

Policy last reviewed	May 2023
Next Review	May 2024
Approved by SLT	18 th May 2023

Fire Safety Policy

This policy is relevant to the whole school including the EYFS.

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1.0 Introduction

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 Regulations 2022 – (previously Fire Safety Order 2005) and other education specific guidance.

2.0 Aims of the policy

Our objectives are to adhere to the law, and the School’s Health and Safety Policy. 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 on arrival or by the person whom they are visiting.

3.0 Roles & Responsibilities

The Bursar is responsible for fire safety and the duties of fire safety management. All staff are trained in the implementation of emergency evacuation procedures and fire and emergency response procedures. A copy of the Fire Safety Policy is available on the School website and

the current fire risk assessment is available upon request. 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. As of the review date of this Policy, there are no new recommendations.

4.0 Procedures

The Bursar will consult with the Health & Safety Trustee and the Estates' Manager to ensure that the following activities take place:

- An annual review of the fire safety risk assessment or as a result of significant changes to the buildings/contents. Specialist advice is sought where necessary.
- An emergency fire plan is in place.
- Personal Emergency Evacuation Plans (PEEPs) are prepared for persons requiring assistance as and when appropriate.
- Fire Safety update training is reviewed and maintained.
- Fire drill practices are being carried out termly.
- Fire-fighting equipment checks are being carried out annually and maintenance is completed.
- Fire break glass checks are carried out weekly.
- Fire escape routes and fire exit doors are checked and kept unobstructed and that fire doors operate correctly.
- Fire detection systems, alarm and emergency lighting systems are maintained and tested or serviced annually.
- Records of testing and servicing are maintained in the fire logbook held by the Estates Manager and discussed at regular meetings with the Bursar.
- Fire induction training and any refresher training is arranged as a result of such things as feedback following fire practices (given by Estates Manager).
- Job specific fire training and competency updates are arranged for the Fire Wardens and Estates Team, to include appropriate training on fire extinguisher /blanket training for key employees e.g.: Science, Estates, Catering staff.

Specific rules for employees and others are identified departmentally. We are a no smoking site and vaping. Smoking and vaping is strictly prohibited on school premises.

5.0 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. (Appendices 1 & 2).
- Notices will be displayed in **each building** of the School premises and the Visitor Sign in Book detailing the action to take in the event of a fire and highlighting the assembly point to evacuate to in an emergency.
- All means of escape are clearly signed with pictograms.
- Where disabled persons use the premises, specific arrangements by way of a Personal Emergency Evacuation Plan will be put in place.
- The School Reception is manned between 8.15am and 5.00pm in term-time. During the holiday weeks, staff have access to landline phones in the Kitchen, Pre-prep Block, Staffroom, Offices and main Reception. The Holiday Club Supervisor has mobile phone access also. The School is closed for Christmas shut down week and Bank Holidays.



- The master panel that shows the location of all the alarm call points on the networked alarm system in the school buildings is located outside the Art Room for Brambling House and outside the changing rooms in the Pre-Prep block for the Pre-Prep.
- The Headteacher and School Office staff are always given advance warning of fire drills. If the alarm goes off for any other reason, the staff have standing instructions to summon the Fire and Emergency Service at once by calling 999 from the nearest available telephone.
- 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 at the beginning of every term at the School. to ensure that new staff and pupils, including reception year, are fully aware of procedures. Written records of fire / evacuation drills will be maintained in the Fire Logbook which is maintained by the Estates Manager. An evaluation will be made of each fire drill and any additional training required as a result of the drill highlighted and actioned. Testing of the fire alarms and break glasses takes place each week and is carried out by the Estates team.

6.0 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

Pupils will be informed of exits and escape routes

Fire Marshalls will be trained in:

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

Additionally, Fire Marshalls will be aware of what action to take in the event of a bomb threat.

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 in the form of tool box talks or equivalent during inset days. Fire warden training is provided by an external training company. This will be renewed on a three yearly basis or where there is a change in fire wardens.

7.0 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.

