



Grays Convent

HIGH SCHOOL

Fire Safety Policy

This policy was approved by the Governing Body on 7th December 2015
This policy was last reviewed on 16th October 2023 by RIG committee and will
next be reviewed in October 2024

Mission Statement

At Grays Convent we recognise the value of each individual as a gift from God to the world. We are a Catholic school founded by the La Sainte Union Sisters and our ethos is one of unity, prayer, worship, service and work. We strive to follow the example of the Sacred Hearts of Jesus and Mary by enabling learning to take place in a caring and accepting community. We are blessed by Jesus the Good Shepherd, try to follow him in everything that we do, and in doing so make the most of our God given talents. We are one with God.

1. Introduction

In accordance with the Regulatory Reform (Fire Safety) Order 2005 and the Fire Precaution (Workplace) Regulations 1997 and its (Amendment) Regulation 1999, the School Governing Body has a duty of care to ensure that all staff, students and visitors are familiar with the procedures laid down in the event of fire.

2. Duties and Responsibilities:

The Headteacher has overall responsibility for ensuring that all safety procedures are adhered to and relevant policies and risk assessments are in place and implemented.

The School Health & Safety Officer takes responsibility for managing fire safety

The School Health & Safety Officer is the designated Assistant Headteacher (or in his/her absence – the Deputy Headteacher) who shall be responsible for all aspects of fire safety within the school working environment by:

- Conducting regular Fire Drills (one per term), monitoring their effectiveness and implementing any necessary changes.
- Ensuring that procedures are in place for the maintenance of all fire prevention devices and firefighting equipment and that personnel are provided with appropriate training.

Fire Assembly Point Manager (designated Assistant Headteacher)

In the event of an emergency the designated Assistant Headteacher's role shall be to:

- Ensure that staff, students and visitors remain patient, silent and orderly at the Fire Assembly Point until authorised by the attending Fire Officer to return to the School buildings.
- Collect and record information given from Fire Marshals and staff, after completing their evacuation sweep.
- Act upon any instruction given by the attending Fire Officer and relay information to relevant personnel.

Admin Team

The Admin Team shall assist the designated Assistant Headteacher in achieving a safe working environment with regards to fire safety. A list of designated staff together with their respective fire safety areas and roles shall be maintained and displayed in the staffroom, admin offices and reception.

Their main roles shall be to:

- Assist in the safe evacuation of staff, students and visitors from their areas to the Assembly Point.
- Ensure that all their assigned areas/zones are checked and clear prior to evacuating themselves, but only if time permits and it is safe to do so.
- Report all relevant information to the designated Assistant Headteacher at the Fire Assembly point.

Site Team

The duties of the site team shall be as follows:

- Proceed directly to the fire alarm control panel (the fire alarm is automatically linked to the Fire Service via an Alarm Receiving Centre when the school is closed. During the day, the Site Manager / Assistant Caretaker will report an outbreak of fire to the Fire Service by phone).
- In the event of a false alarm, the fire alarm must be deactivated and reset **BEFORE** students and staff re-enter the building. The break-glass must be replaced without delay.
- The site team member at the alarm control panel, shall meet the attending fire officer on arrival and relay all information regarding the incident, and shall also remain in constant contact with the designated Assistant Headteacher by mobile phone.
- They shall not put themselves at risk at any time whilst carrying out their duties.

Teachers

On hearing the fire alarm members of staff in charge of students shall:

- Insist on silence.
- Inform their class of the nearest fire exit and lead them to the appropriate route.
- Check that no one is left behind.
- If safe to do so, close any doors and windows.
- Teachers working in classrooms fitted with isolation valves/switches for services shall turn these off, if safe to do so.
- Escort their class to the Fire Assembly Point.
- Once at the Fire Assembly Point, take a register to ensure all students are present.
- Report any missing students to the Attendance Officer as quickly as possible.
- Ensure that students in their class remain in an orderly, silent fashion at the Fire Assembly Point and stay there until otherwise instructed by the designated Assistant Headteacher.

Catering Manager (or the next senior member of the catering staff in his/her absence)

- Immediately tell staff to cease all activities
- Switch off all appliances
- Check the evacuation of all catering staff
- Proceed to the assembly point (at the green gated entrance to St Thomas' School playing field).
- Report to the member of the admin staff at the front of the school.

Visitors

Any persons not familiar with the premises must receive information on the action they should take in the event of an emergency. This will be the responsibility of the member of staff receiving the visitor, or the Site Staff for contractors.

Consideration shall be given to any mobility, other disability or language issues the visitor may have which may require additional assistance in the event of an evacuation.

All long-term/frequent visitors shall be given induction training to include Evacuation Procedures and Fire Assembly Point Location.

All short-term visitors shall be accompanied by their host and escorted to the Fire Assembly Point.

The Receptionist will take the Visitors' Book out to the Fire Assembly Point on the sounding of the fire alarm and use that as the Roll Call for visitors.

