

# Fire Prevention Policy and Evacuation Plan



## Undershaw

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## 1. Statement of Intent

The person responsible for Fire Safety is the Headteacher who acts as the Incident Controller; she appoints the School Business Manager 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. It is formally recorded and reviewed by the School Business Manager 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 School Business Manager, 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 to be reviewed annually, as legislation changes require or when changes to procedure are needed, by the School Business Manager.

This policy should be read in conjunction with:

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

## 2. Fire Procedure

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 nearest and safest call point glass
- As soon as practicable, let the Premises Manager and Head Teacher know that there is a confirmed fire and its location

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

The school uses an electronic sign in/out system called "Sign In App". For evacuation roll call purposes, a dedicated "Evacuation iPad" is assigned to each building. Guidance for running an evacuation is provided with each iPad. Each iPad must remain powered on and plugged into its charger at all times.

Each iPad is to be inspected at least weekly by the office/site staff and/or Network Manager to ensure it is online and that the Sign In App Companion can be started. The Companion is the name of the application that runs on the iPad and facilitates the evacuation roll call.

In addition, staff members can have the Companion app installed on their own or school owned mobile devices. Those with respective permissions can start and/or join in with an evacuation roll call regardless of the evacuation iPads being in use or not.

The Undershaw site has automated vehicle and pedestrian gates. These gates are not linked to the fire alarm so in the case of a genuine fire emergency (not an evacuation drill), the manual override mechanism must be activated to ensure that the gates open. This will ensure that the emergency services are able to access the site. In the event of evacuation from the pedestrian gate, all staff have key fob access.

## 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. In the event of the emergency services being called, a member of the Site Team or SLT will set gates to manual.

## **Fire Marshalls**

### Undershaw:

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

- Emma West (Acting Headteacher) – Incident Controller
- Wendy Ashburner (School Business Manager) – 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 including the pool
- Diana Hughes (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)
- Sue Ridgett (Teacher) – 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
- Claire Cullen (Post 16) – sweeps Post 16 area and toilets
- Chloe Dudman (Teacher) – sweep rest of building and alert cabins

## **Front Desks**

The Office Administrator/Head’s PA at US and Claire Cullen/Sharon Setterfield at TR are responsible for taking class register, the grab bags, the Sign In App Evacuation iPad and student sign in/out sheets (which may in time be replaced with the Sign in App) to the assembly point.

The Office Administrator/Head’s PA will be responsible for checking staff and visitors at Undershaw. Class teachers will be responsible for checking that students are present.

Claire Cullen/Sharon Setterfield will be responsible for checking staff and visitors at Tower Road. Class teachers will be responsible for checking that students are present at Tower Road.

## **Teaching Staff & Teaching Assistants**

If students are missing the Teacher or a member of staff checking the register should cross check with sign in/sign out sheets/app 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 School Business Manager, 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 sheets as a register (or the Sign In App when it is introduced for pupil use). 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 persons allowed back into the building.

The Site Manager will provide appropriate Fire evacuation induction to appropriate personnel where school lettings occur. In hours of darkness, the evacuation point *may* be a different location and this will be discussed.

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 using the Sign In App system. 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 and out at reception using the Sign In App system 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 School Business Manager and Premises Manager. They are reviewed in consultation with the Headteacher and the School Business Manager 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 by the School Business Manager 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 each year.
8. WJ Fire service and test the fire alarms every 6 months and emergency lighting annually.
9. the Premises Manager tests the call points in each building weekly and records 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, 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 School Business Manager 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. Recycling, 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 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 Marshalls, 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 Premises Manager will keep a record of all drills. The School Business Manager 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.

## 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. **KS2-1 Watson Class (Leigh Fisher's class)**
2. **KS2 -2 Holmes Class (Sam Mackey's class)**
3. **Year 7.1 Class**
4. **Year 7.2 Class**
5. **Year 8.1 Class & Year 8.2**
6. **Year 9.1 Class**
7. **Year 9.2 Class**
8. **Year 10.1 Class**
9. **Year 10.2**
10. **Year 11.1 & 11.2**
11. **Visitors and Post 16 if visiting US**
12. **Staff not assigned to a class**

Assembly Point 2 is the MUGA.

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