



# Samuel Whitbread Academy

## Fire Management, CCTV, Security Incident and Emergency Policy & Procedures

**AUTHOR:** Principal & Operations Manager

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## Rationale and Aim

This policy will replace several previous Samuel Whitbread Academy (SWA) policies including but not limited to the following

- Fire Safety and Management Plan
- CCTV Policy
- INVAC and EVAC Policy and Procedures
- Samuel Whitbread Academy – School Emergency Plan

The policy will consider all relevant and applicable legislation/Department for Education (DfE) guidance relating to fire safety, protective security, operation of CCTV, protection of premises, incident readiness & terrorism.

## Implementation, Availability and Review

Implementation of this policy is the responsibility of the Academy Senior Leadership Team (SLT) and will be overseen by the Local Governing Body (LGB).

To protect the confidentiality of the Academy's response to a security threat, aspects of this policy will be shared in accordance with the table below.

<b>Availability → Policy Element ↓</b>	<b>LGB</b>	<b>SLT*</b>	<b>All Academy Staff</b>	<b>Members of the Public</b>
Fire Management	✓	✓	✓	✓
CCTV	✓	✓	✓	✓
Security Incident	✓	✓	✓	
Emergency Plan	✓	✓		

*\*Other staff (including members of the BEST Central Team) explicitly authorised by the Principal may receive a copy.*

Copies of publicly available policies can be obtained via the Academy Website.

Internal policies are available via the SWA Policies Google Shared Drive or via Smartlog.

Restricted internal policies are saved in a secure/protected location and details shared with authorised staff.

This policy shall be subject to annual review by the Principal and Operations Manager however release of new/updated relevant legislation or an updated security threat assessment may necessitate an additional review.

# Fire Management

## Introduction

It is Samuel Whitbread Academy's responsibility to ensure that all students, employees, Academy contractors and visitors are protected from the risks of fire.

With this aim, appropriate fire prevention/precaution measures have been taken and appropriate evacuation procedures have been developed, implemented and will be periodically tested.

Additionally, in accordance with relevant legislation, risk assessments have been produced for the building, school operations and evacuation methods to reduce the risk to all so far as is reasonably practicable. A copy of the FM Contractors RA and the Academy's RA are available via the H&S Google Shared Drive.

All employees will be provided with sufficient fire awareness training and instruction via Smartlog in accordance with the BEST Health and Safety Policy.

The school is managed as part of a PFI project owned by Bedford Education Partnership (BEP) on behalf of the Local Authority (LA) – Central Bedfordshire Council. There is a delegation of responsibilities for PPM statutory checks, tests of the fire safety management systems, specific to the building fabric that are usually liabilities of the building owner, employer, responsible person etc

Under the PFI agreement, responsibility for these checks items is delegated to the incumbent Facilities Management company – currently Galliford Try Facilities Management (GTFM)

All staff and any contractors employed by the FM company shall comply with relevant fire safety legislation and recognised good practice. The responsibility for training and ensuring competency of these staff & contractors remains with the PFI FM Contractor.

## Key Appointments

In accordance with the Fire Safety Regulatory Reform Order 2005 ('The Order') the following persons are appointed to fulfil the duties under the order where the Academy has responsibility for them.

- The Responsible Person is the Principal, Mr Nick Martin
- The Competent Person is the Operations Manager, Mr Ben Whittle
- The Incident Controller is usually the Principal, Mr Nick Martin; the Vice Principal, Mr Ian Butler; the Operations Manager, Mr Ben Whittle; or, in their absence, a nominated member of the Academy Senior Leadership Team (SLT)
- For out of hours events or activities outside the school day, the most senior member of staff on site should take up the role of the incident controller

For their delegated areas of responsibility, GTFM will have appointed suitable staff to these roles to fulfil their obligations under the order. These persons will be known to designated SWA staff and can be clarified by email to [CSCBedfordSchools@gallifordtry.co.uk](mailto:CSCBedfordSchools@gallifordtry.co.uk).

## Details of the SWA Fire Alarm System and Activation Procedure for SLT/FM Contractor

The Academy's Fire Alarm System is a Gent Alarm System.

The Fire Alarm can be identified by an on-off ring. *Not to be confused with the continuous on Lockdown alarm.*

The site comprises of 5 separate buildings (Blocks), the Fire System is set up with a double knock system to isolate the alarm to one building rather than the full site. This allows for that block to be cleared whilst the situation is assessed. As part of the double knock set up the system is set to allow a 10-minute delay before it automatically goes in to a whole-school evacuation, additionally if any two devices on the Gent fire system are triggered in any part of the school the full site will default in to evac and sound the alarm in all blocks.

Information about locations of asbestos, plant, gas shut off etc can be found in the fire folder held in reception.

In the event of an activation, the site team will do the following without delay...

- Visit the fire panel for the block alarming to identify the activation point. Fire panel locations and the blocks they service can be found in Appendix G.
- Go to the area of activation (if safe to do so) to determine whether there is a real fire
- Update the custodian via telephone as necessary to request fire assistance
- Report to the incident controller

If the activation is a false alarm, the alarm may be silenced and rest. Students and staff can return to the building after the block has been fully evacuated and 'cleared' by fire wardens at the direction of the incident controller.

If the activation is a real fire, the full activation button or another call point should be activated to sound the alarm across the Academy.

If the site agent is unable to determine whether the activation is real or false or if time to check elapses – it MUST be assumed that the fire is real and a full evacuation take place. The incident controller should then wait for the opinion of the fire service before allowing anyone back in the building.

The Fire Alarm should only be silenced by authorised personnel and should not be silenced or reset until instructed to do so by the incident controller/site team, or, if in attendance, the Fire Brigade.

