



St Peter & St Paul School

This policy is relevant to the whole school including the EYFS

Fire Safety Policy

St Peter & St Paul School is committed to ensuring, so far as reasonably practicable, that all staff, pupils, contractors and visitors are protected from the risk of fire whilst on the premises. This policy explains how the school complies with this and its duties under the Regulatory Reform (Fire Safety) Order 2005 and other education specific guidance.

Our objectives are to adhere to the law, and the employer's health and safety policy. In particular we will comply with the legal requirements for risk assessment, for the installation and maintenance of fire systems, for fire procedures and other fire safety documentation. Fire management arrangements ensure that every employee in this school understands precisely what they and every other individual must do in the event of fire and staff training will be provided for staff on appointment and repeated periodically as appropriate. Staff will be informed of any changes that are made to our fire safety procedures and fire risk assessment. All visitors to our premises are briefed on the evacuation procedure by the person whom they are visiting.

The Headteacher is responsible for fire safety and he delegates to the Bursar the duties of fire safety management. All staff are trained in the implementation of emergency evacuation procedures and copies of current fire risk assessments, fire and emergency response procedures and other fire are available from the Bursar. The school will comply with any recommendations made by the Fire Service, and will regularly carry out and record risk assessments in relation to fire, together with fire drills and any routine tests recommended by the Fire Service.

Procedures

The Bursar ensures that the following activities take place:

- Conducts a fire safety risk assessment annually and when significant changes are made to the buildings. This is supplemented and informed by a fire safety risk assessment at three yearly intervals by a relevant specialist. A fire risk assessment was carried out by Fireriskassessments.com in July 2015.
- Produce an emergency fire plan (including personal emergency evacuation plans where appropriate)
- Be responsible for fire safety training
- Arrange fire practices
- Check the adequacy of fire-fighting equipment and ensure its regular maintenance.

- Ensure that checks are carried out so that fire escape routes and fire exit doors are kept unobstructed and that fire doors operate correctly. These checks will normally be conducted by the Estates Manager
- Ensure that fire detection, alarm and emergency lighting systems are maintained and tested
- Records of testing and servicing are maintained in the fire log book held by the Bursar.
- Arrange fire induction training. Refresher training will comprise amongst other things feedback following fire practices.
- Arrange job specific fire training and competencies for the fire wardens and estates team.
- Arrange fire extinguisher /blanket training for key employees eg: Science, Estates, Catering staff.

Specific rules for employees and others are identified departmentally. No smoking is allowed at all on school premises.

Emergency Procedures

Written emergency procedures will be provided. These written instructions will include procedures in the event of a fire and where required, procedures in the event of a bomb warning.

Notices will be displayed in each building of the School premises detailing the action to take in the event of a fire, and highlight the assembly point to evacuate to in an emergency. An example notice is included at Appendix 1 to this guidance

There must be adequate means of escape for all occupants of the school premises. These means of escape will be clearly signed with pictograms.

Where disabled persons use the premises, specific arrangements will be made to ensure they can escape in an emergency. A risk assessment is carried out for staff and pupils within the school who have a disability and an action plan drawn up and followed through as required.

Teaching staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion. They are responsible for conducting a head count on arrival at the assembly point, and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to the School Secretary. It is the responsibility of the School Secretary to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.

SUMMONING THE FIRE BRIGADE: The School Office is manned between 8.15am and 5.00pm in term-time and between 8.15 and 4.00 pm in the holidays apart from the Christmas and Easter closedowns. The master panel that shows the location of all the alarm call points on the networked alarm system in the school buildings is located in the school office. The School Office is always given advance warning of fire practices. If the alarm goes off for any other reason, the staff have standing instructions to summon the Fire and Emergency Service at once. The Estates Manager is on duty or on call [24 hours a day, 7 days a week, and 365 days a year, including public holidays. He has standing instructions to summon the

Fire and Emergency Services if the alarms go off outside the hours that the School Office is staffed, (unless warned of a planned fire practice).

Fire drills will be held every term at the School. At the beginning of the school academic year new pupils will be given initial fire training. A fire drill will take place within the first week of term to ensure that new pupils, including reception year, are fully aware of procedures. Written records of fire / evacuation drills will be maintained in the fire log book which is kept by the Bursar. An evaluation will be made of each fire drill and any additional training required as a result of the drill.

Fire Training

Staff will be informed in relation to:-

- action to take if they discover a fire, including how to activate the fire alarm;
- action to take on hearing the alarm, including location and use of exits and escape routes; and
- action to take in the event of a bomb alert.

Pupils will be informed of exits and escape routes

Fire Marshals will be trained in:-

- emergency evacuation procedures;
- use of fire extinguishers; emergency procedures; and
- how to spot fire hazards.

Visitors and contractors:-

- on arrival at the School will receive a briefing to ensure that they are aware of the policy procedures and assembly points in the event of an evacuation.
- For events with large numbers of attendees, such as open days, concerts an announcement will be made at the beginning of the event regarding evacuation arrangements.

