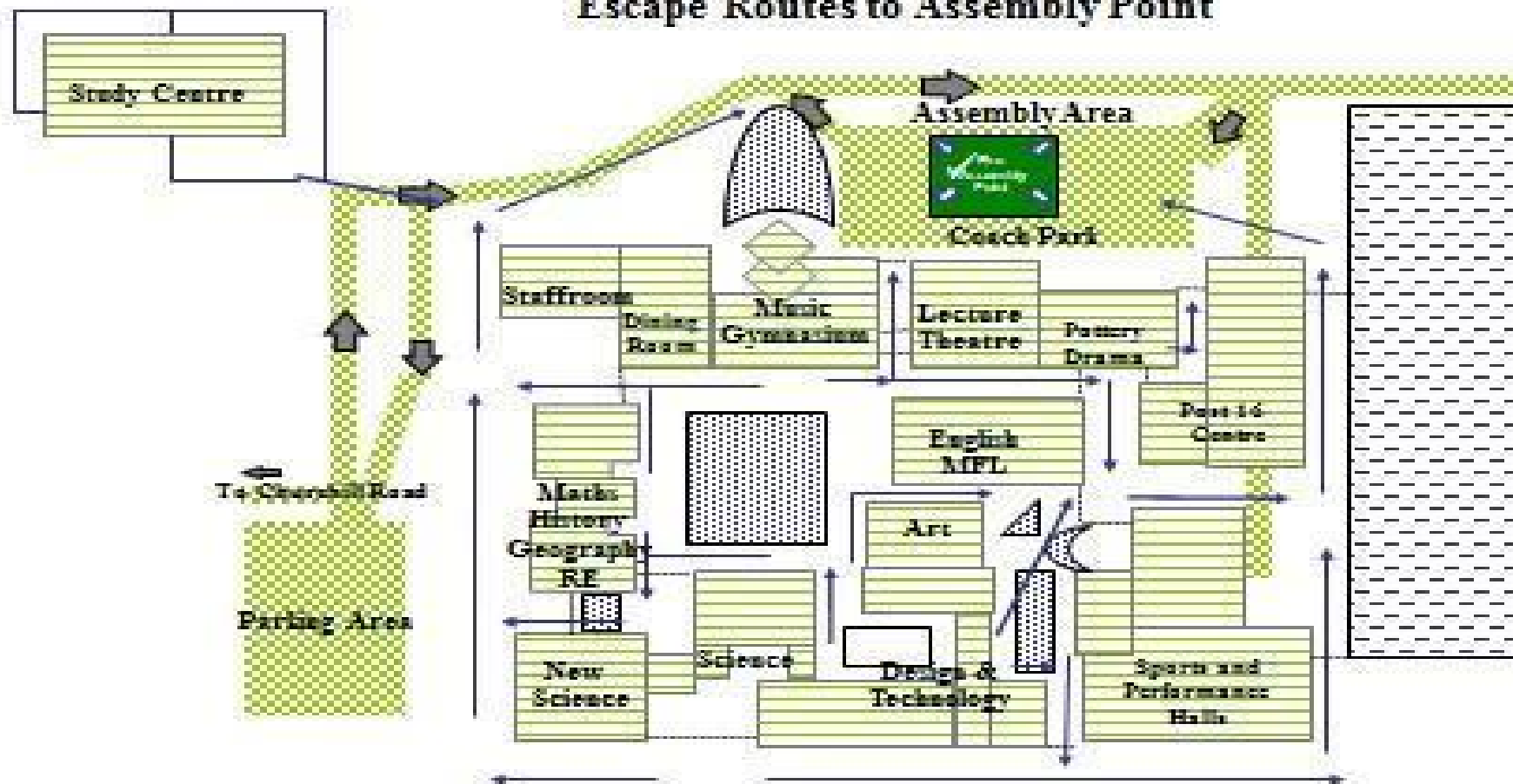
6.2. The member of the **Estate Team** who has located the fire will proceed to the front gates to report to, and assist, the Emergency Services.