Before silencing or resetting the alarm the following checks must be made

- The block activated has been fully evacuated and 'cleared' by fire wardens.
- The fire detection device or activation point has been located and checked for fault activation.
- The fire, if it exists has been extinguished. (Note only trained personnel should attempt to use firefighting equipment and only if they feel it is safe to do so). If there is any doubt as to whether the fire is out fully, the incident controller should await clarification from the fire brigade.

The following things will happen automatically when the fire alarm is activated

- The custodian service will be made aware and alert the fire brigade/site team
- The gas will shut off
- Electronic fire doors will close

In the event of activation, the incident controller(s) should assemble at the front of school and the reception team should bring out the emergency grab bag, fire folder and Appendix F (Fire Evacuation Record).

Staff involved in managing the evacuation should have a Walkie Talkie (Radio) tuned to Channel 6. All SLT, Incident Controllers and Lead Fire Wardens have these issued to them and should ensure they are operational and charged. When using the radio, staff should clearly state their block (if radioing to clear one), leave a second before and after pressing the button and await a response to confirm their message has been received.

If required, the incident controller should activate the School Emergency Plan following a real fire.

## Fire Safety

Fire safety is everyone's responsibility. All employees, contractors and visitors are expected to follow established safety procedures to ensure the safe use of tools, machinery and equipment and the safe use, storage and disposal of flammable, hazardous and combustible materials. Responsible staff should ensure COSHH risk assessments are in place for applicable materials.

As a PFI school, the responsibility to test and service firefighting equipment and fire monitoring/management equipment is with the FM service provider. They may subcontract some of these checks and tests as part of their processes to allow for specialisation. The competent person should be aware of any servicing or inspections required to ensure fire safety and these should be tracked via Smartlog. Records of inspections should be kept in the H&S Google Shared Drive.

Current SWA responsibilities are

- Minibus Fire Extinguisher Servicing
- Kiln Safety Check
- Gas Safety Check on DEFT Equipment (School assets only)
- Science Fume Cupboard Servicing (School assets only – mobile fume cupboard. Fixed assets are the responsibility of GTFM)

The Competent Person should ensure, as far as is reasonably practicable, any actions required to be taken by the Academy are completed in a timely manner and feedback to the FM provider if appropriate.

PFI (GTFM) responsibilities are

- The fire alarm is sounded weekly (5pm on Fridays from an alarm point in rotation)
- Fire extinguishers are maintained by a suitable qualified person (annual programme)
- Fire detection and alarm systems are maintained by a suitable qualified person (annual programme)
- Ensure that all project electrical systems are maintained, items of school machinery, movable and portable equipment are subject to periodic inspection and. Test labels must not be obscured or removed, any item not displaying a test label should be reported to the Competent Person.
- In the event that alterations are being planned the FM contractor will ensure that the requirements of relevant fire safety, health and safety legislation and recognised standards are considered and that the proposed building works do not compromise the safety of employees or others.
- Ensure that a competent person produces a fire risk assessment for the fabric of the building and this is shared with the Academy.

The PFI FM Contractor should ensure appropriate records are kept and make these available to SWA Leadership as requested.

Whilst the SWA Competent Person does not have responsibility for completing the checks, a monitoring and oversight system would be good practice. The Competent Person should make suitable arrangements to assure themselves that statutory checks & PPMs are being completed. These arrangements could include receiving the official PFI report from the FM contractor with PPM dates, being present for statutory checks or checking paper/digital records.

The relevant Competent Person (GTFM or SWA) should ensure that any changes that could affect fire safety within the premises, and in doing so the validity of the Fire Risk Assessment, are notified to the Responsible Person.

The following general precautions should be taken to reduce the risk of fire

- Any obvious or suspected damage to, or misuse of, a fire alarm or firefighting equipment must be reported immediately to the Competent Person.
- Fire doors must be kept closed at all times to maintain compartmentation of the buildings and to prevent the spread of smoke and heat. Fire doors must never be wedged open. Automatic fire doors (where installed) must not be obstructed.
- Objects left in an escape routes and corridors pose serious obstacles during an emergency evacuation and for emergency services personnel. Corridors, stairways, landings and escape routes must be kept clear at all times of anything that is likely to cause a fire or accident or to impede evacuation in an emergency. Large groups of students should not congregate in these escape routes
- Flammable/Hazardous materials/substances must be stored, used and disposed of in accordance with statutory requirements, safe working practices and COSHH risk assessments.
- Damaged or malfunctioning electrical equipment must be taken out of use immediately and reported to the Competent Person. Equipment should be repaired (by a suitable qualified person) or replaced.
- All firefighting equipment must be kept free from obstruction and be readily available for use. Fire extinguishers should never be used as door stops.
- Do not place heat sources close to combustible materials i.e. paper, cardboard, oil contaminated rags, clothing etc. Keep combustible materials away from electrical equipment i.e. allow air vents to become obstructed. Spillage of flammable liquids/substances must be contained and removed appropriately.
- Whenever possible (or practical) turn off electrical equipment. Particularly...
  - During school closure periods or weekends
  - When you are finished with it
  - When the equipment is no longer needed
  - At the end of the day
  - When the area is unmanned

### SWA Staff Responsibilities

All employees have a legal duty of care for themselves, their colleagues and other persons who may be affected by any act or omission of an employee of Samuel Whitbread Academy. All employees must comply with the requirements of the Regulatory Reform (Fire Safety) Order 2005, The Health and Safety at Work Act 1974 and associated regulations.

All contracted employees are required, in accordance with the BEST H&S policy, to complete fire awareness training via Smartlog at the start of their employment and annually thereafter. Selected staff and members of the Academy SLT are also required to complete Fire Warden training via Smartlog and annually refresh this. Staff should follow their training at all times.

