



The Blue Coat School

FIRE SAFETY POLICY

The Fire Safety Policy was devised by the Headmaster, the Head of Pre-Prep and the Bursar in consultation with colleagues in the school.

Date of Next Review: Lent 2023

The Blue Coat School Birmingham Limited

FIRE SAFETY POLICY

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I. AIMS

I.1

The Board of Governors of The Blue Coat School is totally committed to minimising the risk to life and to reducing the risk of injury by maintaining the physical fire safety of the school which includes the elimination or reduction of risks from dangerous substances. The Fire Safety Policy, procedures, Fire Risk Assessment and associated Risk Assessments are designed to help the school community to respond calmly and effectively in the event that fire breaks out in one of the school buildings at The Blue Coat School. The Blue Coat School complies with the requirements of the Regulatory Reform (Fire Safety) Order 2005. The School will comply with any statutory requirements resulting from a fire safety audit conducted by the Fire and Rescue Services.

I.2

The Fire Safety Policy aims to:

- Ensure appropriate fire procedures are developed and implemented, and appropriate staff training provided, which is repeated periodically;
- Ensure the safety of staff or anyone else legally on the school premises;
- Ensure fire drills are carried out and emergency services are contacted when necessary;
- Ensure one or more competent persons (with sufficient training, experience and knowledge) are appointed to assist in taking preventative and protective measures (including firefighting and evacuation);
- Ensure a suitable system for the provision and maintenance of clear emergency routes and exits (with doors normally opening in the direction of escape), signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers. The maintenance of which will be by a “competent person” (ISO9001 certified or BAFE approved).
- Ensure staff and others working on the school site are provided with fire safety information.

I.3

The Blue Coat School Fire Safety Policy applies to all staff, visitors, contractors and children in the school including those in the Early Years Foundation Stage (Nursery and Reception). It should be read in conjunction with other related whole school policies including: Emergency Evacuation: Personal Emergency Evacuation Plans (PEEPs), Health and Safety, and Safeguarding and Child Protection.

I.4

The Blue Coat School Fire Safety Policy is available for all to view on the school website and in Main Reception, and the Pre-Prep Office. It is also available for staff on the staff intranet.

2. RESPONSIBILITIES

2.1

The overall responsibility for all aspects of fire safety rests jointly with the Board of Governors and the Headmaster. However, oversight of all the policies and protocols established within the school and responsibility for the day-to-day management of fire safety lies with the Bursar. Currently, the Bursar and the Estates and Compliance Manager are trained to be the competent person and as such are responsible for assisting in taking preventive and protective measures including firefighting and evacuation. Records of their training are maintained by the Bursar who also ensures that this is updated at three-yearly intervals.

2.2 The Bursar

The responsibilities of the Bursar are to:

- Ensure that the premises and any facilities, equipment and devices are subject to a suitable system of maintenance, and to ensure that they remain in an efficient state of repair and that they are in full working order.
- Ensure that appropriate and current certificates are kept for the installation and maintenance of fire-fighting systems and equipment.
- Appoint appropriately qualified people to assist in undertaking preventative and protective measures as required.

- Ensure that Fire Risk Assessments are regularly reviewed and updated and that records of Fire Risk Assessments are filed in the Bursar's Office.
- Ensure that Fire Procedures and Risk Assessments are reviewed when buildings are altered or extended and for any new buildings.
- Maintain records regarding staff training in fire safety procedures.
- Ensure that a Personal Emergency Evacuation Plan (PEEP) is prepared for adults and children as and when necessary and that those concerned are aware of the PEEP together with any other relevant staff.
- Co-ordinate and record Fire Evacuation Tests and liaise with staff to review and improve procedures.
- Ensure that current Fire Evacuation Notices with exit routes clearly marked are displayed in each classroom and in all areas of the school, that these are checked regularly and that records are maintained of all such checks.
- Ensure that accurate records are maintained in respect of all matters relating to fire safety as detailed in Section 10.

2.3 Senior Leadership Team

2.3.1

The Senior Leadership Team is responsible for the administration of evacuation planning for the various school buildings, in conjunction with the Bursar. They should also ensure that procedures are in place for the safe evacuation of persons, including those with disabilities, and visitors/contractors.

2.3.2

In the event of the fire alarm activating, the Bursar or Estates and Compliance Manager will be responsible for identifying the zone which has resulted in the activation and any subsequent investigations. In the absence of the Bursar and Estates and Compliance Manager, a member of the Senior Leadership Team (SLT) will take on this responsibility. 'Action Cards' identifying immediate actions to be taken have been issued to members of the SLT and a copy is also available adjacent to every fire panel.