6.3. The **Estate Support Supervisor** will report to the **Headteacher** at the Assembly area to ensure that all people on site have been accounted for.

6.4. Without putting themselves at risk, the area will be checked to see if there are any students remaining, with any students left being asked to leave and do to the Assembly area.

6.5. If a real fire situation, the **Estate team** will notify Reception.

# Escape Routes to Assembly Point



The Cooper School, Bicester

## **7.0. Non-Fire Situation (False Alarm)**

7.1. If no fire is found, and the alarm is found to be false or malicious, members of the **Estate Team** will report the 'all clear' to the **Headteacher** and signal for children to return to the premises.

7.2. The Fire Alarm system will be reset as soon as is possible.

## **8.0. Instructions for Reception Staff**

8.1. When the Fire Alarm sounds, the **Reception Staff** will remain in Reception and wait for further instructions.

8.2. The **Reception Staff** will take responsibility for student(s) children from the Medical Room who are unable to move to the Assembly Area.

8.3. The **Reception Staff** will be informed if is a real fire from a member of the **Estate Team**

8.4. Any visitors at Reception will remain in the Reception foyer until informed otherwise by the **Reception Staff**.

8.5. The **Reception Staff** should act on the instructions of the **Emergency Services** to vacate the area, or respond by vacating the premises and moving to the Assembly Area, if the risk increases.

8.6. The **Reception Staff** will remain at the Assembly Area until further instructions are received from the **Headteacher** or **Emergency Services**.

8.7. Any student with a mobility issue, can make their way to reception if this is the shorter distance to travel rather than go to the Assembly Area as per any PEEPs.

## **9.0. Instructions for School Administrators**

9.1. When the Fire Alarm sounds, one of the **School Administrators** will print a record of any visitors and take to Assembly Area.

9.3 The **Executive Officer** will collect the Teaching Staff List, and go to the Assembly Area and, in liaison with the **Attendance Team**, will check attendance of teaching staff.

9.4. All other **Administrative/Support staff** will evacuate the building to Assembly Area. It will be the responsibility of the **HR Manager** or a member of the **HR Team** to take a roll call of Administrative/Support staff.

9.5. A member of **Administrative/Support staff** will be asked by the **Executive Officer** to go to the zebra-crossing area near the Inclusion Centre where they will prevent any vehicles going to the rear car park.

9.6. The **Attendance Team** will stand in front of Form Groups and give out registers Student Support Mangers or Heads of Year.

9.7. The **SLT Link for** each year group will confirm when registers are checked for each year group.

9.8. A **member of the Reception team** will inform Heads of Year at the assembly point of students remaining in Medical Room and Heads of Year will take responsibility for able pupils from Medical Room.

## **10.0. Instructions for Attendance Team**

10.1. The **Attendance Team** and in their absence, **Reception Staff**, will on hearing the fire alarm, return to the Attendance Office and print off the Registers for the Heads of Year.

10.2. The registers are then taken out to the Assembly Point and handed to the **Head of Year/Student Support Managers**.

10.3. In the event that registers cannot be printed off, a hard copy of all pupils in the school is to be available in the **Attendance Office** and this hard copy can be taken to the Assembly point and given to the Head of Houses/Year.

10.4. In the event that the fire is in the Staff block, the **Attendance Officer** is not to return to their office, but go to the Assembly Point and report to the Headteacher.

## **10.0. Instructions for Form Tutors, Heads of Year and Assistant Heads of Year**

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

- See summary of Tutor Groups for September, 2020.
- See fire lane plan at the end of this document. Point 14.

10.1. Follow General Evacuation Instructions until students are released to Form Tutors.

10.2. **Heads of Year** will collect class registers for their Year Group from Student Support Managers waiting in front of Year Groups.

10.3. **Heads of Year** will pass form registers to **Form Tutors/Assistant Heads of Year**.

10.4. **Form Tutors** will call the register for their form. The names and last known locations of students not present will be recorded.

10.5. **Form Tutors** will report names and last known location of students not present to **Head of Year**.

10.7. **Heads of Year** will report names and last known location of students still unaccounted for to allocated **SLT Link** and return to their Year groups.