All employees should ensure they are familiar with fire escape routes around their usual working area as well as alternate escape routes should their primary route be blocked or obstructed by fire.

All employees must alert fire wardens/the incident controller of any possibility that someone may still be in the building during an evacuation (eg stuck in a refuge area)

All employees have an obligation to inform the competent person of any hazards that may hinder an evacuation or increase the risk of fire (including electrical equipment).

All employees should follow the general precautions listed above and any control measures communicated to them after completion of a risk assessment.

Line managers should ensure that new staff receive a proper induction to the Academy that includes their responsibility for fire safety, what to do in the event of an evacuation and the closest fire escape routes to their working area.

Staff responsible for visitors or contractors should ensure that their visitors or contractors are provided with relevant information on what to do in the event of a fire. As a minimum, this should include the assembly point, who to check in with and escape routes. The depth of this information should be dictated by their purpose and location on site. Eg – a supply teacher that would not be accompanied by a permanent member of staff and working across the site would need more information than an accompanied assembly speaker.

Staff responsible for visitors and contractors should ensure that equipment is suitable for use on site and has been subject to a recent (within 2 years) Portable Appliance Test (PAT) or equivalent inspection. Risk Assessment(s) and Method Statement(s) (RAMS) provided by contractors should evidence considerations for fire and (where applicable) electrical safety. Staff should speak to the Competent Person if they are unsure what documentation needs to be provided.

Fire Wardens should ensure that, in addition to the above, they follow their training in making dynamic assessment of their areas of responsibility and reporting hazards to the competent persons.

Lead Fire Wardens should ensure that they have a pre-agreed meeting point for their block and keep their radio charged at all times.

All staff should be aware that they do not have any obligation to tackle a fire using extinguishers/other suppression methods and must not do so unless they have received appropriate training and it is safe to do so.

All staff should be aware that they do not have any obligation to use ResQMats to evacuate disabled students in the event of an evacuation and are advised not to do so unless they have received appropriate training/are under the instruction of someone that has and it is safe to do so. The risk assessment should be followed at all times when using ResQMats.

If you have to evacuate the premises:

- DO exit quickly and calmly
- DO use the nearest available fire exit
- DO close the door behind you
- DO instruct students to remain calm
- DO encourage students to make their way to the assembly point quickly, safely and quietly
- DO close any windows if safe to do so and there is time
- DO make use of emergency stops for gas/electric in practical workspaces
- DO NOT use the lifts
- DO NOT stop to collect personal belongings
- DO NOT waste time by switching off equipment (unless told to do so)
- DO NOT return to your working location in another block
- DO NOT lock any doors behind you

## Fire Procedures

Evacuation procedures are shared with students and staff annually via a PowerPoint in the first week back to school.

## Fire Drills

Academy leadership will ensure that at least one fire evacuation drill is performed every six months however will endeavour to ensure that, where possible, one is completed per term.

Fire drills should be a mix of known and unknown to staff to ensure a true picture of readiness can be obtained through a drill.

Records of drills will be kept via Smartlog by the Competent Person.



## Discovering a fire and raising the alarm

Any person suspecting or discovering a fire must immediately...

1. Raise the alarm by activating the nearest call point and shouting fire
2. If they are trained and willing and it is safe to do so, attempt to use correct fire fighting equipment. If there is any doubt about whether it is safe to do so, get out and stay out.
3. Leave the block by the nearest fire exit and proceed to the assembly point

## Responding to the fire alarm

The Fire Alarm can be identified by an on-off ring. *Not to be confused with the continuous on Lockdown alarm.*

if you are in a block / vicinity in which the alarm sounds you must evacuate and make your way to the sports field. If the alarm is not sounding in your block, you do not need to evacuate, as it is safe for you to remain there until the situation is assessed.

If evacuating, staff should escort their class group to ensure the evacuation is conducted calmly and quietly and remain with the class group until further instruction is given. Only in the case of a whole-school evacuation will the students be required to congregate in their year/form group.

Students should remain calm, walk quickly and safely to the assembly point. Remain as quiet as possible and be prepared to receive instructions.

Any person hearing the fire alarm in their block must immediately...

1. Leave all belongings behind & leave the block by the nearest fire exit and proceed to the assembly point
2. Use all safe & available staircases to evacuate an upper floor
3. Never re-enter the premises whilst the alarm is sounding unless instructed to do so by the Fire Brigade
4. Inform the incident controller of any persons stuck in the building
5. Use all safe & available external evacuation routes to the field (between block 3 and the tennis courts; between Blocks 3 and 20; between Blocks 20 and 6)
6. Assemble in the allocated place and complete any register at the direction of the SLT or Year Teams – this is not required for single block evacuations
7. Instruct students to line up in single file and remain silent
8. Report any missing persons to the SLT (Absence can be checked via EduLink or INVENTY if required)
9. Completed registers should be given to the HoY/PSO, you should remain with the form class you have registered unless asked to do another register
10. Visitors should register/make themselves known to the member of staff responsible for them or a member of the SLT with a radio
11. Follow any instructions given by the SLT or incident controller. *Instructions given in an emergency evacuation must be followed. Any breaches of these procedures will be considered serious and may be dealt with under the school's disciplinary process.*

The fire service will be met on arrival and directed/escorted by a member of the Site team to the building of alarm to liaise with the Incident Controller.

If any person requires first aid, SLT overseeing the evacuation on the field should be informed who can allocate a first aider or radio for assistance from the first aid co-ordinator stationed at the front of site.

All instances of real fire should be properly recorded on Smartlog by the Competent Person and a thorough root cause investigation should take place without delay (unless one is being completed by the Fire Service). A copy of this should be shared with the FM Contractor and BEP.

