

Undershaw

Fire Prevention and Evacuation Plan and Policy

Adopted: September 2020

Review date: July 2021 (for adoption September 2021)

1. Statement of Intent

The person responsible for Fire Safety is the Headteacher who acts as the Incident Controller; she appoints the Director of Business & Operations and Premises Manager in matters of Fire Safety. This Fire Policy complies with the Regulatory Reform (Fire safety) Order 2005. Instructions are provided to all staff, students and visitors to ensure safe evacuation of the premises in the event of fire.

Provision is made for a fire risk assessment to be carried out by a relevant body each year. It is formally recorded and reviewed by the Director of Business & Operations and Premises Manager on an annual basis or when significant changes have been made to the buildings. The school is not routinely visited by the Fire Brigade but 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. There are currently no significant recommendations of the Fire Service.

The importance of raising awareness of Fire Safety is recognised and the school seeks to ensure all possible fire risks are addressed. In line with this aim, the school will:

- disseminate information about the elimination or reduction of risks from dangerous substances to relevant departments and support staff
- carry out training of all staff on initial appointment, which will be repeated periodically
- ensure the safety of staff and anyone else legally on the premises through effective: fire prevention, evacuation procedure and maintenance of fire routes and equipment
- ensure fire drills are carried out in **the first 2 weeks of each term** to raise awareness and confidence in fire procedure across the whole school.
- ensure the Director of Business & Operations, Facilities and Site Team are confident in contacting the Fire Services in the event of a fire
- ensure staff are appointed and trained to act as Fire Marshalls to take preventative and protective measures and to assist with evacuation in the event of a fire
- provide staff and those working on the site with a copy of this policy. It is school requirement that all those working on school site are provided with information about fire safety at the school.
- maintain fire routes, exits, signs, notices, emergency lighting and fire detectors, alarms and extinguishers

All staff must read this policy and be aware of the fire procedures. It is reviewed annually, or as legislation changes require, by the Director of Business & Operations. This policy should be read in conjunction with:

- Health and Safety Policy
- Emergency and Continuity Policy
- First Aid Policy

2. Fire Procedure

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All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk. It is the duty of the employees to familiarise themselves with the layout of the building and the fire exit routes.

- All emergency routes are clearly marked with FIRE EXIT SIGNS

In the event of any member of the school community finding a confirmed fire they must:

- manually break the call point glass
- contact the Fire Services directly by dialling 999.

The fire bell is a loud, continuous sound and is the only alarm in both buildings. Staff, students and visitors should follow the evacuation procedure:

- Evacuate via the appropriate published route from the area of the school, closing the door behind them.
- All staff, students and visitors must walk in silence and gather at the assembly point to be registered and receive further instructions.

3. Roles and Responsibilities

Facilities and Site team

The Premises Manager will check the fire panel to establish the area of the fire. Fire panels are situated in the admin office at Undershaw and in the cupboard by the front door at Tower Road. The Site Team will then establish if there is a fire and will then telephone the Fire Services and notify them on arrival of the position of the fire.

Fire Marshalls

Undershaw:

The fire marshals at Undershaw must put on high vis (if possible) and be responsible for the following:

- Emma West (Acting Headteacher) – Incident Controller
- Emma Crabb (Director of Business & Operations) – Deputy Incident Controller and Fire Marshal (sweeping top floor)
- Andy Hilton (Premises Manager) – Lead Fire Marshall, go straight to the panel
- James Kaam (Premises) – go to the panel and then sweep the ground floor
- Mollie Eames (TA) – assist in sweeping ground floor (classroom by Hall, Hall, gym, toilets by Hall)
- Matt Fuller (Teacher) – sweep middle floor (TA to take class out)
- Karen Marshall (PA to Headteacher) – assist in sweeping middle floor
- Camilla O'Hare (Admissions Administrator) – sweep Coach House

Tower Road:

The fire marshals at Tower Road must put on high vis (if possible) and be responsible for the following:

- Andy Hilton (Premises Manager)/James Kaam (Premises) – go straight to the panel (after being called by a member of staff at TR)
- Leilah Sheridan (Head of Employability) – act as manager having day to day summary responsibility - straight to panel if Andy or James not available
- Clare Wickens (Post 16) – sweeps Post 16 area and toilets
- Ginny Couzens (Teacher) – sweep rest of building and alert cabins

Front Desks

Sara Davey-Turner/Emma Hayward at US and Clare Wickens/Sharon Setterfield at TR are responsible for taking the grab bags, staff, visitor and student sign in sheets to the assembly point.