10.8. The **SLT Link** will report to the **Headteacher**.

10.9. All members of SLT will remain at the Assembly Area until further instructions are received from the **Headteacher** or Emergency Services.

## **11.0. Instructions for Senior Leadership Team**

11.1. Follow General Evacuation Instructions until students are released to Form Tutors.

11.2. **Designated SLT Links** will receive the reports of each Year Group's attendance.

11.3. **Headteacher** will remain in front of the Assembly Area to receive reports of students and staff unaccounted for.

11.4. **Designated SLT Link** will check the Support Staff List and confirm that all Visitors, Support staff (inclusive of administrative staff and other ancillary staff including Kitchen staff) are accounted for.

11.5. **Designated SLT Link** will check Teaching Staff List and confirm that all Teaching staff including Supply teachers are accounted for.

11.6. **SLT Links** will report the names and last known location of any staff unaccounted for to the Headteacher.

11.7. The **Headteacher** will collect the names and locations of any staff or pupils unaccounted for, and pass to the **Estate Support Supervisor**.

11.8. All persons are to remain at the Assembly Area until further instructions are received from the Emergency Services.

## **12.0. Instructions for all students**

### **When the Fire Alarm Bell sounds during a lesson:**

12.1. Immediately listen quietly for your **Teacher's** instructions. Do not try and pack away your belongings or clear away the work you have been doing.

12.2. Your **Teacher** will ask you to line up next to the Fire Exit. Be quick and quiet.

12.3. When you are lined up, your **Teacher** will tell you to walk out of the classroom.

12.4. Make your way outside as quickly as you can without running or pushing.

12.5. When you are outside, move away from the school buildings and walk towards the Assembly Area in the Coach Park. You will be walking around the **outside** of the buildings. Do not cross the Quadrangle.

12.6. At the Assembly Point, line up in Form groups and wait for your **Form Tutor** to check the Register.

12.7. Wait quietly at the Assembly Point, in your class group, until you are told to move. You must not return to the school buildings, wander off to talk to friends, nor run around.

12.8. Your **Form Tutor** will tell you when to move.

## **13.0. Instructions for the Headteacher or Deputy Headteacher**

13.1. Move to the Assembly point in the Coach Park.

13.2. Receive confirmation from the **SLT Links** of any staff or students who are unaccounted for.

13.3. Wait for instructions from the **Estate Support Supervisor** or **Estate Team** as to whether the fire alarm is a real or false situation.

13.4. If a false alarm is confirmed, dismiss all persons at Assembly point and allow students/staff to return to their normal activities.

13.5. If a real fire situation is confirmed, await instructions from the Emergency Services on site as to the next steps to be taken.

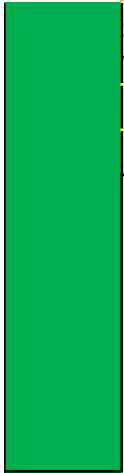
## 14.0. The Cooper School Tutor Groups – September 2020