2.4 Fire Marshals

Fire Marshals are trained to assist with the safe evacuation of buildings in the event of a fire alarm evacuation. The Bursar is responsible for ensuring that Fire Marshal training records are maintained, and that training is renewed annually. The Bursar is responsible for the deployment of Fire Marshals across the campus to ensure adequate provision. A list of Fire Marshals and training dates is set out in Appendix 1.

2.5 Members of Staff (General Responsibilities)

2.5.1

It is the responsibility of all members of staff to be aware of the Fire Safety Policy and any other related policies and procedures. Staff are responsible for ensuring that Fire Exits are kept clear at all times. All new members of staff are made aware of these policies and procedures as part of their induction process. Training in fire safety awareness is provided annually.

2.5.2

The Board of Governors requires all members of staff to co-operate in complying with the fire safety procedures within the school. In the case of staff directly responsible for pupils these include:

- Ensuring that the pupils for whom they are responsible are escorted safely out of the buildings by the designated or quickest available safe route in an orderly fashion in the event of the fire alarm being sounded or a fire being detected. For all but the very youngest pupils this should be done in silence.
- Ensuring that all the pupils for whom they are responsible are accounted for.
- Ensuring that information about any pupil who cannot be accounted for is passed immediately to the Bursar or a senior member of staff together with any details about the possible location of the missing pupil.
- Staff who are not working with pupils at the time of a fire evacuation should assist with the evacuation if practical and safe to do so.

2.5.3

Members of staff co-ordinating events such as school productions and concerts must ensure that visitors are informed about the procedures to follow in the event of a fire.

2.5.4

Each member of staff is responsible for liaising with the School Matron and the Bursar to devise a PEEP should he or she require one for him or herself or for a child for whom he or she is responsible.

2.6 Members of Staff (Specific Responsibilities)

2.6.1 Pre-Prep

2.6.1.1

Teachers are responsible for ensuring that they know which children are in School during the arrival period before the register is officially taken in the mornings. In the event of a fire evacuation during this period the normal evacuation procedures are followed as set out in Appendix 2.

2.6.1.2

Pre-Prep staff are responsible for ensuring that the register is taken by 8.40 am. This will normally be the Class Teachers. Class Teachers in Pre-Prep are also responsible for ensuring that the laminated red card with the class list is completed each day, indicating absences and that this is taken with the class when the children leave the classroom. Class Teachers should ensure that specialist teachers taking weekly lessons such as Music, PE and Swimming are given the laminated cards with the names of the children who are present correctly marked. Class Teachers should ensure that the laminated cards are taken to assembly and lunch. The member of staff who is responsible for the children must take the red laminated card with them during a fire evacuation to check for any missing children against the list. In the event of an evacuation, a member of staff will also bring the Fire folder from the Viney building. The procedures set out in Appendix 2 are followed for a fire evacuation.

2.6.1.3

Pre-Prep Aftercare staff are responsible for ensuring that any children attending Aftercare are signed into Aftercare either in The Annexe or the Pre-Prep Gym and also for ensuring that they are signed out of Aftercare. Children will be signed out of Aftercare by staff during the COVID-19 restrictions as parents/carers will not be allowed in the buildings. In the event of a fire evacuation during Aftercare, the procedures set out in Appendix 2 are followed.

2.6.1.4

The Pre-Prep secretary or a senior member of staff will ensure that all staff members and visitors are accounted for.

2.6.2 Prep

2.6.2.1

Year Group staff are responsible for ensuring that children are signed in on arrival in the Year Group drop-off area in the morning and also that they are signed out when they leave for the day. They are also responsible for ensuring that they have the absentee lists, team sheets, activity lists and any other records of children off premises at the end of the school day.

2.6.2.2

Form registers are taken electronically. In the event of an evacuation, a member of staff will bring the Fire folder from the Viney building. This contains Form lists which are given to Prep Teachers so that they can account for the children. The absence list is also brought out to enable staff to account for any missing children. The procedures set out in Appendix 2 are followed for a fire evacuation.

2.6.2.3

The Head of Prep or another a senior member of staff will ensure that all staff members and visitors are accounted for.

2.6.3 Breakfast Club

2.6.3.1

The member of staff on duty for Breakfast Club is responsible for ensuring that all the children are signed in for Breakfast Club by parents. In the event of a fire evacuation during Breakfast Club, the member of staff on duty is responsible for escorting the children from the Dining Hall to the Assembly Point and for checking that they are all present and accounted for.