Fire training for all staff will be updated annually via an online training course. For the academic year 2015/16 this is in progress. For all future years this training will be completed by the end of the autumn term for all employees. Fire warden training will be via external provider and for 2015/16 this will be completed by the end of the spring term. This will be renewed on a three yearly basis or where there is a change in fire wardens

Fire Prevention

The School takes all reasonable precautions to prevent a fire from breaking out and recognises that for a fire to take place oxygen, flammable materials and a source of ignition must all be present. The processes of prevention are aimed at preventing one or more of these elements being together. To ensure the processes are being implemented the Bursar, Housekeeper and Estates Manager will:-

- Comply at all times with relevant regulations on the storage, transportation, handling and disposal of flammable materials (including hazardous substances etc);

- Regularly inspect all the areas where there are potential sources of ignition and ensure that no flammable materials are stored close by;
- Maintain awareness through training and refresher training of the preventative steps that need to be taken;
- Include fire prevention and evacuation procedures during the induction process with all new starters; and
- Pay close attention to the activities of contractors as appropriate.

Fire Safety Procedures - Recording

Records relating to Fire Safety are maintained by the Bursar and held in the Bursars office. They are reviewed with the Health & Safety Committee on a termly basis.

The following records are maintained :-

- The Fire Policy & Procedures
- The Fire Risk Assessment
- Training Records of staff (including Fire Wardens)
- The Fire practice drill log
- Certificates for the installation & maintenance of fire fighting systems & equipment

The Bursar with the assistance of the Estates Manager carries out regular checks regarding fire safety and completion of checklists. Regular checks include:-

- Fire exits and emergency routes kept clear
- Signs and notices are in place
- Fire doors are not propped open, and those that are held open by magnetic catches release properly when the alarm is activated.
- Annual fire extinguisher checks by Fire Call Uk Limited
- 6 Monthly checks of the fire alarms & emergency lighting (where it exists)
- Weekly testing of call point and the fire alarm on each site
- Hazardous substances are kept in a lockable container and COSHH sheets are kept for these substances, all dangerous substances are recorded in a register

This document is reviewed annually by the Bursar or as events or legislation changes

Policy last reviewed	September 2015
Next Review	September 2017
Review initiated by	Bursar

Appendix 1: Emergency Evacuation Notice

All new staff and pupils, all contractors and visitors are shown the following notice:

If you discover a fire, break the glass in the nearest alarm point to set off the alarm.
Leave the building by the nearest exit.

FIRE ASSEMBLY POINT MAIN CAR PARK (Hady Hill End)

FIRE EVACUATION

Three different procedures are required for different times of the day.
No. 1 ~ 8am to 9am No. 2 ~ 9am to 3.50pm No. 3 ~ 3.50pm to 5pm

PROCEDURE 1 (8am to 9am)

Fire Marshals

Jonathan Clark	Ring Fire Brigade, School Drive Patrol, Direct Traffic
Liz Wigfield	Sweep Kitchens, Dining Hall, Changing Rooms & Toilets
Diane Shimwell	Ring Fire Brigade, sweep Infant Building
Ben Lamb	Ring Fire Brigade, sweep Main Building

Other Staff

Leave building and escort children and parents/visitors to Car Park

Reporting Procedure

Fire Marshals to report to JC or, in his absence, MF/DS.

PROCEDURE 2 (9am to 3.50pm)

Staff to escort children in their care to Assembly Point
Support Staff in Infant Building to check toilets/changing room
Kitchen/Cleaning Staff to sweep through Main Building
Jonathon Clark/Annette Meikle to ring Fire Brigade

Reporting Procedure

Staff to report to Jonathon Clark/Annette Meikle at Assembly Point.

PROCEDURE 3 (3.50pm to 5pm)

Fire Marshals

Jonathon Clark/Annette Meikle	Ring Fire Brigade, School Drive Patrol, Direct Traffic
Cleaning Staff	Sweep Kitchens, Dining Hall, Ch Rooms & Toilets
Diane Shimwell/Cheryl Bradshaw	Ring Fire Brigade, sweep Infant Building
Michele Farrand/Trish Hooper	Ring Fire Brigade, sweep Main Building

Other Staff

Leave building and escort children and parents/visitors to Car Park

Reporting Procedure

Fire Marshals to report to Jonathon Clark/Annette Meikle at Assembly Point

FOR ALL PROCEDURES

- If you are responsible for a class, make them leave quietly with you. No one should talk or run. Make your way to the assembly point at outlined above.
- If you are teaching a class, take your register with you. Do not take anything else, and do not allow the pupils to take anything. Shut doors and windows behind you.
- If you have a disabled pupil in your class, you should direct him or her, together with his or her carer, to wait for the Fire and Emergency Service in the nearest designated safe refuge.
- Take the register of your class as soon as you reach the assembly point.
- Report anyone who is waiting to be evacuated from a designated refuge, or who is missing immediately to Jonathon Clark who will inform the Fire Brigade. On no account should anyone return to any building until given permission by the Fire and Emergency Services.
- at the assembly point with your pupils until the all clear is given.

RE-ENTRY OF BUILDINGS

No-one may re-enter the buildings unless the all clear has been given by the Fire Officer or, in the case of a fire procedure practice, by The Headmaster