



GEORGE ABBOT SCHOOL

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| Policy Title: | Fire Safety Policy |
| Author: | Sally Cave |
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| School Mission Statement: Academic excellence within a strong community of equality and respect, where potential and opportunity are realised. | |

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Policy Aims

The aims of this policy are:

- i. to establish and maintain consistent fire safety management
- ii. Maintain minimum standards of fire safety and control the risk from fire;
- iii. To describe the School's arrangements for managing fire safety in the workplace. To achieve our aims, the School will implement a system involving:
 - i. policies and procedures that are clear and safe;
 - ii. Allocation of responsibilities;
 - iii. Fire risk assessment;
 - iv. Communication of safe procedures to staff;
 - v. establishment, operation and maintenance of effective monitoring and review systems;
 - vi. Provision of appropriate information, instruction and training.

This policy will be reviewed at intervals of not more than twelve months and any revision will be notified to relevant persons.

Responsibilities of Headteacher

The Head teacher has overall responsibility for:

- i. implementation, enforcement, and regular review of this policy. Referring to this policy is taken into account, when relevant organisational decisions are made.
- ii. Specifying a structure for fire safety planning, measuring performance, reviewing performance, auditing and monitoring the Fire Safety Policy.
- iii. Establishing strategies to implement policy and integrating these into general business activity.
- iv. Ensuring that responsibilities for managing fire safety are properly assigned, understood and implemented.
- v. agreeing plans for improvement and reviewing progress of the Fire Safety Policy.
- vi. ensuring that, at senior management level, there is full consideration of the resource provision necessary across the service area, for the implementation of the Schools' Fire Safety Policy, and that there is sufficient information necessary for legal responsibilities to be carried out.
- vii. ensuring that this policy is strictly observed and monitored by way of consultation between employee representatives/Trade Union appointed Health and Safety Representatives in the workplace and management/ supervisory employees.
- viii. ensuring that the performance of the school in the field of fire safety management is audited and taking whatever action may be required.
- ix. seeking advice on fire safety matters as and when necessary.
- x. receiving reports and taking action as necessary.
- xi. ensuring that the School has sufficient numbers of competent persons designated to help facilitate the successful implementation of the policy
- xii. Maintenance of a fire log book on the premises which will contain:
 - a. records of the fire alarm testing & maintenance
 - b. records of routine fire safety monitoring checks
 - c. records of fire drills
 - d. records of testing and maintenance of firefighting equipment
 - e. records of testing and

maintenance of emergency lighting

- xiii. ensuring leasing/letting agreements have proper co-operation and co-ordination information on fire safety arrangements.
- xiv. ensuring incidents of fire are reported to the Government RPA

Responsibilities of Employees

Employees will:

- i. take reasonable care for the health and safety of themselves and of other persons who may be affected by what they do or neglect to do whilst at work.
- ii. co-operate with the school with regard to any duty or requirement imposed on the employer to enable that duty or requirement to be performed or complied with.
- iii. not intentionally or recklessly interfere with or misuse anything provided in the interests of fire safety e.g. firefighting equipment; signage etc.
- iv. have a particular duty to other persons (pupils, staff, visitors etc) in order to protect their safety, and will ensure that no operation or method of work is employed that can be considered hazardous to themselves or others and that nothing is done to compromise the means of escape or its security.
- v. draw the attention of their Headteacher without delay, to any work situation which might present a serious and imminent danger to themselves or others.
- vi. ensure they familiarise themselves with and work in accordance with guidance given in risk assessments and protective measures with regard to fire safety in the premises.
- vii. conform to all instructions whether verbal or written, given to ensure personal safety and the safety of others.
- viii. report all incidents and any near misses, which result in the potential outbreak of fire.
- ix. assist fully in the reporting and investigation of any incident/near misses in connection with the potential outbreak of fire.
- x. attend as requested, all training courses/briefings covering fire safety.
- xi. report unsafe conditions, methods of work, practices, tools, plant, premises or equipment to their Head Teacher, trade union appointed Health and Safety representative/employee representative where appropriate.
- xii. wear/use protective clothing and equipment as specified.

Meeting the Fire & Rescue Service

In the event of a fire, the premises manager must contact the fire and rescue service and inform them of a fire at the school once a full evacuation has commenced.

The following information should be given:

- Your name
- Telephone number you are calling from
- Full address including post code

Additional information requested could be:

- i. Is there anybody missing? and
- ii. What is on fire?

This information may not be known straight away but you can call back via 999.

In the event of a fire, the Headteacher is responsible for ensuring that one member of staff is available to meet the Fire & Rescue Service on arrival and in their absence there is a member of staff to deputise for them. The person meeting the Fire & Rescue Service must be able to pass on as much information about the incident known at that time.

Anyone who has a named responsibility in the fire procedures should ensure that they have a deputy to take over if they are absent and that the deputy is aware of their role in the event of an emergency evacuation.

George Abbot School Fire Drill Procedure

- i. All staff, students, contractors and visitors are required to evacuate the building on hearing the fire alarm as outlined in Appendix 3.
- ii. One practice drill will be held each term
- iii. On discovering a fire, activate the nearest break glass unit. Do not tackle a fire unless it is small and you have been trained to do so. Your first duty is to ensure that the Receptionist is alerted and that the children in your charge are evacuated safely.
- iv. In the event of a real fire during the school day, parents will be notified at the earliest possible moment of the arrangements and future plan of action.
- v. Members of staff should acquaint themselves with the exit routes and the procedures used for fire drills and in emergencies. They are asked to report to the Premises Manager if a room has no "Fire Action" notice on display. Form Teachers are to ensure that pupils know the procedures to be followed during a fire drill or emergency:

On evacuation, students should report to the following playgrounds:

- Years 7, 8 & 9: Year 8 Playground
- Years 10 & 11: Year 11 Playground
- Years 12 & 13: Year 10 Playground

In the event of a bomb alert, students will be re-directed to the back of the field with Year 7 lining up nearest to the Sports Hall, Key Stage 4 being opposite the Caretakers House and Key Stage 5 nearest the houses on the right.