2.6.4 Supply Teachers, Activity Providers and Peripatetic Staff

2.6.4.1

It is the responsibility of supply teachers, activity providers, visiting music teachers and any other peripatetic staff to ensure that they are familiar with the fire procedures and the fire evacuation routes and exits. They are responsible for ensuring that any children under their direct supervision are escorted to the Assembly Point in the event of an emergency evacuation. If there are any children in their care and under their supervision are not accounted for then they must report this to the senior member of staff co-ordinating the evacuation.

2.6.5 Visitors to the School

2.6.5.1

Written instructions regarding the procedures to follow in the event of a fire are on the Visitors' Badges given to visitors who are booked in at Reception. All visitors are to be verbally notified of these instructions.

3. STAFF TRAINING

3.1

All staff receive appropriate training for their roles and responsibilities. All new members of staff are made aware of these policies and procedures as part of their induction process. Training is provided for staff as appropriate. Refresher training is provided regularly.

4. FIRE DETECTION SYSTEMS

4.1

The Blue Coat School is made up of a number of separate buildings. Fire detection systems are located in different areas as follows:

- Chapel
- House 1 – St Philip's / St George's
- House 2 – St Monica's / St Margaret's
- House 3 – The Hub
- House 4 – Pre-Prep (All Saints)
- House 5 – Pre-Prep (St Martin's)
- The Annexe
- The Bubble
- Viney Building
- Sports Centre
- Prep teaching blocks – including the Centenary Building, Bissell Building and Saville Music Centre.
- Pavilion

4.2

If a fire detector is activated, the sirens will sound throughout the school, other than the alarm system in the Pavilion and Sports Centre and The Bubble, which have stand-alone systems.

4.3

The Estates and Compliance Manager is responsible for ensuring that the fire detection systems are maintained and that maintenance checks occur and are documented. Records of these checks are kept electronically together with service documents at each fire alarm panel. A checklist is provided to the Bursar outlining that the check has been completed and any required remedial actions. The Bursar is responsible for devising an Action Plan as and when required, and for annotating this as remedial actions are completed.

5. FIRE FIGHTING EQUIPMENT

5.1

All Fire Extinguishers are maintained on an annual basis by a person who is qualified to British Approvals for Fire Equipment (BAFE) standards. It is the responsibility of the Bursar to ensure that this occurs, and to record the inspection. Records of all such tests are kept electronically and in the Bursar's Office.

5.2

All staff should familiarise themselves with the locations of the fire action points and the fire extinguishers and the limitations of each type of extinguisher. Training is provided for Fire Marshals which includes how and which fire extinguishers to use. At no point should Fire Marshals put themselves in immediate danger and should only use an extinguisher if completely confident on how to do so.

6. FIRE ALARM TESTS

6.1

Every week the fire alarms will be tested in each building. The test will be undertaken by the maintenance staff. The alarms will be tested by activating a separate activation point each week. The purpose of this test is to ensure that the alarms can be heard from all areas in the school and that each of the activation points are working correctly. These tests are recorded, and any remedial actions are taken and recorded.

6.2

The fire alarm test will occur at a specified time each week. All staff and children should remain in the classrooms or place of work and should **NOT** evacuate the building unless the alarm bell rings continuously.

6.3

It is the responsibility of all members of staff to advise the Bursar if the alarm cannot be adequately heard from their location in the school buildings.

6.4

It is the responsibility of the Bursar to ensure that all the alarms can be adequately heard and maintain a record of the weekly alarm tests and any actions arising. Records of these checks are kept electronically.

7. FIRE EVACUATION TESTS

7.1

Fire evacuation practice tests will be performed across the campus at least at termly intervals. The Bursar will liaise with the teachers to check that all staff and children are accounted for.

7.2

The Bursar will record details of the test including date, time, time taken to evacuate the buildings and any observations made. The Bursar will evaluate the test and take any actions necessary, informing staff accordingly where relevant to improving practice. Records of fire evacuation tests are kept in the Bursar's Office and electronically.

8. FIRE RISK ASSESSMENT (INCLUDING DANGEROUS SUBSTANCES)

8.1

The Bursar will ensure that a Fire Risk Assessment is carried out annually and at the point of any substantial changes to buildings. This will determine any hazards that exist within the school, identify those at risk from hazards and determine the action to be taken to reduce the risk or remove the hazard. Hazards include dangerous substances. An Action Plan is devised as part of any such Fire Risk Assessment and remedial actions are implemented. A record of Fire Risk Assessments and ensuing Action Plans and their reviews is kept in the Bursar's Office and electronically.