8.0 Fire Safety Procedures - Recording

Records relating to Fire Safety are maintained by the Bursar and Estates Manager and held in the Administration office & Estates 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 Drill log
- Certificates for the installation & maintenance of firefighting systems & equipment
- Risk register

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.
- Annual fire extinguisher checks by Fire Call UK Limited
- Regular checks of the fire alarms & emergency lighting (where it exists)
- Weekly testing of fire break glass points 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. At the time of review, there are no new recommendations from the Fire Service.

Date last reviewed by the Trustee Board:

A review of this policy, through the Trustee Board and the SLT, is undertaken within 1 year of the last review date.

Signed Headteacher

Tom Newton

Signed Chair of Trustees

Kathy Denton

Appendix 1: Emergency Evacuation Notice

All new staff and pupils, all contractors and visitors are to read 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 PROCEDURES**

Three procedures are required for the wrap around care of the school day.

- | | |
|---------------------------------|-----------------|
| 1. Early Bird | 7.30am – 8.30am |
| 2. Core School Day | 8.30am – 4.00pm |
| 3. School Finish & After School | 4.00pm – 5.30pm |

Procedure 1 – Early Bird 07:30am – 08.30am

Fire Marshalls

Sweep kitchens, dining hall, boys & girls changing rooms including toilets & showers	Mrs Liz Wigfield (Housekeeper)
Escort Breakfast Club children to main Assembly Point with Breakfast Club register	Mrs Bridget Mullen (Kitchen Assistant)
Call Fire Brigade	Mrs Liz Wigfield (Housekeeper) or Mrs Bridget Mullen (Kitchen Assistant)
Pick up breakfast club register	Mrs Liz Wigfield (Housekeeper) or Mrs Bridget Mullen (Kitchen Assistant)

Other Staff

Leave building & escort any parents/visitors from the playground to Car Park

Reporting Procedure

Mrs Wigfield or Mrs Mullen to notify the Headteacher and Estates Manager by telephone.

Procedure 2 - Core School Day 08:30am – 4.00pm

Staff to escort the children in their care to the Fire Assembly Point	All Staff
School drive patrol & direct traffic	Mr Ian Marsh
Sweep Brambling House building upstairs & downstairs inc Y5 / Y6 classrooms & staff room	Mrs Sally Moorwood / Mrs Lesley Mico
Sweep kitchens, dining hall, MFL, boys & girls changing rooms including toilets & showers.	Mrs Liz Wigfield
Library, & Y4 classrooms, Art & DT rooms	Mrs Bridget Mullen
Sweep Infant building, Sports Hall & The Qube	Mrs Jo Hall / Mrs Gemma Horne in absence of Mrs Jo Hall
Call Fire Brigade	Mrs Sally Moorwood / Lisa Stevenson

Other Staff

Leave building & escort children and parents/visitors to Car Park, gather at the back of the car park where the muster sign is positioned.

Reporting Procedure

Mrs Lesley Mico to bring the registers to the Fire Assembly Point and staff to report to her or Mrs Sally Moorwood in her absence.

Procedure 3 Infant/Junior finish & After School club 4.00 – 5.30pm

After School Club leaders to escort the children in their care to the Fire Assembly Point with the register	After School Club Leaders / SLT member on duty
Dining Hall Supper Club team to escort children to fire assembly point for children in their care	After School Club leader / SLT member on duty
Sweep dining hall, boys & girls changing rooms including toilets & showers	SLT member on duty
Call Fire Brigade	Club Lead

For ALL Fire Evacuation procedures

- If you are responsible for a class, Breakfast Club or an After-School Club please ensure the children leave quietly and quickly with you.
- No one should talk or run.
- All belongings should be left behind.
- ONLY if it is safe to do so, close any open windows and shut the door as you leave to make your way to the Main Assembly Point
- Take the register of your class as soon as you reach the assembly point
- Report anyone who is missing immediately to the Headteacher or the Bursar or Staff Club Leader in the case of After School Club, who will inform the Fire Brigade.
- On NO account should anyone return to any building until given permission by the Fire & Emergency Services.
- Wait 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 Headteacher.