## Approved Adjustments

### *Personal Emergency Evacuation Plan(s), Medical Needs and ResQMats*

The Academy recognises that some students may require additional assistance evacuating the building in the event of an emergency.

For students and staff with permanent accessibility needs, PEEPs will be produced and stored in the H&S Google Shared Drive accessible to all staff. These should consider any medical evidence or advice provided and be completed by competent staff (ie Operations Manager, SENCO or First Aid Co-Ordinator).

Students should be aware of their PEEPs and what to do in an emergency.

Wherever possible, use of the ResQMat should be a last resort and ResQMats should only be used in accordance with the risk assessment.

Students who need assistance should wait in designated refuge areas (Stairwells or Disabled toilets and pull the alarm for assistance) and make themselves known to staff.

If assisting someone is not safe or possible staff and fire wardens should alert the incident controller without delay.

For students with a temporary access need (eg on crutches), the first aid co-ordinator will issue instructions on what to do in the event of an emergency and this will be confirmed with Parents/Carers to re-enforce with their student (agreement via EduLink form).

Anyone with a medical reason or need that is unable to assemble on the field with their form should meet the first aid co-ordinator at reception who will take a register. This should be given to the incident controller and relayed to SLT on the field via radio as needed.

Should the first aider be required elsewhere, these students will be kept under the supervision of the reception staff.

### *Learning Support – From VLS & ASD Provision – Form VASD*

The Academy recognises that some students in the provision or LS may find the fire alarm distressing. For a planned drill these students may be offered a place to wait offsite (eg BEST House) for the duration however in the event of a real fire, students must report to the assembly point to be registered. If safe and practical to do so, staff may make alternate arrangements for students after they have registered. The incident controller must be kept informed of these.

These departments have dedicated form groups spanning all years for students needing the most support and they are able to assemble separately away from the main school whilst remaining under the supervision of LS/Provision staff. Assembly locations are marked on the map in Appendix A, ASC Provision in the overflow car park and LS next to Year 13.

Registers of these forms should be completed and given to the SLT overseeing the evacuation, missing students should be reported without delay.

An emergency grab has been issued to the provision which should contain anything the staff feel would be beneficial in the event of an emergency.

### *Pastoral Needs*

The Academy recognises that some students may find the fire alarm distressing due to previous experiences. For a planned drill these students may be offered a place to wait offsite (eg BEST House) for the duration however in the event of a real fire, students must report to the assembly point to be registered. If safe and practical to do so, staff may make alternate arrangements for students after they have registered. The incident controller must be kept informed of these.

If this is not possible, PSOs and form tutors should make regular check ins with affected students. Once the initial assembly of students has been organised, it may be possible for the PSO tutor to arrange for a student to join the VLS form assembled slightly away from others.

### *Exams*

Full details of the Academy's plan for a fire activation during an examination can be found in the exams policy however the Academy recognises that special arrangements may need to be made to ensure compliance with the Joint Council for Qualification (JCQ) regulations.

A dynamic plan should be agreed between exams office staff, the fire service and incident controller should be agreed quickly in the event of an activation.

The arrangements should give consideration to the following:

- Whether the fire is real or false activation
- Location of the fire
- Risk of fire spreading
- Will escape routes become blocked?
- Can an alternate assembly point be used?
- Number of students sitting the exam
- Type of exam being sat (eg Mock or Real exam)
- Advice of the fire service/other relevant professional

As it is likely a fire warden is not likely to be permitted into an exam room. If evacuating, the senior invigilator, if safe to do so, should ensure the room is empty before leaving and report to the incident controller.

### *Activation/Evacuation outside of the School Day (8am-3pm)*

#### *Within core hours (7am-6pm) or when the school is 'booked'*

When the school is open, there should always be a member of FM Contractor staff on site or easily contactable.

If a member of FM staff is not on site, it MUST be assumed that all fires are real and a full evacuation of the whole site take place. School staff can activate a full evacuation by pressing 2 or more call points. Staff should only re-enter the buildings when confirmed safe to do so by the Fire Brigade.

School staff should follow this procedure as closely as is practicable including using the designated assembly points and escape routes. The most senior member of staff on site should act as the incident controller in the absence of named personnel.

For organised activities such as clubs, a register should be taken on the field and suitable staff should make an attempt to clear the areas being used of all people. If a register is not possible, word of mouth may be used.

The incident controller must be kept informed of any areas confirmed as clear.

If there is any doubt as to whether someone is trapped in the building, the incident controller must be alerted.

For evening events where members of the public may be on site, it is strongly advised that a member of SLT is present to act as the lead in an emergency situation.

Whilst the evacuation is going on, no-one should be permitted to enter the site. (eg in the morning if students/staff continue to arrive).

#### *Outside of core hours (6pm-7am) where the school is NOT 'booked'*

Some staff on contracts that require them to work in addition to core school time (in the holidays etc) may be on site during agreed opening hours with the FM Contractor. During this time, the site team will act as incident controllers.

There is a lone working risk assessment in place however staff will usually always be on site with a member of FM staff.

Staff must ensure that they sign in at reception on arrival during school closure periods and make the site team aware of their presence (including where they will be working). They must then sign out when they leave. Staff responsible for contractors should also ensure the site team are aware of the contractor's presence and working location.

In the event of an activation during this time, staff should assemble on the field and await further instruction from the site team. Contractors should report to the member of staff responsible for them. Anyone missing or suspected missing should be immediately reported to the incident controller.

Whilst the evacuation is going on, no-one should be permitted to enter the site.