Any visitor unaccounted for should be reported to the designated Assistant Headteacher.

No visitor will be permitted to undertake any hazardous task or process or be permitted to bring any hazardous substance onto the premises without the prior written permission of the Headteacher/Deputy Head Teacher.

Students

All students shall be given the following information, instruction and training at the beginning of the academic year:

- Fire drill and evacuation procedure
- Evacuation routes
- Location of Fire Assembly Point
- Alarm sounds

Accessibility Risk Assessment

A risk assessment shall be undertaken by the designated Assistant Headteacher for any individual student or member of staff with mobility or other permanent or temporary disability which may impact on their ability to evacuate the premises in an emergency.

A Personal Emergency Evacuation Plan (PEEP) shall be completed and consideration given to the need for refuge or additional assistance during evacuation, especially if there is a need to access areas above ground floor level.

Information and Training

All staff shall be given the following as part of their initial induction and job specific and ongoing training programmes:

- Fire Drill
- Location of Call Points
- Exit Routes
- Assembly Point
- Alarm Sound
- First Aiders
- Location of First Aid Provision
- Smoking Policy

Nominated staff shall be given specific training to fulfil roles as:

- Fire Marshals (to include training in the use of fire extinguishers)
 - First Aiders
- which will be regularly reviewed and periodically updated.

Signage and Notices

Emergency Evacuation notices detailing actions to be taken in the event of a fire and clearly identifying the evacuation routes and exits points will be located in each classroom, office and at fire points and other relevant working locations (e.g. kitchens).

All emergency signage shall conform to current legislation and shall be reviewed annually as part of the Fire Risk Assessment up-date and external Fire Risk Assessment which takes place every three years.

Good Housekeeping within the School

- Fire doors are not obstructed and closed at all times
- Extension leads on reels are fully unwound
- Bins are emptied each evening by the cleaners and site staff
- Electrical cupboards are not to contain flammable items

Fire Fighting Equipment

Suitable firefighting equipment (e.g. fire extinguishers and fire blankets) shall be located in areas appropriate to their use and shall be regularly inspected and maintained. Only persons who have received training in the use of extinguishers should attempt to use them and only if the fire is minor and can be tackled without putting those staff or others at risk.

Inspection and Testing

To ensure that the principles of this Policy are implemented and adhered to, the following shall be applied:

- Areas will be tested on a rota basis to ensure that all sounders, automatic door releases and call points function properly (Friday at 3.45 pm by the Site Manager and designated Assistant Headteacher). Records shall be maintained.
- A full evacuation shall be conducted and reviewed every term. Records shall be maintained. (Fire Drill log book).
- The Site Manager shall undertake a visual inspection of fire extinguishers to ensure that they have not been tampered with. This is part of the daily lock-up process.

In addition, the following will be completed by Independent Contractors to British Safety Standards:

- Emergency lighting test and Smoke Detection System.
- Fire extinguishers serviced and tested annually.

3. Procedure

Anyone discovering a fire should raise the alarm/arrange for the alarm to be sounded **at once**. Only after that should consideration be given to whether it can be put out without risk. If in doubt, evacuate the building **immediately**. Anyone can phone the Fire Service.

Fire and Evacuation

- Fire notices are displayed in all rooms in the school and staff should always check that they know the exit route from any room which they use.
- Escape routes are checked by the Site Manager every evening as part of the lock up routine.
- Fire Extinguishers are maintained and checked annually by a suitable and qualified maintenance contractor and a visual inspection is carried out by the Health and Safety Officer every month
- Alarms are tested by the Health and Safety Officer and Site Manager every week when the school is occupied
- Emergency evacuation procedures will be tested once every term.

Premises Evacuation Arrangements in case of an alarm being activated are as follows:-

Evacuation

Teachers should always check that they know the exit route from any room which they use.

The **Fire Alarm** is the **continuous two tone sounding of the siren**.

Students are told to stand, taking bags that are to hand and leave other belongings in the room, and move to form a line. Electricity and gas isolators are to be tripped in Science and Technology rooms by the teacher.

Shut windows if possible without more than a few seconds delay. Issue instructions "**Last out shuts door**".

MOVEMENT

File out in **SINGLE FILE** going towards the exit from the school specified by the fire notice in the room being vacated. Teachers should be near the front in order to advise change of route if necessary. **The only exception to this** should be that where a student moves slowly due to an impediment, and is likely to delay others, the teacher should send the rest of the class out and then accompany the restricted student to safety as quickly as possible.

STUDENTS MAINTAIN ABSOLUTE SILENCE except to make essential communications. (Teachers should also avoid talking).

STUDENTS AND TEACHERS NOT with a **CLASS** go direct to the school tennis courts – **No attempt is to be made to rejoin classes**. First adult to arrive at entrance to tennis courts to open any gates that may be closed. All P.E. teachers have a key, as do the Headteacher, Assistant Headteacher (H&S), Site Manager

and Assistant Caretaker. There is a key which can be accessed by anybody in the box on the wall outside the gym and also by the Exam Officer's room and by Room 32. The same key opens the school gates and all the tennis court gates.