Sara Davey-Turner and Emma Hayward will be responsible for checking staff and visitors at Undershaw. They will also be responsible for checking students with the Class Teachers/TAs at Undershaw. Nanci Doyle (Head of Health & Therapy) will be responsible for checking Therapy Staff at Undershaw.

Clare Wickens/Sharon Setterfield will be responsible for checking staff and visitors at Tower Road. Leilah Sheridan will be responsible for checking students with the Class Teacher/TAs at Tower Road.

A list of any staff and students off-site must be left at the school office on departure and brought to the assembly point.

Teaching Staff & Teaching Assistants

If students are missing the Teacher or a member of staff taking the register should cross check with sign in/sign out sheet held by the School Office. The Headteacher will then inform the Fire Services of any missing students.

Headteacher

Once the ALL CLEAR has been given to the Headteacher by the Director of Business & Operations, Premises Manager or the Fire Service the Headteacher will dismiss students back into the building.

School Business Manager

In line with the Emergency and Continuity Plan, in the event of an emergency that requires the school to close a message will be sent via SMS to all parents, requesting that they collect their child from a designated location.

4. Evacuation to Secondary Location

The secondary location is the other site unaffected by fire (Undershaw/Tower Road). The Headteacher or other member of the SLT will contact Undershaw or Tower Road and inform them that our students will be arriving in "x" minutes. At Undershaw, there are two assembly points, the

second being the MUGA which will be used before taking students off site to allow for the fire service to safely and quickly access the drive.

Depending on the time of day, the situation, and other factors, the Headteacher will decide on future action, (return to school, method of release, notification of any groups off-site or on trips etc.).

5. Out of School Hours

If the alarm sounds before 8.30am, students and staff and visitors will follow the normal fire procedure and evacuate to the assembly point.

After 3pm all students must gather at the assembly point. The member of the School Office in charge will then register the students using the sign in/out sheet as a register. Any other member of staff or external provider running an event or club after school should also have an accurate register of attendance which will be used. The member of the Site Team in charge will update the School Office either by phone or in person as to whether the fire brigade has been called or if the alarm can be silenced and the students allowed back into the building.

At all times there is a trained Fire Marshall on the Premises.

Any member of staff wishing to enter the buildings at the weekend, must inform the Premises Manager of exact times before arriving at school.

6. Visitors

All visitors sign in and out of the School Office. This book is used to register visitors at the assembly point. All visitors must be informed of the fire assembly point when they arrive at school. Fire exits are clearly labelled around the school, which visitors should follow.

7. Contractors

Any contractors working on site must sign in at reception and wear a visitor's badge at all times. The contractor's host must ensure that they are briefed on the school's fire procedure including the no smoking policy.

8. Fire Risk Policy and Procedures

All records relating to Fire Safety are kept and maintained by the Director of Business & Operations and Premises Manager. They are reviewed in consultation with the Headteacher and the Director of Business & Operations actions and records any matters arising. The following records are kept, maintained and reviewed:

1. the Fire Risk Assessment and its review
2. the Fire Prevention and Evacuation Plan and Policy
3. training records of Fire Marshalls and other staff training
4. the fire practice drill log
5. certificates for the installation and maintenance of fire-fighting systems and equipment.

The Site Team carries out regular checks, walking the site and weekly checklists are completed and checked/signed by the Director of Business & Operations once a term. Regular checks by the Site Team include:

1. fire extinguishers are not used to prop open doors, are in their proper locations, available and in good condition
2. fire exits and emergency routes are kept clear
3. checks on all fire doors to ensure they remain closed unless attached to the fire alarm by magnetic means or a door guard is attached. these doors will automatically close when the fire alarm activates
4. required exit bolts, panic bars and other fire door hardware should be functioning properly
5. necessary exit signs, exit directional signs and lights should be functional and in good condition
6. proper housekeeping is being implemented by avoiding the accumulation of combustible debris, packing material, paper or other fire breeders
7. an approved contractor carries out annual maintenance of fire extinguishers in July/August each year.
8. WJ Fire service and test fire alarms every 6 months (July and December) and emergency lighting annually in July.
9. the Premises Manager tests the call points in each building weekly on a Saturday and record the results in the logbook
10. the site team 'flash tests' the emergency lighting on a monthly basis.