#### *Lettings*

Any 3<sup>rd</sup> party lettings must be organised with the FM Contractor and arrangements for fire safety should form part of their event plan/risk assessment. GTFM will take responsibility for ensuring these are sufficient when the booking falls outside of the schools use of the site.

Where a booking falls within the schools area of responsibility, the Operations Manager and Principal should ensure sufficient arrangements for fire safety are in place and considered in the 3<sup>rd</sup> parties their event plan/risk assessment.

#### *Procedure for Emergency/Early Closure*

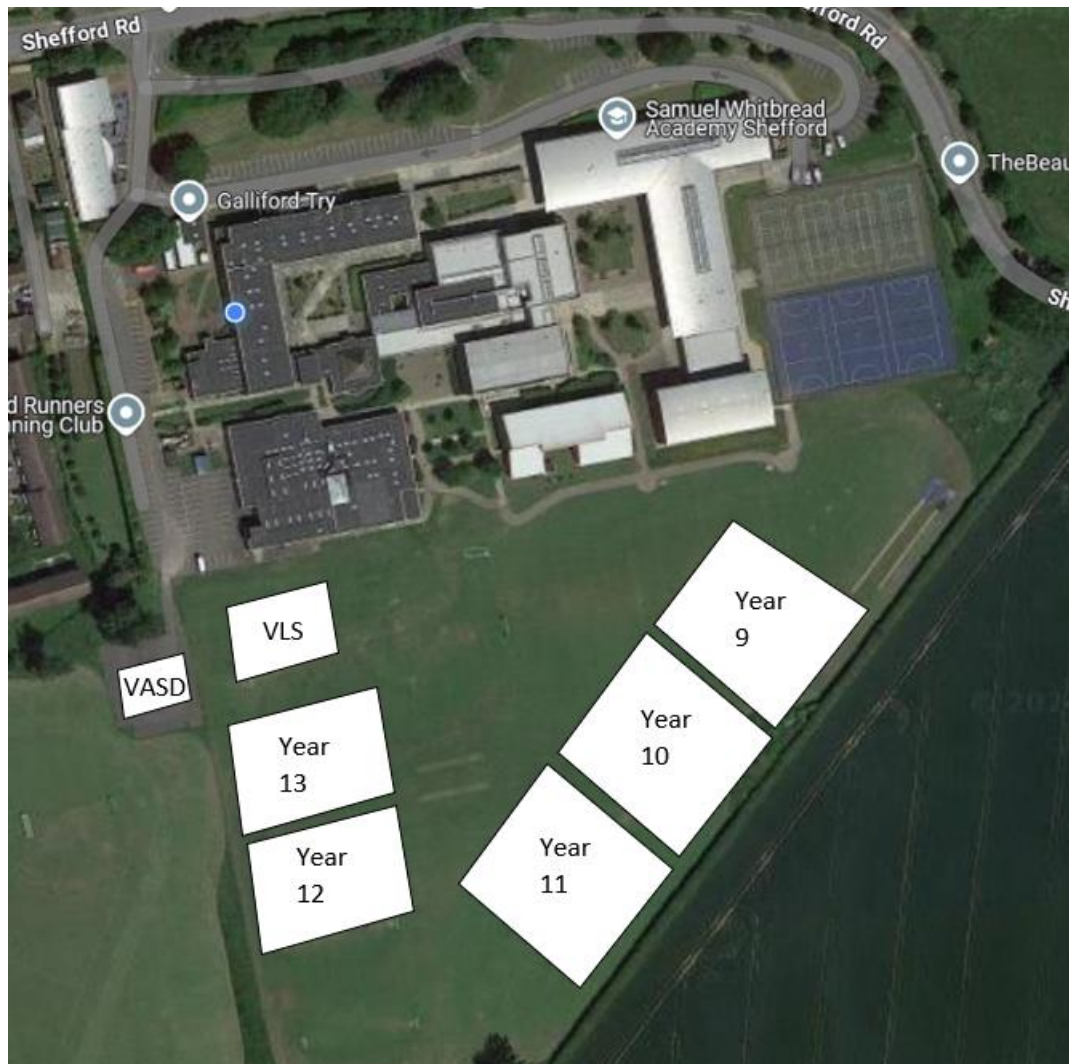
If advised to close by the emergency services, follow the School and Transport emergency plans to implement an early closure.

## Fire Management – Appendix A – Evacuation Assembly Areas

The map below details assembly point for all year groups and this is communicated to students and staff annually via the PowerPoint Instructions.

*As above, in the event of a fire during exams, an alternate safe assembly point may be required to isolate students. This should be supervised by members of the SLT and communicating to students evacuating the exam hall.*

*The location of the fire should be considered when determining the alternate assembly point.*



## Fire Management – Appendix B – Contents of Emergency Grab Bags

There are 2 emergency grab bags – 1 located in reception and one in room 805.

Both contain the following equipment and checks are made twice a year of the contents. Records of these checks are maintained via Smartlog.

- School emergency plan
- Laminated role cards
- Map identifying isolation points for utilities
- Maps of the school site (blocks)
- Hi vis jackets
- First aid kit
- Batteries
- Loudhailer
- Torch
- Whistle
- Foil blankets
- Face shield

The ASD provision and First Aid Room also have a grab bag with no specific content however senior staff in these areas are responsible for adding items that may be of use in an emergency situation and making regular checks of them.