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

Appendix 2 Dealing with a Bomb Threat

No matter how ridiculous or implausible the threat may seem, all such communications are a crime and should be reported to the police by dialling 999.

If you receive a bomb threat, it is important to record as much information as you can in order to assist staff and the emergency services in dealing with the situation in the most safe and effective way possible. See 1.3 below for immediate steps.

1.1 The bomb threat message

Bomb threats containing accurate and precise information, and received well in advance of an actual attack, are rare occurrences. Precise motives for hoaxing are difficult to determine but may include revenge, extortion, a desire to impress, or a combination of these and other less understandable motives. The vast majority of cases are hoaxes and the intent is social engineering, to cause disruption, fear and/or inconvenience the victim.

1.2 Communication of the threat

A bomb threat can be communicated in a number of different ways. The threat is likely to be made in person over the telephone; however, it may also be a recorded message, communicated in written form, delivered face-to-face or, increasingly, sent by email or social media (e.g. Twitter or Instagram, etc.). A threat may be communicated via a third-party, i.e. a person or organisation unrelated to the intended victim and identified only to pass the message.

1.3 Immediate steps if you receive a bomb threat communication

As a staff, any one of us could conceivably receive a bomb threat as we all have access to a direct telephone line, mobile phone, computer or tablet etc. It is important to understand the actions required as the potential first response to a threat message.

If you receive a telephone threat, you should:

- stay calm and listen carefully
- have immediate access to a checklist on key information that should be recorded (See attached 'Bomb Threat checklist' – you should keep a printed copy for immediate access however an electronic copy is also saved on the G Drive)
- if practical, keep the caller talking and alert a colleague to dial 999
- if displayed on your phone, note the number of the caller, otherwise, dial 1471 to obtain the number once the call has ended
- if the threat is a recorded message write down as much detail as possible
- If the threat is received via text message do not reply to, forward or delete the message. Note the number of the sender and follow police advice
- Immediately contact the Headteacher and in their absence, the Bursar or the Estates Manager upon receipt of the threat. They will make an assessment of the threat and any evacuation procedures will be notified

If the threat is delivered face-to-face:

- try to remember as many distinguishing characteristics of the threat-maker as possible and write them down.

If discovered in a written note, letter or as graffiti:

- treat as police evidence and stop other people touching the item until the Police arrive.

If the threat is received via email or social media application:

- do not reply to, forward or delete the message
- note the sender's email address or username/user ID for social media applications

- preserve all web log files to help the police investigation (as a guide, 7 days prior to the threat message and 48 hours after)

REMEMBER in all cases Dial 999 and follow police advice

Police will advise what to do in determining the credibility of the threat and will probably ask a series of questions such as: -

- is the threat part of a series? If so, what has happened elsewhere or previously?
- can the location of the claimed bomb(s) be known with precision? If so, is a bomb visible at the location identified?
- considering the hoaxer's desire to influence behaviour, is there any reason to believe their words?
- if the threat is imprecise, could an external evacuation inadvertently move people closer to the hazard?
- is a suspicious device visible?

The Headteacher together with the Bursar and the Estates Manager will have responsibility for the initial decision making based on the advice of the Police. It is essential that recommended invacuation/evacuation plans are followed noting that the existing fire evacuation point of the main carpark may be compromised, and an alternative site be used.

External evacuation (less likely due to procedures in place for visitors/unauthorised persons & secured perimeters of the school)

External evacuation will be appropriate when directed by police and/or it is reasonable to assume the threat is credible and an evacuation will ensure that people are moved to a safer location.

The Headteacher will decide the appropriate means of alert to be used e.g. use of the fire alarm or a manual building sweep by designated staff in order to alleviate panic.

Under the direction of the Headteacher, Bursar and/or Estates Manager, all staff will assist with the safe evacuation of colleagues, visitors and students. At least two assembly points will be identified in opposing directions away from Brambling House and the rear of the conservatory building. No one will be permitted to re-enter the area once an evacuation has been initiated.

The police will establish cordons depending upon the size of an identified suspect device. All staff must follow police directions.