Testing Of Alarms

The fire alarms are tested once a week. Different call points (or break glass units) or smoke detectors are activated on a cycle. Any defects are logged and reported to the fire alarm maintenance company. If any member of staff finds that an alarm does not sound or does not sound loudly enough, the defect should be reported immediately to the Premises Manager.

Fire Fighting Equipment

The Premises Manager is responsible for ensuring that the equipment is serviced annually, that records of the service checks are kept and that a fire drill and record book is kept up to date. A separate file containing records of fire risk assessments is also kept.

Staff should inform the Premises Manager if firefighting equipment (extinguishers, blankets, etc.) have been tampered with or damaged.

Fire Risk Assessment

The H&S Coordinator is responsible for ensuring that an up to date fire risk assessment for each building is in place. A review of the assessment will be carried out on an annual basis.

Access/Egress on Escape routes

- i. Clear passageways must be maintained at all times throughout the buildings, in corridors and in classrooms to allow safe evacuation in an emergency and to avoid accidents by tripping.
- ii. All doors on escape routes and final exit doors must be kept unlocked during the occupation of the building. The Premises Manager must be informed of any problems with access and escape routes.
- iii. All Visitors should report to the Sculpture Garden Fire Assembly point
- iv. Teaching School: all ITT trainees on site assemble outside Elmslie Building in sculpture garden Fire Assembly point along with other visitors to school. The ITT team are responsible for registering them.
- v. Teaching School staff are all on the main school list and are registered with other administrative staff in the sculpture garden Fire Assembly Point.

Evacuation of Disabled Persons from the School Building

- i. Students with a disability should already have been identified and individual Personal Emergency Evacuation Plans (PEEPs) formulated and in place.
- ii. Disabled visitors on arrival to the School should be asked to identify any special requirements in the case of an emergency evacuation. The person hosting the visitor should ensure the visitor's safety in the event of an emergency evacuation.
- iii. Wherever possible on the ground floor all persons, including wheelchair users, should make their own way out of the building by the nearest fire escape routes. When evacuating the upper floors of a building, anyone unable to leave without assistance should wait for assistance in the refuge areas at the top of the stairs.
- iv. Lifts must not be used during an emergency evacuation
- v. The use of the term "Refuge" is intended to mean a place where people can safely wait for a period of time whilst the evacuation process is being undertaken. It is not a place to leave people for the duration of the alarm.

Appendix 1: Events Taking Place Out of School Hours Such as School Plays or External Lettings

Where events are organised outside normal school hours, or by outside organisations, it is the responsibility of the member of staff organising the event or arranging the letting to ensure that the Premises Manager is consulted and appropriate precautions including arrangements for evacuation and calling the fire brigade are put in place. The Premises Manager may impose specific restrictions on the type of letting or activity, the number of persons involved and the number and layout of any seating. It is particularly important to consider whether a public entertainment licence will be needed for the events being organised. Where a licence is required, the licensing officer may specify particular requirements as a condition of the licence and these conditions will have to be met.

Appendix 2: Checklist for persons hiring the school premises

- i. Take the new hirer through the fire safety procedure as displayed at the fire alarm call points, in particular:
- ii. Show them the location of the fire alarm call point and describe the way it operates.

- iii. Emphasise that the first action on discovering a fire is to raise the alarm even if the fire is small.
- iv. Describe the sound of the fire alarm and the action to be taken when it sounds, in particular leaving the building with any persons for whom the hirer is responsible and going to the assembly point.
- v. Describe and walk the escape routes and alternative escape routes that the hirer is likely to need to use and show the operation of any push bars or exit fittings.
- vi. Show the new hirer the location of the fire extinguishers, but emphasise they should only be used if he/she has been previously trained, if it is safe to do so and the alarm has been raised first and after an evacuation has been started.
- vii. Explain they must contact the Fire & Rescue Service and give clear instructions of the location of the school.

The following information should be given:

- Your name
- Telephone number you are calling from
- Full address including post code

Additional information requested could be:

- iii. Is there anybody missing? and
- iv. What is on fire?

This information may not be known straight away but you can call back via 999.

Appendix 3: Evacuation & Sheltering

- All staff are to exit the building via the NEAREST exit
- Form Tutors are responsible for registering staff attached to their form and vice-versa as per below
- Staff supporting a form should walk to the back of the line to ensure silence. Students seen talking should be sent to the front
- Part time staff allocated to a form must ensure Form Tutor knows days/hours worked in school (please see part time staff sheet)

| Year group/ Staff group | Assembly point |
|---|---------------------------------|
| Y7 | Playground Humanities & T Block |
| Y8 | Playground Humanities & T Block |
| Y9 | Playground Maths |
| Y10 | Playground Humanities & T Block |
| Y11 | Playground Maths |
| Y12 & 13 | Playground Science/ MFL |
| Elmslie Support Staff | Sculpture Garden |
| Raynham Support Staff | Sculpture Garden |
| Other GA staff | Sculpture Garden |
| GEP/ SCITT/ Teaching School/ SCITT trainees | Sculpture Garden |
| Innovate | T Block |