## Fire Management – Appendix C – Fire Wardens

### *Block 1 – Arts*

#### **Lead Fire Warden with Radio: Harry Charter upon starting (Meet outside the gym stairwell)**

- Area: Downstairs – Student Services (inc side rooms and toilets) and performing arts rooms

#### **Fire Warden: Katherine Mills**

- Area: Downstairs – Street and rooms off street, library, street toilets, street canteen and gymnasium

#### **Fire Warden(s): Jane Redcliffe (Not Wednesdays) & Rachel Newbury (Wednesdays)**

- Area: Upstairs – all Art rooms and projector room

### *Block 3 – Science*

#### **Lead Fire Warden with Radio: Jake Hutchins (Meet outside the science block by the tennis courts)**

- Area: Downstairs - All science and PE rooms (inc changing rooms and toilets) in corridor leading towards sports hall

#### **Fire Warden: Rachel Andrews**

- Area: Downstairs All rooms leading from reception access to end of corridor and toilets in the middle stairwell

#### **Fire Warden: Leanne Cross**

- Area: Upstairs – All English and MFL rooms/offices and toilets. Staff toilet and English store

#### **Fire Warden: Jennie Philbin**

- Area: Upstairs – All ICT (inc IT support), PE classrooms and Business rooms. All cupboards/stores along the corridor

### *Block 4 – Maths*

#### **Lead Fire Warden with Radio: Justin Togher (Meet in Maths Quad)**

- Area: Downstairs – all rooms, offices and toilets (excl canteen and admin offices)

#### **Fire Warden(s): Janet Lowden (not Tuesdays) and Pui Li (Tuesdays)**

- Area: Downstairs – admin offices, canteen and toilets by canteen

#### **Fire Warden: Maria Burgess**

- Area: LS (offices, classrooms, toilet and store cupboard)

#### **Fire Warden: Peter Fernandes**

- Area: Upstairs – History and Sociology corridor

#### **Fire Warden: Grant Warner**

- Area: Upstairs–RE and Geography corridor

### *Block 6 – DEFT*

#### **Lead Fire Warden with Radio: Bob Bonham (Meet outside Main entrance)**

- Area: Provision, pit stop, blue workshop, red workshop, offices/classrooms, atrium (inc fire exit corridor between red and yellow workshop) and food rooms on provision side.

#### **Fire Warden: Emily Caves**

- Area: 2 food rooms, cupboards, toilets, classrooms, workshops (yellow and green) and offices. (Left side of block when entering)

### *Block 20 – 6<sup>th</sup> Form*

#### **Lead Fire Warden with Radio: Clare Bonham**

- Area: Upstairs of block including offices, study centre and classrooms

#### **Fire Warden(s): Louisa Freeman**

- Area: downstairs – all of block including mezzanine areas and toilets

### *Front of School*

**Lead: Nick Martin** (or designated incident controller if different)

**Ian Butler (SLT) & Ben Whittle (Operations Manager)**

**Reception Staff**

**First Aid Co-Ordinator**

### *Assembly Point*

**Lead: Charlotte Kirkman**

**Andy O'Rourke**

**Other SLT & Year Teams**



## Fire Management – Appendix D – Fire Warden Responsibilities

### Day to day responsibility

Maintain current training via Smartlog

Hazard Spotting - Fire Wardens should report to the Competent Person any situation or event that could cause a breach of fire safety regulations and/or company procedures as follows:

- Obstructed emergency exit routes (e.g. storage, waste materials, equipment)
- Obstructed, damaged or wedged open fire doors
- Combustible items in contact with or in close proximity to heat sources
- Flammable substances used or stored in an unsafe way
- Obstructed, damaged or malfunctioning fire alarms
- Obstructed, damaged, missing emergency signage (e.g. fire action and exit signage)
- Obstructed, damaged, missing fire extinguishers
- Build-up of rubbish/waste, evidence of poor housekeeping
- Damaged or malfunctioning tools or equipment
- Employees, visitors, contractors acting in any way that breaches fire safety procedures

### In the event of a fire alarm activation

1. Upon hearing the alarm, teaching staff that are fire wardens should direct their class to the assembly point
2. Fire wardens should wear their issues HiVis jackets
3. Fire wardens should check
  - a. Their assigned area is clear
  - b. Any toilets/stores within their assigned area are clear
  - c. Rooms within their assigned area are clear
  - d. Refuge areas within their assigned areas are clear
4. If safe to do so, ensure all fire doors are shut
5. Assist those with disabilities to evacuate the building if safe to do so
6. Assist with the evacuation of those with disabilities via ResQMat is safe to do so and are trained/competent/confident (or under the instruction who is) to do so
7. Advise anyone trapped in the building that cannot be evacuated to wait in the refuge area at the top of each staircase or a secondary refuge area (all disabled toilets)
8. Assemble to meet the lead fire warden in the agreed location
9. Lead fire warden to confirm with all fire wardens for the block that their areas are clear and notify the incident controller by radio on Channel 6 – Block X – All Clear and wait for response OR ↓
10. Make the incident controller aware of anyone trapped inside the building
11. Make the incident controller aware of any area that could not be checked
12. Fire Wardens should never re-enter the building and once the above has been completed, should proceed to the assembly point to join students and staff

The cover manager should inform the Competent Person of any fire warden absence who should arrange cover. All SLT to be trained to act in fire warden capacity if the need arises.



## Fire Management – Appendix E -Incident Controller Responsibilities

Named staff or the most senior member of staff on site will assume this role and locate themselves outside the reception (as long as it is safe to do so) wearing an orange fluorescent waistcoat to be easily identified.

They will give, receive and discuss with the appropriate persons any actions taken during the alarm situation. The incident controller will grab a walkie talkie from the reception desk to communicate to other key staff.

