



# GP12 – Fire Safety



<b>Last Review Date</b>	November 2017	<b>Next Review Date</b>	November 2018
<b>Leader of Policy Review</b>	Deputy Headteacher		
<b>Associated Policies</b>	Health and Safety		

The purpose of this policy is to state how the School deals with the requirements of the law regarding fire precautions and prevention, and the arrangements by which this is brought about. We aim to:

- have an effective and proactive system of fire prevention, aimed at identifying those circumstances that could lead to a fire if not recognised
- have a well organised means of safe evacuation of persons on the premises from all buildings to a point of safety in the event of any emergency
- have a means by which any fire and rescue services that may be required to enter the building during a fire can quickly, safely and accurately navigate their way round and to be fully informed of any persons not accounted for in the evacuation

The following procedures are to be followed by everyone on the premises in the event of a fire or other major emergency. It is essential that these precautions are understood and implemented to ensure your safety, the safety of your colleagues, and anybody who may be working or visiting the School.

These procedures should be read in conjunction with the information contained in the Staff Handbook.

## Action in the case of Discovering a Fire

Immediately a fire is discovered the alarm should be raised by breaking the glass of two emergency break glass call points. This action will result in a full evacuation and the fire service being called. Without taking personal risk, also telephone the School Office (extension 3013) and give the location of the fire. The School Office will also alert the fire service.

## Evacuating the Building General Arrangements

All staff must ensure that they are familiar with their relevant safe evacuation routes, designated fire exits, and the location of external assembly points indicated on the Fire Notices and in the Staff Handbook. When an evacuation takes place, all areas must be evacuated as quickly as possible - fire spreads rapidly and your safety is paramount. Failure to respond immediately when an alarm is raised may put your life and/or the life of others at risk. The alarm is a continuous ringing of the school bell and the following procedures must then be followed:

- a) Immediately cease what you are doing. For example, end telephone calls promptly and calmly, carry out emergency shut down procedures (but do not wait for computers to switch off).
- b) Never wait for someone to come and tell you to leave the building. Proceed calmly and swiftly, but do not run, to your nearest emergency exit. Lifts must not be used during an evacuation.
- c) Take your class out via the most appropriate evacuation route from your location and lock classroom doors as you leave.
- d) If you are away from your work classroom/office at the time of an evacuation, do not try to return to pick up personal belongings etc.
- e) Once outside the building, proceed directly to your designated Assembly Point, keeping well away from the building at all times. Do not congregate in the vicinity of the fire exits/doors once outside. Move away to keep these areas clear. There are two Assembly Points:
  - All-weather pitch
  - Outside of main building for adults not supervising students, visitors and contractors

- f) Do not attempt to return to the building for any reason until the Fire Officer has given formal instruction. Only the Fire Officer is authorised to instruct you when it is safe to re-enter the building, and in the event of a fire this instruction will only be given upon the advice of the Emergency Services.
- g) At the Assembly Point you will be updated on the situation whenever necessary by the Fire Officer.
- h) For the benefit of everyone's safety no-one should attempt to leave the site once an evacuation has commenced.
- i) The Fire Wardens who are identified in the Staff Handbook will, upon hearing the alarm, carry out a sweep of allocated areas en route out of the building to ensure they are cleared of personnel. Once Wardens have evacuated they will immediately report to the Main Office to confirm their area is clear and/or advise the Fire Officer of any concerns.
- j) At the Assembly Points, senior staff have been designated key duties during evacuation. They have full authority to instruct any staff, contractors, visitors or others on the premises to leave the building during an evacuation, and insist that everyone abides by the School's procedures.

The Fire Officer is authorised to assume overall responsibility for the effective co-ordination and control of the evacuation. At the Assembly Points they will collate and record the reports given to them by the school staff. The information they collate aids timely decision making and action in the interests of personnel safety and /or property/damage limitation. They will liaise with Emergency Services and other key personnel as necessary.

#### **Accounting for Contractors**

All contractors working at the school must have Evacuation Procedures brought to their attention prior to commencement of their work on site. All contractors and sub-contractors must be instructed by the person(s) engaging them that in the event of an alarm being raised they must evacuate to outside the main part of the entrance. They must sign in and out at the Main Entrance, and provide sufficient detail in the log book to enable their whereabouts on the premises, and the nature of their work, to be quickly established at any time.

