



HEALTH AND SAFETY PROCEDURES

FIRE POLICY

This policy details the actions to be taken in case of a fire during the school day, before and after school and at lunchtimes. This procedure is also to be followed during any activation of the fire alarm.

1. The Fire Alarm

All buildings contain a fire alarm system activated by call points. The fire bell is a continuous ringing. All activations of the fire alarm must be treated as an actual fire and the procedures for evacuation below followed.

The fire alarm is tested once a week. The alarm will be tested from different call points on a rolling programme. The Premises Department under the supervision of the Premises Manager will keep a log of Fire Point tests completed, for inspection, on request by the visiting Fire Authority Officers.

2. Risk Assessment

To comply with requirements of Fire Precautions (workplace) (amended) Regulations 1999 (SI 1999 No. 1877) The Premises Manager as Chief Fire Warden will supervise the carrying out / completion, review and update of Fire Risk Assessments. These are to identify correct fire precaution requirements.

3. Fire Exits

All fire exits must be kept clear of obstructions at all times as well as access routes to fire exits. Fire exits include those doors specifically designed and marked as fire exits as well as all other doors that allow exit from the buildings.

Appendix 1 contains guidance on ensuring that means of escape are kept safe and free from obstruction.

4. Fire Extinguishers

Fire extinguishers are to be inspected, and sent for test if required by an approved, certificated fire engineering contractor on an annual basis. In the event of a fire do not attempt to put it out yourself. Staff will ensure their own safety and the safety of

the students in their care by collecting the students together and leaving by the nearest fire exit.

Premises Staff will check extinguishers in their area of responsibility on a weekly basis and replace any defective items with new from stock.

5. Fire Drills

- Frequency - one each half-term. Organised by school management.
- Procedure - The arrangements should be varied throughout the annual cycle, but there should be a formal prearranged drill early in the September term (new intake) and the rest should test various aspects by being unannounced and inconvenient. Evacuation procedures are given below.
- The Fire Alarm - activated and supervised by the Premises Manager or a designated member of the Premises Department Staff.
- Fire Notices are displayed in all teaching rooms, resources rooms and main entrances.
- The total Fire Evacuation Drill will be timed from the activation of the fire bells, to confirmation from the Fire Wardens responsible at muster stations that all staff, students, and visitors are accounted for.
- All staff to acquaint themselves with the rules and thus be able to tell students what to do.
- Time should be taken to impress upon students the reasons for the drill and the serious approach expected.
- Under no circumstances should the lifts be used during the evacuation (see section of refuge points)
- Each fire drill will be followed up with an evaluation initiated by the Chief Fire Warden

6. Evacuation of the Buildings

On discovery of fire by a member of staff the fire alarm will be sounded. A student discovering a fire should report it immediately to the nearest member of staff. A message by phone or runner will be sent to the General Office.

The priority is the safe evacuation of staff and students.

6.1 Evacuation during lessons

- On hearing the fire alarm the students in each classroom will be collected together and taken out of the nearest fire exit to the assembly point that is indicated on the Fire Instruction notice in each room. Staff and students should not stop to collect personal belongings such as coats and bags.
- When and where possible room windows and doors should be closed, but **not locked**
- In the event of an evacuation, no member of staff or student shall re-enter the building without the permission of the senior member of staff present. Where there are members of the emergency services present, their permission must be obtained before anybody re-enters the building.
- The duty of all staff is to seek to protect life and limb. Fire fighting must not involve any human risks or any delays in raising the alarm or evacuation of the building.
- All staff are required to ensure that all students leave the building safely and assemble in the required areas, in an orderly manner, alphabetically, in their tutor groups. Check carefully that all students are accounted for.
- Staff and Students will muster in the 7-a-side pitch at the rear of the site.
- Students will line up in tutor groups. The name of each tutor group will be attached to the fence surrounding the 7-a-side pitch. Students should line up under the sign for their tutor groups. The groups tutor will join their tutor group.
- Students will line up facing into the centre of the 7-a-side pitch
- The School Office will keep paper registers in the office expressly for the purpose of taking a register following an evacuation of the building. These will be brought to the muster point and distributed to tutors. The office will be responsible for bringing the late and visitors books
- Designated Fire Wardens will verify that the buildings are empty and report this to the Central Control person. (See table in Appendix 2 for allocation of staff)
- On completion of a class register the class teacher will send a runner to the central point, with the register, to confirm the students are all present.
- Students must be quiet at fire assembly points so that any instructions given may be clearly heard.