8.2

All members of staff have a responsibility to advise the Bursar immediately of any potential hazard in the school. Details about what to do in the event of a bomb threat or the discovery of a suspect package are set out in Appendix 3.

9. MAINTENANCE & INSPECTION PROCEDURES

9.1

In addition to the Fire System maintenance procedures detailed above, the Estates team conducts regular inspections of the following:

- Emergency escape routes and exits are clear (weekly);
- Signs and notices (weekly);
- Fire call point activation (weekly);
- Fire extinguishers (weekly);
- Emergency lighting (monthly).

Records of all these checks are maintained and are filed electronically. The Bursar ensures that any necessary action is taken and records these actions and their outcomes.

10. RECORDS

10.1

The Bursar maintains accurate and current records of the following, which are filed electronically:

- Fire risk assessments conducted at least annually with an associated Action Plan, annotated as any remedial actions are completed and a Fire Risk assessment review.
- Fire risk assessments and updated fire procedures following the alteration or extension of any buildings or following the construction of any new buildings.
- The Fire Policy ensuring that this is reviewed at least annually.
- Fire procedures and arrangements and any changes in these due to specific circumstances.
- Training records for the competent persons, fire marshals and for all other staff including dates for renewals.
- Records of weekly inspections of emergency escape routes.
- Records of weekly inspections of signage and notices.
- Records of all fire evacuation tests and any remedial actions.
- Records of weekly checks of fire alarm activations.
- Records of checks of Fire Evacuation notices.
- Certificates for the installation and records of maintenance of all fire-fighting systems and equipment including extinguishers, call points and alarms, detectors and emergency lighting with associated Action Plans which are annotated as actions are completed.

11. BASIC FIRE SAFETY RULES

11.1

All staff are expected to comply with the following basic fire safety rules:

- Combustible materials such as cardboard boxes and packaging materials should not be kept about the school unless they are required, for example for making scenery in school plays or for art purposes. When such materials are not in use, they should be kept in a designated storage area.
- All other paper and card are stored as reasonably practicable and in a manner which minimises the risk of fire and which does not obstruct fire escape routes. Waste paper and card is placed in recycling bins in classrooms and other designated areas. These bins are emptied on a regular basis.
- Corridors, stairways, entrances and exits should be kept clear and, in particular, kept free of combustible materials. Stairways and corridors which form part of the escape routes should always be kept clear.
- Fire doors must not be wedged open.
- Classroom displays and work displayed in corridors should be set up with care.
- Waste paper bins should be made of non-combustible materials. Waste paper should not be left lying around.
- Rooms containing hazardous materials should be kept securely locked.
- Boiler rooms must be kept clean, clear and locked.

- Electrical equipment must be used properly and kept in a safe working order. Portable Appliance Test (PAT) tests are carried out on all electrical equipment according to the legal requirements. Electrical points should never be overloaded, and wiring should be checked regularly.
- Clothing and costumes used for school plays should never be stored close to any heat source e.g. floodlights, stage lighting.

11.2

Lifts must not be used as a means of escape during a fire evacuation. In the event of the fire alarm sounding whilst using the passenger lift then the instructions in the lift should be followed.

12. ACTION TO BE TAKEN UPON DISCOVERING A FIRE

12.1

In the event of discovering a fire the following action should be taken by the person discovering the fire:

- Activate the Fire Alarm by breaking the glass in the nearest Call Point.
- Evacuate the building quickly and quietly using the nearest Fire Exit and proceed to the Assembly Point. The procedures set out in Appendix 2 should be followed by staff, pupils and visitors.
- Dial 999 describing the location and how to get there.

The Bursar will liaise with the Fire Services on their arrival.

13. ACTION TO BE TAKEN UPON FIRE ALARM ACTIVATION

13.1

In the event of hearing the fire alarm the following action should be taken:

- Evacuate the building quickly and quietly using the nearest Fire Exit and proceed to the Assembly Point, ensuring that all children are escorted to safety.
- Fire extinguishers should only be used if required to assist in the evacuation of the building.
- If it is safe to do so the Bursar, or in his absence, a Fire Marshal or senior member of staff, will establish whether it is a real fire or a false alarm. Where there is a doubt, the Fire Brigade will be called.
- The procedures set out in Appendix 2 should be followed by staff, pupils and visitors.