Invacuation (more likely)

The Police will advise where a situation means it's safer to remain inside. If this is the case, under the direction of the Headteacher, everyone will be moved to protected areas of the school. Prep will assemble in the junior boys changing room and Pre-Prep in the sports hall away from external windows/walls. Consideration will be given to the upstairs internal landing space in Brambling House if more space is required for visitors etc.

Decision not to evacuate or invacuate.

The Headteacher will deem if, after an evaluation by and on the advice of the Police, the threat is deemed implausible (e.g. a deliberate hoax).

The Estates Manager and Maintenance Staff will carry out checks to the immediate external surroundings such as the main carpark and exterior of the school building perimeter to identify anything out of place or any suspicious items.

Teaching staff and non-teaching staff will work in pairs to search classrooms and the internal areas of the school.

If found, under no circumstances should any suspicious item be touched or moved in any way. Immediately start evacuation and dial 999

1.6 Media and communication

Information should only be released to the media or through social media without prior consultation with police. Staff should not provide details of the threat, the decision-making process relating to evacuation (internal or external) or why a decision not to evacuate was taken.

Releasing details of the circumstances may:

- be an objective of the hoaxer and provide them with a perceived credibility
- cause unnecessary alarm to others
- be used by those planning to target other venues
- elicit copycat incidents
- adversely affect the subsequent police investigation

For further information visit www.nactso.gov.uk or www.cpni.gov.uk

Attachment: 1 Bomb Threat Report Form

ACTIONS TO BE TAKEN ON RECEIPT OF A BOMB THREAT

1. Remain calm and talk to the caller
2. Note the caller's number if displayed on your phone
3. If the threat has been sent via email or social media, see appropriate section below
4. If you are able to, record the call
5. Write down the exact wording of the threat:

When Where What How Who Why Time

ASK THESE QUESTIONS & RECORD ANSWERS AS ACCURATELY AS POSSIBLE:

1. Where exactly is the bomb right now?
-
2. When is it going to explode?
-
3. What does it look like?
-
4. What does the bomb contain?.....
-
5. How will it be detonated?
-
6. Did you place the bomb? If not you, who did?.....
-
7. What is your name?.....
-
8. What is your address?
-
9. What is your telephone number?.....
-
10. Do you represent a group or are you acting alone?
-
11. Why have you placed the bomb?

.....
Record time call completed:

INFORM HEADTEACHER/BURSAR/ESTATES MANAGER

Name and telephone number of person informed:

DIAL 999 AND INFORM THE POLICE

Name of person taking particulars and time informed:.....
.....

This part should be completed once the caller has hung up and police/ Coordinating Manager above have been informed

Date and time of call:

Duration of call:

The telephone number that received the call:.....

ABOUT THE CALLER:

Male Female Nationality? Age?

THREAT LANGUAGE:

Well-spoken Irrational Taped Foul Incoherent Calm Crying Stutter
Clearing throat Angry Nasal Slurred Excited Disguised Slow Lisp
Rapid Deep Familiar Laughter Hoarse *Accent

Other (please specify).....

* What accent?.....

If the voice sounded familiar, who did it sound like?

BACKGROUND SOUNDS:

Street noises House noises Animal noises Crockery Motor Clear Voice
Static PA system Booth Music Factory Machinery Office machinery

Other (please specify).....

REMARKS:

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ADDITIONAL NOTES:

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.....
.....

Signature: Print Name: Date.....

ACTIONS TO BE TAKEN ON RECEIPT OF A BOMB THREAT SENT VIA EMAIL OR SOCIAL MEDIA

1. DO NOT reply to, forward or delete the message
2. If sent via email note the address
3. If sent via social media what application has been used and what is the username/ID?
4. Dial 999 and follow police guidance
5. Preserve all web log files for your organisations to help the police investigation (as a guide, 7 days prior to the threat message and 48 hours after)

Signature: Print Name: Date.....

SAVE AND PRINT – HAND COPY TO THE POLICE AND THE COORDINATING MANAGER

Retention Period: 7 years