- A member of the office staff will accompany any visitors in reception to the muster point. Visitors elsewhere in the building must remain with their host to be accompanied to the muster point.
- The catering manager will be responsible for evacuating the kitchen staff and ensuring they are at the muster point.
- Any students, staff or visitors missing must be reported immediately to the Central Control person who will liaise with the Senior Fire Brigade Officer attending site.
- Only the Headteacher, his/her deputy or the Director of Administration and Finance can decide if and when it is safe to re-enter the building. This can only be done after the Fire Officer has reset the alarm.
- Where it is not possible to return to the building the students will be held at school, or in the nearest convenient location. The school will make calls to the parents, asking them to collect students.
- In the event of the fire preventing egress to the primary assembly point (7-a-side pitch), all staff and students will assemble on the pavement opposite the front of the school in Elmcourt Road and Maley Avenue.

6.2 Evacuation of buildings out of lesson time

In the event of a fire occurring at break or lunch time the following procedure will be followed. The procedure is similar to that outlined above, but as this is unstructured time the key task is to get all staff and students moving to the muster point as quickly as possible even if lunch is in progress.

- Staff present must move students, visitors out of the building to the muster point
- Students line up, alphabetically, in silence, in tutor groups.
- The Office will bring out paper register, late books the visitors book. A list of any students eating lunch at home will be kept.
- Once the register is taken a runner will be sent to the Central Control person along with the register to notify that all are present or of any students absent.
- The procedure for re-entering the building is detailed above. The key rule is no re-entry until the attending Fire Officer has reset the alarm and the Headteacher or deputy or Director of Finance and Administration has given permission

6.3 Evacuation of buildings before and after school

The procedure for evacuating the buildings before and after school remains as above in terms of what to do on hearing the fire alarm.

Unlike at other times of the day it will be more difficult to establish who is on site.

The key procedures at these times will be to evacuate the building and for designated staff to sweep the buildings to ensure they are empty.

7. The role of key staff

The School Office

- The School Office will be the point of contact in the event of the alarm being raised. They will make immediate contact with Senior Staff and the Premises Manager
- Hard Copies of contact details for all students will be taken to the muster points
- The School Office will bring to the muster point:
 - Paper registers
 - Late Books
 - Visitors books
 - Contact Details

The Premises Manager and Premises Staff

- The Premises Manager is responsible for ensuring that the fire alarm, fire detection systems, and fire fighting equipment are inspected, maintained and tested in line with the relevant Codes of Practice.
- The Premises Manager as Chief Fire Warden will arrange the training of Fire Wardens and training in the use of fire fighting equipment.
- The Premises Manager as Chief Fire Warden will supervise the carrying out / completion, review and update of Fire Risk Assessments. Seeking advice as may be required from the local Fire Authority.
- The Premises Manager and his Staff will assist with the smooth evacuation of the buildings and liaise with Fire Wardens the Central Control person in ensuring that buildings are clear. The Chief Fire Warden is to liaise with the Senior Fire Brigade Officer attending site, to confirm location of students, staff or visitors trapped in the building and the shelter refuge of disabled

persons. The Premises Manager will direct Fire Tenders onto site and advise on the location of isolation / shut off points, safety / chemical hazards on site.

The Central Control and designated Fire Wardens

One member of staff will be designated as the central control. A deputy system will be put in place to cover absence

- Designated staff will be allocated to check each floor or area to ensure the school has been evacuated.
- Support staff will normally act as the Designated Staff. They report to the central control on completing the sweep of their allocated floor or area
- The Central Control person will time the evacuation
- The Central Control Fire Warden will be the central point of contact for reporting classes registered and for reporting absent student
- The Central Control person in liaison with the Chief Fire Warden, Headteacher or deputy and where appropriate the emergency services will give the all clear

SENCO and Head of Hearing Support Department

- The SENCO or where appropriate the Head of the Hearing Support Department will interview each student with mobility and/or sensory impairment and produce an individual emergency evacuation plan.
- A copy of the plan will be kept on the student's file and a further copy given to the Premises Manager as Chief Fire Warden.
- Students with ambulatory impairment will be taken to the nearest refuge point to be evacuated by the Fire Brigade.

8. Refuge Points

- Fire Wardens will take staff, students or visitors who are unable to use the stairs to a refuge point.
- He or she will take their identity or visitors badge which they will pass to the Chief Fire Warden or Central Control who in turn will advise the attending fire officer of the number and location of those people still in the building.