14. MONITORING AND REVIEW

14.1

The Policy will be reviewed annually to ensure that it complies with statutory requirements and to ensure that any changes in practices are accurately reflected. It will be presented to the Governors' Safeguarding and Health and Safety Committee for approval in the Lent Term. The minutes of this meeting will be presented to the Governors.

APPENDIX I STAFF TRAINING

Competent Person

Gareth Morgan	5.2.19	<i>(To be updated in February 2022)</i>
Frankie Paterson	14.8.19	<i>(To be updated in August 2022)</i>

Fire Marshals (To be updated in February 2023)

Ian Allmark	15.2.21
Pip Arch	15.2.21
Andy Cotterill	15.2.21
Corinna Gregory	15.2.21
Kurt Finglas	15.2.21
Nancy Inman	15.2.21
Vincent Kay	15.2.21
Gareth Morgan	15.2.21
Luke Moss	15.2.21
Frankie Paterson	15.2.21
Will Sherriff	15.2.21
Julie Wilkinson	15.2.21

APPENDIX 2

ACTION TO BE TAKEN IN THE EVENT OF HEARING A FIRE ALARM

I. General Principles

On hearing the fire alarm whilst in the buildings the following action should be taken:

- 1.1. Evacuate the building quickly and quietly using the most direct, safe available route.
- 1.2. When the building is being evacuated there should be an adult at the front and back of the Pre-Prep lines of children wherever possible.
- 1.3. No personal belongings should be taken.
- 1.4. Proceed to the appropriate Assembly Point:

House 1 – St Philip’s / St George’s	Pitch outside front of House
House 2 – St Monica’s / St Margaret’s	Pitch outside front of House
House 3 – The Hub	Playground facing Pre-Prep
House 4 – Pre-Prep (All Saints)	Playground facing Pre-Prep
House 5 - Pre-Prep (St Martin’s)	Playground facing Pre-Prep
The Annexe	Playground facing Pre-Prep
Viney Building	Grass by flagpole at front of building
Sports Centre & Pavilion	Pitch opposite The Annexe
Prep teaching blocks including the Centenary Building, Bissell Building and Saville Music Centre.	Grass by the pedestrian walkway
Chapel	Pitch opposite House 1

During the COVID-19 restrictions, appropriate social distancing will be maintained during a fire evacuation as far as possible where required.
- 1.5. Ensure that the Fire Service has been called (999).
- 1.6. Children in Pre-Prep and Prep should assemble in Class (Pre-Prep) or Form (Prep) lines.
- 1.7. During evacuations during the school day, each Class/Form should stay together in silence under the responsibility of a teacher (usually the Class Teacher or Form Tutor).
- 1.8. The staff in charge of the children must confirm to the Bursar (or senior member of staff in charge of the evacuation) that all the children are present by raising his or her hand. If a child or adult is not accounted for then this must be reported immediately to a senior member of staff, together with any details about the possible location of the missing person. If it is safe to do so a search will be made but in any event, the information will be passed to the Fire Service as soon as they arrive by a senior member of staff.
- 1.9. Members of staff who are not inside a building at the time of a fire evacuation should assist with supervising the children as they move to the Assembly Points as soon as they become aware that an evacuation is taking place. Similarly, staff teaching outdoor lessons must assemble the children for whom they are responsible and escort them to the Assembly Points as soon as they become aware that an evacuation is taking place. Staff must not attempt to re-enter the buildings at this time until advised that it is safe to do so.
- 1.10. In the event of a fire in the Forest School area, the member of staff in charge should ensure that the children are evacuated to the Assembly Point safely and the Estate Team should be alerted. In the event of a fire evacuation whilst children are in the Forest School area, then a member of the Estate Team will alert the member of staff in charge of Forest School.
- 1.11. If it is safe to do so a trained Fire Marshal will go to the location of the suspected fire to establish whether it is a real fire or a false alarm.
- 1.12. In the event of a serious fire it might be necessary to move to another location such as the far side of the field by the perimeter fence, the Astroturf, the back pitch opposite The Annexe or offsite at Harborne Academy.

- 1.13. The alarms should not be silenced until the Fire Service arrives (unless it is a false alarm).
- 1.14. All staff and pupils should remain at the Assembly Points until the Bursar or another senior member of staff advises that it is safe to return into the buildings. Staff must then ensure that the children are escorted safely back to resume their day.
- 1.15. Parents/carers in the buildings during a fire evacuation must follow the guidance of staff. This is especially important when parents are collecting children from Aftercare or the Year Group collection points and also when they are dropping children off in the morning. Parents/carers must ensure that staff are aware of the whereabouts of their child.