In the event of an emergency situation or evacuation the Incident Controller will carry out the following:

1. Confirm the nature of the emergency situation
2. Ensure the evacuation of the premises is underway
3. Ensure that the emergency services have been called (fire or other threat)
4. Proceed to the emergency assembly point for the incident controller (Reception) as long as it is safe to do so
5. Receive any relevant information from Fire Wardens, Site Staff and/or employees or others
6. Provide situation information to the emergency services and liaise as appropriate
7. Ensure that all relevant other persons have been informed of the situation and request assistance as necessary e.g. Senior Management etc.
8. Ensure all relevant external parties have been informed of the incident (eg PFI staff, BEST Nursery and BEST House).
9. Ensure the safety and comfort of employees should reoccupation of the school building be delayed
10. Deploy staff as needed (eg first aiders)
11. Ensure key documentation (fire folder) is prepared and ready should it be needed
12. Be prepared to meet the fire service and give an overview as needed
13. Ensure details of the situation are recorded. A copy of the report should be sent to the Responsible Person as soon as the situation allows.
14. Activate the school emergency plan if needed

**Fire Evacuation Record**

<b>Date</b>					
<b>Time of Block Activation</b>					
<b>Block First Activated (Tick as applicable)</b>	<b>1</b>	<b>3</b>	<b>4</b>	<b>6</b>	<b>20</b>
<b>Time of Whole School Evacuation</b>					
<b>Time of Deactivation</b>					
<b>Time of Planned Activation (Drill Only)</b>					

**Reception Team Immediate Checklist**

- Emergency Grab Bag Retrieved
- Fire Folder Retrieved
- Radio Retrieved and Channel 6 Checked

<b>Incident Controller</b>	<b>NJM</b>	<b>Other:</b>	
<b>Fire Brigade Arrival Time (If Required)</b>			
<b>Police Arrival Time (If Required)</b>			

**Block All Clear Times:**

<b>Block</b>	<b>Lead Fire Warden (With Radio)</b> <i>Please see booklet on clipboard for full list of block fire wardens</i>	<b>All Clear Time</b>
Block 1 (Arts)	Harry Charter	
Block 3 (Science)	Jake Hutchins	
Block 4 (Maths)	Justin Togher	
Block 6 (DEFT)	Bob Bonham	
Block 20 (6 <sup>th</sup> Form)	Clare Bonham	
<b>All Clear Time (All Blocks)</b>		
<b>Comments/Notes/Follow Up Actions</b>		

**Signatures**

<b>Responsible Person</b> <i>Mr N Martin</i>		<b>Competent Person</b> <i>Mr B Whittle</i>	
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# CCTV

## Introduction

The CCTV policy is agreed upon between Bedford Education Partnership (BEP), Galliford Try Facilities Management (GTFM) Central Bedfordshire Council (CBC) and Samuel Whitbread Academy (the School)

The purpose of this procedure is to regulate the management, operation and use of the closed-circuit television (CCTV) system at Samuel Whitbread Academy, hereafter referred to as 'the School'.

The system comprises of approximately 90 cameras located around the external and internal areas of the school building. These are part of the PFI building / asset security system owned by BEP and maintained by GTFM.

The CCTV system is maintained by Securcity on behalf of GTFM, who are the Data Controller on behalf of BEP.

All images and video are only available to the Data Controller and approved persons nominated by the School (See approved persons list below).

This Procedure follows Data Protection Act guidelines.

All PFI project staff & school staff will be made aware of this procedure. A copy of this policy will also be available via the school website.

## Objectives of the CCTV system

The objectives and purpose of the CCTV system are as follows

- To provide video monitoring for the security of the building and grounds
- To act as a visual deterrent to assist in the prevention of vandalism, trespassing and criminal activity
- To support the police to detect and deter crime
- To assist in identifying, apprehending and prosecuting offenders where appropriate
- To assist in the investigation of serious and/or gross misconduct
- To assist in the investigation of issues relating to safeguarding or safety

## Statement of Intent

The CCTV Scheme will be registered with the Information Commissioner's Office (ICO) under the terms of the Data Protection Act 2018 / UK GDPR. The Data Controller will seek to comply with the requirements both of the Data Protection Act and the ICO Code of Practice. Registration is the responsibility of the Data Controller (GTFM on behalf of BEP)

BEP, GTFM and the School will treat the system and all related information, documents and recordings as data which is protected by the Act.

The CCTV system will be used to monitor activities within the site to identify criminal or inappropriate activity/conduct in line with the objectives of the system.

The Data Controller and approved persons will not use CCTV for monitoring the work of BEST employees, or finding out whether or not they are complying with the organisation's policies and procedures.

Any viewing of images of Students via the CCTV will be by the School specified staff only and will be compliant with current Safeguarding Regulations.

Permitted excerpts can be viewed by governors during an exclusion panel, or Governor hearings/investigation, for example, with the appropriate measures for consent and safeguarding having been put in place.

Cameras are sited, and image capture restricted so as not to view areas that are not of interest and are not intended to be the subject of surveillance, such as private homes, gardens, other areas of private property.

Unless an immediate response to events is required, cameras will not be directed at an individual, their property, or a specific group of individuals.

Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose. Recordings will not be released other than to the police for use in the investigation of a specific crime in line with the GDPR. Academy staff should seek advice from the Data Protection Lead/BEST DPO before releasing any footage/stills.

The planning and design has endeavoured to ensure that the Scheme will give maximum effectiveness and efficiency, but it is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.

Warning signs will be placed at the main school entrances and at appropriate internal areas, as required by the ICO Code of practice. Signage is the responsibility of GTFM as the data controller on behalf of BEP.

### Operation and Management of the CCTV System

The system will be administered and managed by GTFM, as Data Controller in accordance with the principles and objectives expressed in the ICO Code of Practice.