#### **Accounting for Visitors**

All visitors must sign in the visitors' book at Reception on arrival. When they sign in they should provide additional written detail of the purpose of their visit and who they have come to see. In the event of an evacuation, it will be the responsibility of the host to ensure the safe evacuation of their visitor(s). Information regarding evacuation procedures will be shown to visitors when they sign in and a summary of this information will be printed on the reverse side of the visitor's badge.

#### **After School / Evening Events / Holidays**

Between 3.30pm and 6.30pm (6.00pm on a Friday): The School is open for cleaning. In the case of an emergency evacuation, the caretakers should check that all areas are clear as they leave them. All staff, caretakers, cleaners and visitors should assemble at the front car park and report their presence. They should not go home without having informed the caretakers.

After 6.30pm (6.00pm on a Friday): In the case of an emergency evacuation, the teacher in charge of the event should check that all areas are clear as they leave them. Everyone should assemble in the front car park and report their presence. They should not go home without having informed the teacher in charge.

Holidays: All staff, visitors and contractors must sign in at the reception. In the case of an emergency evacuation the person in charge for the day (Site Manager or Caretaker) should check that all areas are clear. Everyone should assemble at the front car park and report their presence. They should not go home without having informed the person in charge.

#### **Vehicles**

To avoid hindering the safe access of the Emergency Services or pose a hazard for those evacuating into car park areas on foot, vehicles must not be moved during an evacuation unless specifically requested to do so by the Fire Officer or Emergency Services. Entrances, exits and car parks will be staffed as far as possible by staff and all have full authority to refuse entry or exit during evacuation. It is imperative that the correct procedures regarding deliveries are followed and that lorries/vans do not block any of the exits

out of the buildings.

### **Evacuation of People with Mobility Difficulties**

The school will provide full access to services, facilities and employment opportunities to members of the public and employees, and will ensure the health and safety for all occupants, including visitors. Therefore the School must ensure a specific risk assessment is undertaken for students and staff who may need assistance in the event of an emergency. This assessment will include any employee who may have temporary needs, eg. a person recovering from a knee operation. Students and staff with mobility difficulties have a personal evacuation plan. In the Hearing Support Centre, students who are deaf are alerted of an emergency by a flashing light.

### **Organised Evacuation Drills**

Evacuation drills will be organised to take place twice a year. To simulate what could potentially happen in a real fire evacuation, the use of one or more fire exit routes may be restricted. This will encourage people to be aware of the alternative routes available to them and test their response in such a situation.

### **Evacuation Details**

Immediately following any evacuation, the Fire Officer will complete an evacuation report to identify strengths or weaknesses observed in the effectiveness of the evacuation procedures. Any urgent remedial action will be reported to the Headteacher and the Health and Safety Officer at Flintshire County Council.

### **Fire Alarm System Weekly Audibility and Function Testing**

A Fire Alarm Audibility test will be carried out across the site on Fridays during the school term between 8.00am and 8.30am. The function test will involve setting off the entire alarm system from a different call point to help establish that all call points remain effective and all sounders test 'live'. Any faults regarding this should be reported immediately to the Site Manager. An up-to-date log of all weekly tests will be kept readily available at all times for inspection.

### **Fire Alarm System Maintenance**

Whenever maintenance or contract work is being undertaken that may inadvertently activate the Fire Alarm System, suitable contingency arrangements will be made. Any member of staff potentially affected by the work will be notified regarding dates/ times/duration/ location and the contingency arrangements for raising an alarm and details of how people will be informed of a real need to evacuate.

### **Fire Alarm Failure**

If for any reason the fire alarm should fail to function upon activation, the person discovering the fire should dial the school office on 3013 to alert the Emergency Services.

### **Induction and Training**

The school will ensure that upon joining the school, staff and students receive appropriate induction in school Fire Precautions and Fire Evacuation procedures. With regard to evacuation this should cover a briefing on the full procedures as contained within this document, pointing out relevant fire routes and exits, break glass alarm points, nearest extinguishers, special arrangements for evacuation of any people with mobility difficulties, any department specific emergency shut down procedures and a physical walk through to the designated Assembly Point outside. Emphasis should be placed on the personal responsibilities of individuals for acting in accordance with these procedures whenever an alarm sounds. Those employees' designated key duties in the event of an evacuation will be appropriately briefed on them and given the opportunity to practice the use of any emergency equipment provided. Refresher briefings will be carried out as necessary.

### **Monitoring and Review of Procedures**

These procedures will be monitored and reviewed at regular intervals and following evacuations.