2. Break Times

On hearing the fire alarm **during break times**, the following action should be taken:

- 2.1 In the event of the fire alarm sounding during Pre-Prep break time any staff inside the building should evacuate the building together with any children they may be supervising. Members of staff should assist in ensuring that the children in the playground are assembled in class groups and that the classes are checked to ensure all children are present.
- 2.2 In the event of the fire alarm sounding during Prep break time the staff on duty outside will instruct the children to line up in their Form groups. All staff inside the buildings should ensure that the building is completely evacuated, and they should join their Form and follow the procedures as outlined above for ensuring that all the children in the Forms are present.

3. Wet Break Times

On hearing the fire alarm **during wet break times**, the following action should be taken:

- 3.1. In the event of the fire alarm sounding during wet break times the staff supervising the children should instruct the children to leave the building using the prescribed route or an alternative route if the prescribed route is unsafe. The children should then assemble in their Class groups (Pre-Prep) or Form groups (Prep) at the Assembly Points. All other staff should ensure that all the rooms have been evacuated and they should then help with the evacuation of the children. All members of staff who are available should help to check that no one is missing.

4. Pre-Prep

- 4.1 In the event of a fire evacuation **before 8.30 am** the staff ensure that the children are safely escorted from the building. Class Teachers will be expected to account for the children under their supervision. All other staff who are present in the buildings should assist in the evacuation and in the supervision of the children at the Assembly Point.
- 4.2 In the event of a fire evacuation **during the School Day**, the staff ensure that the children are safely escorted from the building. The member of staff who is responsible for the children must take the red laminated card with them to check for any missing children against the class list.
- 4.3 In the event of a fire evacuation **during Aftercare or activities (3.30 – 5.45 pm)**, the staff or Activity Provider ensure that the children are safely escorted from the building. A member of staff or the Activity Provider takes the signing in/out sheets to check for any missing children against these records. All other staff who are present in the buildings during Aftercare or activities assist in the evacuation and in the supervision of the children at the Assembly Point.
- 4.4 The Pre-Prep secretary or a member of SLT will ensure that all staff members and visitors are accounted for.

5. Prep

- 5.1 In the event of a fire evacuation **during arrival time (8 – 8.25 am)** the staff on duty ensure that the children are safely escorted from the building. The Year Group staff (or other members of staff on duty) will take the signing in register, as the building is evacuated to check that all the children are accounted for. All other staff present in the buildings at this time should assist in the supervision of the children at the Assembly Point.
- 5.2 In the event of a fire evacuation **during the School Day**, the staff ensure that the children are safely escorted from the building. A member of the office staff will bring the Fire folder containing the Form Lists. The Form Lists are given to the Prep teachers so that they can account for the children. The

absence list is also brought out by a member of the office staff to enable staff to account for any missing children.

- 5.3 In the event of a fire evacuation **during afternoon Year Group time or activities (4 – 5.45 pm)**, the staff on duty or the Activity Provider ensure that the children are safely escorted from the building. The Year Group staff or other members of staff on duty or the Activity Provider will take the signing out sheets and the fire lists, together with the absentee lists, team sheets, activity lists and any other records of children off premises. These lists are used to account for any missing children. All other staff present in the buildings at this time should assist in the supervision of the children at the Assembly Point.
- 5.4 The Head of Prep or another senior member of staff will ensure that all staff members and visitors are accounted for.

APPENDIX 3 BOMB THREATS AND SUSPECT PACKAGES

1.1

In the event of staff finding or receiving a suspect package this must be reported to the Headmaster, Bursar or another member of SLT who will investigate further, contact the emergency services where considered necessary and advise on building evacuations.

1.2

In the event of a member of staff receiving information about a possible bomb on the premises by telephone, the member of staff should attempt to obtain as much information as possible from the caller and record it being as detailed as possible (e.g. day and time, terminology used, distinctive background noises, accent, any details of the location as provided and detonation time for the device). The member of staff must then contact the Headmaster, Bursar or another member of SLT who will investigate further, contact the emergency services where considered necessary and advise on building evacuations.

1.3

The Headmaster, Bursar or another member of SLT will co-ordinate the evacuation, which may need to be to a different location from the usual assembly point depending on the circumstances.