The CCTV system will be operational at all times, but not manned. GTFM are responsible for ensuring the system is online and engaging the nominated contractor to complete any remedial work as required\*

\*There may be occasions where the system needs to be taken offline for routine maintenance or upgrades. This policy and the expectations of stakeholders should allow reasonable downtime for this purpose. Additionally, some events outside of the control of GTFM may result in the system stopping recording or not being accessible (eg network outage or power cut). This policy and the expectations of stakeholders should allow reasonable downtime for resolution.

GTFM will authorise members of the School staff nominated by the School principal to view the CCTV system, where appropriate for purposes in line with this policy.

The system will automatically overwrite recordings on a loop system every 31 days or when the storage devices reach capacity, whichever is sooner.

GTFM will check and confirm the efficiency of the system and in particular that the equipment is properly recording and that cameras are functional.

If Academy staff discover a problem with the CCTV system or its hardware (eg networking cables or cameras), this should be raised with GTFM via their helpdesk.

GTFM and the School will be responsible for maintaining system maintenance and viewing logs.

Any concerns related to the CCTV system from any & all bodies involved in support of the system should be raised at the regular PFI Project liaison meeting. If urgent, they may be raised with all relevant bodies via email outside of these meetings – accurate records of this should be maintained.

### Monitoring Procedures

CCTV surveillance monitors will be accessible during core hours and out of hours will be as required and via GTFM.

Monitors are installed in the CCTV room to which images will be continuously recorded, but not viewed.

When the system is not operational, the CCTV room will be locked, and the system screens will be turned off to prevent unauthorised viewing.

### Viewing Procedures

Recording may be viewed by the Police for the prevention and detection of crime.

A record will be maintained of the release of recording to the Police A register will be available for this purpose.

Requests by the Police can only be actioned under section 29 of the Data Protection Act 2018.

Should the recording be required as evidence, a copy may be released to the Police under the procedures described above. Recordings will only be released to the Police on the clear understanding that the recording remains the property of the project, and both the recording and information contained on it are to be treated in accordance with this code. The school also retains the right to refuse permission for the Police to pass to any other person the recording or any part of the information contained thereon. On occasions when a Court requires the release of an original recording this will be produced from the secure evidence device store, complete in its sealed bag.

The Police may require on request that the school retain a stored recording for possible use as evidence in the future. Such recordings will be properly indexed and securely stored until they are needed by the Police.

CCTV will only ever be used by the Data Controller and approved persons for the investigation or detection of crime or serious and/or gross misconduct or issues of safety/safeguarding. The use of CCTV will be justified in circumstances where the investigator has a reasonable suspicion that the crime or serious and/or gross misconduct or issue of safety/safeguarding is taking place and where CCTV use is likely to be a proportionate & appropriate means of securing evidence.

CCTV evidence may be used against an employee by the School in disciplinary proceedings only where such evidence tends to show, in the reasonable belief of the employer, that they have been guilty of serious and/or gross misconduct. The employee will be given a chance to see and respond to the images in these circumstances by the School.

Images from CCTV used by either GTFM, BEP, CBC or the School to investigate crime or serious and/or gross misconduct or issues of safety/safeguarding will only be retained long enough for an incident to come to light and any investigation to be conducted.

Applications received from outside bodies (e.g. solicitors) to view or release recordings will be referred to GTFM and in matters concerning students the principal of the School. In these circumstances the recording will normally be released where satisfactory documentary evidence is produced showing that they are required for legal proceedings, a subject access request, or in response to a Court Order. A fee may be charged in such circumstances by the school in accordance GDPR.

Recordings must only be accessed/viewed using school devices (eg laptop or PC) and are only available on these devices whilst they are on the school network. CCTV should not be viewed or accessed using any personal device.

### SWA staff with access to the CCTV system – Approved person(s) list

The Principal in consultation with the Facilities Management provider (Data Controller for the CCTV system) approves SWA staff with access to the CCTV system to use in line with this policy.

The following staff have been authorised to access the CCTV system (list to be updated annually when this policy document is reviewed).

- Mr N Martin – Principal
- Mrs C Kirkman – Vice Principal
- Mr I Butler – Vice Principal
- Mr A O'Rourke – Assistant Principal – Behaviour
- Mr H Charter – Pastoral and Safeguarding Co-Ordinator
- Mrs C Bonham – Sixth Form Pastoral and Safeguarding Officer
- Mr B Whittle – School Operations Manager

### Access by the Data Subject

The Data Protection Act provides Data Subjects (individuals to whom "personal data" relate) with a right to data held about themselves, including those obtained by CCTV.

Requests for Data Subject Access should be made to the Data Controller in accordance with the ICO Code of Practice.

Date Controller Contact -

Galliford Try Facilities Management: [CSCBedfordSchools@gallifordtry.co.uk](mailto:CSCBedfordSchools@gallifordtry.co.uk)

### Breaches of the code (including breaches of security) & Complaints

Any breach of the Code of Practice by any party will be initially investigated by the appropriate party.

Copies of the investigation report/findings will be provided to the data controller for their records and/or escalation if required.

Any complaint about the school's CCTV system should be addressed to GTFM, as Data Controller. Any issues concerning the school will be forwarded to the academy principal for reference.

Galliford Try Facilities Management: [CSCBedfordSchools@gallifordtry.co.uk](mailto:CSCBedfordSchools@gallifordtry.co.uk)

Samuel Whitbread Academy: [SWA-Info@bestacademies.org.uk](mailto:SWA-Info@bestacademies.org.uk)

Complaints will be investigated by the data controller in accordance with this Code.

## Security Incident Response

*Confidential and Restricted to SWA Staff and the LGB*

## School Critical Incident & Emergency Plan

*Confidential and Restricted to SWA SLT, authorised personnel and the LGB*

### Author & Date

- Created – November 2024 – B Whittle & N Martin
- Ratified by Governors – April 2025
- Next Review Date – September 2025