High Risk departments such as the swimming pool, Design and Technology, Food Technology, Sports and Science and Forest School have policies in place which include fire precautions and dangerous substances and clear instructions on what to do in the event of fire. Hazardous substances are kept in lockable cabinets/containers and COSHH sheets are kept for these substances. A register of dangerous substances is kept by the Premises Manager.

All employees should:

1. familiarise themselves with the fire procedures and escape routes
2. report to the DIRECTOR OF BUSINESS & OPERATIONS and Premises Manager any concerns regarding fire safety
3. ensure that doors are not held open by fire extinguishers or wedges and fire exits are not blocked
4. in accordance with the fire procedures, evacuate the building to a safe place without putting themselves or others at risk
5. not attempt to extinguish a fire unless they have been specifically trained to do so
6. comply with the school no smoking rule
7. ensure classroom displays and work displayed in hallways should be set up with care; decorations can be a fire risk if hung near sources of heat or light fittings
8. ensure clothing and costumes used for school events, which can be highly flammable, are never placed close to any heat source
9. remove from school buildings combustible material such as cardboard boxes and packaging unless they are required for educational purposes e.g. in the Art Room. When such materials are not in use they should be kept in a designated storage area. Hallways, stairways, entrances and exits should be kept clear and free of combustible materials. Stairways and hallways should always be kept clear
10. use recycling and rubbish bins and paper should not be left lying around. Rubbish should not be allowed to collect in hidden places and particular attention should be paid to general tidiness and cleanliness, especially around electrical appliances
11. the site team will ensure the boiler and plant rooms must be kept clean, clear and locked
12. have a responsibility towards ensuring electrical equipment must be used with care and kept in a safe working order. Electrical points must never be overloaded and wiring must be checked regularly. All portable mains-powered equipment that enters the school must be

checked for electrical safety before use. This includes equipment brought in from home, which must be taken to the relevant maintenance department for checking and labelling. Such equipment must not be used until it has been approved. All existing portable mains-powered equipment has been tested for electrical safety (pat – portable appliance testing)

9. Risk Assessment on People with Disabilities

A risk assessment will be carried out on staff and students depending on their needs. Staff will be made aware of the procedure to follow for these individuals.

10. Fire Marshall Training

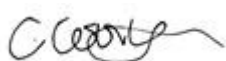
All employees receive training and instruction on all of the fire and emergency procedures on an annual basis. All training is recorded. All members are advised on taking preventative measures and ensuring a safe environment. Any employees with additional fire safety duties i.e. Fire Marshals, will be given training on appointment to their specific duties and refresher training on an annual basis. New staff are provided with health and safety induction by the Premises Manager and asked to sign the induction upon completion.

11. Fire Drills

Fire drills are necessary to ensure a safe, orderly, efficient and successful evacuation in the event of an emergency. Drills are an exercise in discipline, not speed. Complete cooperation and understanding are essential. Everyone should remain silent throughout drills.

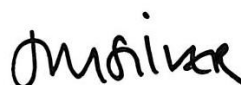
Fire drills will be both scheduled and unannounced and will occur at different times of the day. There will be at least three per academic year. All fire alarm activations should be treated with importance and the Director of Business & Operations will keep a record of all drills. The Director of Business & Operations will also disseminate and report to the Governors (via the Headteacher's Report) evacuation times, lessons learnt from the fire drills and associated training needed.

Claire Cookson
Chair of Governors



Date 1st September 2020

Jacqueline Silver
Headteacher



Date 1st September 2020

This policy will be reviewed annually

Appendix 1 – Fire Assembly Arrangements

Tower Road Site

At Tower Road, the fire assembly point is at the back of the playground, beyond the gazebo, next to the far end shed (this is marked).

Undershaw Site

At Undershaw, Assembly Point 1 is on the tennis lawn in front of the main buildings. Numbers are attached to the posts on the lawn and staff, students and visitors should assemble as follows:

1. Transition Class 1 (Leigh Fisher's class)
2. Transition Class 2 (Sam Mackey's class)
3. Year 7 Class
4. Year 7 Class
5. Year 8 Class
6. Year 8 Class
7. Year 9 Class
8. Year 9 Class
9. Year 10 Classes x 2
10. Year 11 Class
11. Visitors and Post 16 if visiting US
12. Staff not assigned to a class

Assembly Point 2 is the MUGA.