9. Crisis Management and Disaster Recovery

In the event of a major fire the Crisis Team will become operative and follow the policy laid out in the Crisis Management and Disaster Recovery Plan

Created	August 2007
Review period	3 years
Last Review	November 2017
Next Review	November 2020

Appendix 1

Obstruction

Entrances, exits, corridors must be kept clear and unobstructed at all times. Essential works to corridors and/or exits must be separated off in such a way that in an emergency safe egress remains possible.

Display

- Plastic materials should not be used for display.
- Display items should be fixed securely and closely to the surface of notice boards.
- Wherever possible display materials should be held under a rigid cover.
- Nothing should be hung from or near light fittings.
- Ceilings should not be used for display.
- There should be no display materials within 0.5 metre of exit doors, on staircases, within 300 mm of services (fire alarm call points, heating air vents, radiators, electric socket outlets).
- There should be no display materials, under any circumstances, above or within 600 mm of the sides of heat producing equipment (cookers, furnaces, Bunsen burners, gas refrigerators, etc.).
- On corridors, every 3 metres of display materials should be separated by a space of at least 1 metre, except where broken by a doorway when the space should be the doorway plus 500 mm to each side of the doorway.
- In halls used for the assembly of large numbers of people, there should be no display material above entrances or exits or within 1 metre either side of entrances or exits.

Appendix 2 - Central Control and Designated Staff

Area	Designated Staff	Exit Point	Central Control
Ground Floor			Director of Finance & Administration Or Deputy Headteacher Or Assistant Headteacher
Offices, HIU	Head's PA	Across Market Square. Exit to terrace	
Offices- Admin	Data Officer	"	
Lobby, Drama, Toilets	Student Services officer	"	
Reception, offices, partnership room, meeting rooms, medical room , SEN.	Admin Officer	Door beside FM office	
Reprographics, Market Square Main Hall, English Staff Room	Reprographics Assistant	Door to terrace by Restaurant	
Kitchen & Restaurant	Catering Manager	Kitchen door to access road	
Technology	DT Technician	Exit from workshop	
Sports Hall, Toilets and Changing, PE Office, Activities Suite	Premises Staff	"	
First Floor			
RE	Premises Staff	Stairs to ground floor. Exit on to terrace	
Toilets	Premises Staff	"	
LRC	LRC Manager	"	
Humanities Rooms	Premises Staff	"	
MFL Rooms	Premises Staff	"	
ICT/Business Rooms	Library Assistant	"	
Maths Rooms	Library Assistant	"	
Sixth Form Study Room	Study Room Supervisor	"	
Music	Premises Staff	"	
Second Floor			
Art Rooms	School Tech	Stairs to ground floor. Exit on to terrace	
Toilets	School Tech	"	
Business Rooms	School Tech	"	
Science Labs	Senior School Tech	"	
Prep Room	Senior School Tech	"	

1. In lesson time

Follow the guidance in the **FIRE INSTRUCTION NOTICES** displayed in each room

Muster Point: The 7-a-side pitch. The Fire Notice in your room will give you a route

- Line up alphabetically by tutor group.
- There must be silence
- Office will provide paper registers, late books etc
- Staff check building is empty
- Completed registers to Central Control
- No re-entry to building until all clear given
- If it necessary to evacuate the site senior still will supervise the evacuation.

2. During a Lesson Changeover

- Staff assist with evacuation wherever they are located
- Escort students to muster point
- Line up in tutor groups
- Building is checked
- Join tutor group
- Procedures followed are those in section 1



Fire Evacuation Procedures A quick guide for staff

This is a summary and the full Fire Policy should be read

2. Break time, lunchtime, before and after school

The priority is to evacuate the buildings, to get students to the muster point as quickly as possible and to check that the buildings are empty.

- Students line up in tutor groups
- The checking process is as outlined in Section 1.
- Before and after school is will be difficult to know who is on site.
- The visual check of the building is crucial

Key Points for all staff

- Staff must make themselves aware of the evacuation procedures and assembly points
- All staff to actively assist in evacuation
- Safety is paramount
- In all cases the buildings are to be emptied quickly, quietly in an orderly manner
- A register must be taken and all present and/or missing students reported at once
- No-one must re-enter the buildings until told to do so.

Role of Fire Wardens

Lesson Time

- Support staff to make visual check of their designated sections of the building to ensure all clear.
- All clear reported to central point
- Office bring out late and visitors books and check visitors present

All Other times

- Check the buildings are empty
- Direct students to leave the building and assemble in area designated for that year group or building
- Office bring out late and visitors books and check visitors present