

# FIRE SAFETY

## **ASSEMBLY POINTS**

The Fire alarm will be given a weekly audible test which will normally take place on a Monday morning. A notice will be posted on all entrance doors each week indicating the time of the test

The assembly point is on the netball/tennis courts outside the first floor dining area.

Pupils will line up in alphabetical order in their class and year places.

## **Students Unable to Use the Stairs**

Any students with mobility issues will be assessed by the SENCO / A Chappell. Each student will be given specific information on how to safely evacuate the building. The SENCO / A Chappell will ensure the site staff have an updated list of students who are unable to use the stairs.

Those students unable to use stairs will follow the following procedures:

1. Upon hearing the fire alarm they are to make their way to the stairwell / lift in the South West corner, unless they are on the ground floor in which case they proceed to front reception.
2. They are to press the assistance button to say which floor they are on.
3. A trained member of support staff will then bring them down to the ground floor in the Evac Chair.
4. The Fire Marshall located at the front reception will inform the Headteacher / Deputy Headteacher when all students with mobility issues have been evacuated.

## **If you are teaching when the alarm is set off:**

1. Ask pupils to stand in silence and remind them of the route to follow to the assembly area. (Please see separate appendix with regard to pupils who are unable to use the stairs).
2. File pupils out of class in order as quickly as possible. Staff should ensure that double doors are both open. Bring all registers out to assembly area.
3. If time, make sure windows and doors are closed to prevent possible spread of fire.
4. Accompany the class to the assembly area as quickly as possible. Pupils must be in line, in a quiet and orderly manner.
5. At the assembly point, make sure that your teaching group lines up in alphabetical order, in correct class and year places.

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6. Staff should go directly to the assembly point to check their tutor group. Registers will be brought to the assembly point by administrative staff. If there is a query, inform the Head of Year or Assistant Head of Year. Administrative staff must also bring out the Visitors' Book for checking and signing in books for Support Staff and Supply Staff.
7. Teaching staff should report to the relevant senior leader for their department/pastoral area. Support staff will report to the Office Manager.
8. Teachers who are not form tutors must report to the Heads of Year for instruction.
9. If there are any problems during the evacuation, staff should inform their line managers, who will include the information in their evacuation reports.

## Teaching in the Sports Centre

When the school fire alarm sounds staff teaching in the sports centre are required to evacuate pupils from the sports centre and assemble as above.

Staff teaching in the sports centre will be alerted via an individual pager that is linked in to the fire alarm. Staff can also be contacted mobile phones and walkie talkies.

Staff evacuating pupils from the sports centre must follow the same procedures outlined in points 1-8.

Staff using the sports centre must also make themselves aware of the sports centre fire evacuation procedures and follow the appropriate instructions in the event of the alarm being set off.

## Sports Centre Activity

All staff working in the sports centre are aware of the fire procedures and will retain a copy of the procedure and ensure that it is followed in the event of the fire alarm being activated.

### If you are not teaching when the fire alarm rings:

Make your way to the assembly point immediately, assisting with the general movement of pupils along the route. This also applies if the fire alarm rings at break or lunch time.

## Technicians and Practical Departments

Ensure all equipment is made safe before proceeding to the assembly point.

## Catering Department

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Staff must ensure that all equipment is shut off immediately and made safe.

All non-teaching staff, including contractors working on site, must follow the above procedures and await instruction.

## Visitors

Any member of staff meeting with a visitor has the responsibility for making sure that all visitors are aware of the above procedures.

## Teaching Practice

The subject teacher should always be in the vicinity of the classroom where the trainee teacher is teaching. If the fire alarm rings, the subject teacher should go to the trainee teacher's lesson and take over the fire drill procedure. The trainee teacher should assist the subject teacher.

## General

Instructions to ring the Fire Brigade or Police will be given by the Headteacher or a Deputy Head or the person who discovers a fire.

**It is important to remember that fire fighting must always be secondary to life safety.**

**No pupil, member of staff or visitor must re-enter the building before the Headteacher informs them that it is safe to do so.**

If the fire brigade attend, the Headteacher (or senior member of staff present) will give the order to re-enter the buildings once clearance has been received from the Senior Fire Officer attending.

Staff must report any evacuation/availability problems to Heads of Department. Heads of Departments and Pastoral Leaders must provide evacuation reports to the Facilities Manager (Mr Foy) who will liaise with the Headteacher.

## FIRE SAFETY CHECKS

1. Staff must regularly check working areas for any possible fire hazards and report to the Facilities Manager, Mr Foy who will liaise with Headteacher.
2. Staff must ensure that fire doors are kept closed at all times.
3. Heads of Departments must carry out weekly checks of evacuation routes/doors etc and report any problems to the Facilities Manager (Mr K Foy). A record of these checks must be kept in the Fire Safety Book.

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4. Premises Staff must carry out weekly checks on the alarm system to ensure that all alarms and automatic doors are working properly. Faults must be reported to the Business Director. A record of these checks must be kept in the Fire Safety Book.
5. During fire alarm tests staff should report any concerns/issues to the Business Director.
6. Premises Staff will record details of all evacuations in the Fire Safety Book kept in the caretakers' office. The Headteacher or a member of the SLT will sign the record after each evacuation.
7. Fire Risk Assessment to be carried out for all areas of the school using LA Guidelines. Risk Assessment to be reviewed and revised as necessary.

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# FIRE DRILL

The Fire alarm will be given a weekly audible test which will normally take place each week usually on Monday morning. A notice will be posted on all entrance doors each week indicating the time of the test

## WHEN THE ALARM SOUNDS

1. ORDER ABSOLUTE SILENCE UNTIL THE END OF THE ALARM
2. INSTRUCT PUPILS TO WALK OUT IN A SINGLE FILE
3. SEE THE LAST PUPIL OUT OF THE ROOM
4. SWITCH OFF LIGHTS AND ALL COOKERS OR POTENTIAL ELECTRICAL FIRE HAZARDS
5. CLOSE DOOR

## WHEN YOU ARRIVE OUTSIDE

1. DIRECT PUPILS TO THEIR FORM GROUP PLACES LOCATED ON THE NETBALL/TENNIS COURTS OUTSIDE THE FIRST FLOOR DINING AREA.
2. LISTEN FOR THE FIRE MARSHALL'S INSTRUCTIONS
3. GO TO YOUR OWN FORM GROUP AND REGISTER PUPILS BY WALKING DOWN THE FORM LINE
4. ENSURE THAT PUPILS ARE SILENT
5. BE VIGILANT!

PASTORAL LEADERS REPORT COMPLETED ATTENDANCE CHECK TO FIRE MARSHALL WHO WILL TAKE APPROPRIATE ACTION

PUPILS AND STAFF MUST REMAIN ON THE DESIGNATED ASSEMBLY POINT UNTIL THEY ARE DISMISSED BY THE FIRE MARSHALL.

AFTER THE FIRE DRILL, THE FACILITIES MANAGER WILL CIRCULATE A QUESTIONNAIRE TO ALL STAFF FOR FEEDBACK ON THE PROCEDURE. THE FEEDBACK WILL BE USED TO DEVELOP/IMPROVE FIRE SAFETY WITHIN THE SCHOOL.

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