Year 7	Year 8	Year 9	Year 10	Year 11	POST 16 STUDIES
<b>Senior Link</b> R. Mills-Webb	<b>Senior Link</b> I. Tweed	<b>Senior Link</b> A. Coggins	<b>Senior Link</b> S. Baker	<b>Senior Link</b> S. Baker	<b>Senior Link</b> M. Doorley
<b>Head of Year</b> P. Dean A. Hillier (Wednesdays)	<b>Head of Year</b> P. Patel	<b>Head of Year</b> E. Carrick-Dow	<b>Head of Year</b> J. Simmonds	<b>Head of Year</b> C Lloyd	<b>Assistant Head of Post 16 Studies</b> – M. Underwood
<b>Student Support Manager</b> J. Devereaux	<b>Student Support Manager</b> K. Burge	<b>Student Support Manager</b> G. Gow	<b>Student Support Manager</b> S. Williams	<b>Student Support Manager</b> E. Payne	<b>Sixth Form Assistant</b> C. Burnby
<b>7JPa 7.1</b> J. Patterson Room T03 (L. Childs on Mondays)	<b>8CCr 8.1</b> C. Craven Room Ma04	<b>9ASl 9.1</b> A. Slade Room Hu03	<b>10BTw 10.1</b> B. Tweddle Room Sc12	<b>11LCp 11.1</b> L. Chapman Room E01	<b>12JHo Tennis Courts</b> J. Holder Room SF4
<b>7ASt 7.2</b> A. Stageman Room T01 (V. Stoner on Mon)	<b>8KCo 8.2</b> K. Colvill Room Hu07	<b>9SBx 9.2</b> S. Baudoux Room Sc17	<b>10EBr 10.2</b> E. Brown Room Sc16	<b>11HCI 11.2</b> H. Clough Room E05	<b>12JSm Tennis Courts</b> J. Smith Room La1
<b>7APi 7.3</b> A. Pitchfork Room Sc01	<b>8LDo 8.3</b> L. Douet Room La05	<b>9LSl 9.3</b> L. Slevin Room Ma01	<b>10HAl 10.3</b> H. Alder Room Sc05	<b>11DBe 11.3</b> D. Beaumont Room Ma08	<b>12KOF Tennis Courts</b> K. O’Flynn Room SF7
<b>7KAgr 7.4</b> K. Agrah Room Ca15	<b>8MPr 8.4</b> M. Pritchard Room PE4	<b>9GOH 9.4</b> G. O’Hanlon Room Hu04	<b>10TEg 10.4</b> T. Eggleston Room E04 (D. Chambers on Tuesdays)	<b>11SCo 11.4</b> S. Couchman Room Hu06	<b>12KSh Tennis Courts</b> K. Sheppard Room SF8 (L. Byford on Mondays)
<b>7KBr 7.5</b> K. Brown Room Hu11	<b>8MFL 8.5</b> M Levus-Feira Room Sc20	<b>9CPor 9.5</b> C. Pope Room La02 (A. Kent + C. Maybury)	<b>10AWi 10.5</b> A. Williamson Room Hu05	<b>11LRa 11.5</b> L. Rahman Room Sc18	<b>12SBa Tennis Courts</b> S. Badger Room SF5 (D. Chambers on Thursdays)
<b>7GFr 7.6</b> G. Frogley Room T10	<b>8JGr 8.6</b> J. Green Room Sc15	<b>9JMa 9.6</b> J. Magrane Room La04	<b>10JCa 10.6</b> J. Carberry Room T7	<b>11KOa 11.6</b> K. Oades Room Ma06	<b>13GHa Tennis Courts</b> G. Harris Room SF1 (L. Byford on Tuesdays)
<b>7CPu 7.7</b> C Punshon Room Ca14	<b>8KRA 8.7</b> K. Roche-Ali Room La01	<b>9GBu 9.7</b> G. Button Room T13 (A. Kent on Wednesdays)	<b>10AMu 10.7</b> A. Mutemererwa Room Ma03	<b>11NHa 11.7</b> N. Hardy Room Sc08	<b>13RGr Tennis Courts</b> R. Green Room Ca14
<b>7STa 7.8</b> S. Taylor Room E02 (V. Stoner on Wed)	<b>8ETo 8.8</b> E Tongue Room Ca1	<b>9LSm 9.8</b> L. Smyth Room T02	<b>10HAb 10.8</b> H. Abaee Room Ma10	<b>11GDo 11.8</b> G. Doyle Room SC13	<b>13DCo Tennis Courts</b> D. Cook Room SF2
			<b>10LWi 10.9</b> L. Wing Room E03	<b>11PHi 11.9</b> P. Hickman Room La03	<b>13SLy Tennis Courts</b> S. Lynch Room SF3
					<b>13JPo Tennis Courts</b> J.Post Room SF6



**15.0 Appendix C – The Cooper School Fire Lane Plan - September 2020**





Staff & Visitors

YEAR 10

YEAR 11

10.1 to 10.9 →

11.1 to 11.9 →

8



7

6

5

4

3

2 1



Coach/Mini-Bus Parking Bays 1-8

School Buildings

Post 16