ASSEMBLY POINT – SCHOOL TENNIS COURTS

All pupils should line up in alphabetical order, by the appropriate Year number. During examinations in the Hall, pupils assemble on the grass area at the back of room 8 with the Examinations Team. If we have other pupils on site (e.g. during the Y6 Induction period) they also assemble on the grass area at the back of room 8.

If the emergency requires an evacuation further away from the school building, a member of SLT will open the gates into Quarry Hill School. Members of SLT have the code to these gates.

Register

ALL TEACHERS and NON-TEACHING STAFF to report PERSONALLY to the Examinations Officer near the entrances to the tennis courts. (The PA to the Deputy in the Examination Officer's absence).

FORM TEACHERS collect registers from the Attendance Officer (or the Headteacher's PA if the attendance Officer is absent) and proceed to call registers. On completion of this they return registers and inform the Headteacher's PA of any absences - she can then check against booking out books. Teachers who registered a class at the start of AM or PM act as Form Teachers in this instance.

LATECOMERS

Heads of Year receive their year's Late Book from the Receptionists and liaise with Form Tutors to check that the register is correct.

All staff who have visitors with them must ensure that they are accompanied to the school tennis courts and report to the receptionist who will have the visitor's book available.

Supply staff should ensure they report to the receptionist at the school tennis courts who will have the Supply Log available.

All staff, pupils and visitors remain at the school tennis courts until advised otherwise.

Observations aimed at improving a speedy and safe evacuation should be passed to the School Health & Safety Officer (the designated Assistant Headteacher) as soon as possible.

This Guide should be issued to all teachers and others responsible for students upon their arrival at the school.

Spare copies of this Guide are kept by the designated Assistant Headteacher and are available on the school website.

Fire Doors

Whoever is taking Assembly is responsible for closing the doors to the Hall, when all the students have left. During the rest of the day the teacher(s) taking lessons in the Hall are to be responsible for ensuring these doors are closed. The Finance Team are responsible for seeing to the closure of all Fire Doors on the bottom corridor.

Visitors & Kitchen Staff

The Science Technician will position them self near the main entrance to discourage any visitors to the school during a fire drill. Mrs Byrne and the receptionists are to liaise regarding visitors, using the visitor's book. The Canteen Manager takes responsibility for the catering staff and reports that they have evacuated safely to the Examinations Officer or Mrs. S. Brown.

Role of staff during a fire drill / evacuation

Mrs Lloyd-Dhesi / Mrs. Brown – take out staff list and take staff register on tennis courts

Mrs Ballard / Mrs Sams / Mr Raji - take out spare copy of staff list, form tutor list, cover sheet and school diary - check rooms 28, 29 and the Chaplain's office are empty.

Ms Caruana - check rooms 30 & 31 and the office at the rear of the rooms are empty.

Mrs C Smith – Print attendance registers from SIMS* and assist any pupils in the medical room to exit the building. Once outside, distribute registers to Form Teachers with Mrs Albrow. *If it is not possible to print, then take out the laminated registers which are updated each half term.

Mrs Byrne - take blue signing out book to tennis courts and check rooms 11, 12 & 13 are empty.

Ms. Augustine - prevent visitors entering the building.

Mrs Macauley / Receptionist - bring out Staff Attendance register, Visitors' Book, Supply Staff Book and Late Books. Pass late books to Heads of Year - check Hall, Chapel and Dining Area are empty. Check Visitors' book register is completed.

Mrs Reynolds (Fire Marshal trained)/**Mrs Wood** – check science corridor and rooms 32&33 are empty.

Mrs Collis – check top corridor is empty including Library, rooms 14 & 15.

Mrs Albrow – Check staffroom. Assist the Attendance Officer (Mrs C Smith) to distribute registers to Form teachers.

Mr Clark/Mr Mackillican (Fire marshal trained) - Check the alarm panel and phone the designated Assistant Headteacher (Mr O'Hanlon) - Phone 999 if an emergency is detected and liaise with the Fire and Rescue Service. (See note below)

Mr O'Hanlon - (Fire Marshal trained) assist with the managing of pupils in the tennis courts. Receive information from the Site Staff and liaise with the Headteacher regarding appropriate action.

Miss Keogh/Miss Bird – Check dormer area is empty.

Ms Hector – check Rooms 20, 21, 22, 23, 24, 25, 26, 27 are empty.

Mr Burr (Fire Marshal trained) - Check and guide people through middle staff car park.

Mrs. Bishop - check Head of Year Office, Inclusion Room, toilets and room 8 and 9 are empty.

Miss Franklin - check Gym, changing rooms and room 34 are empty.

Mrs Wells (Fire Marshal trained), **Mrs Boller**, **Miss Coughlan** - supervise year groups on tennis courts, liaise with form teachers and notify them who has come in late by referring to late book.

Mrs Brown (Fire marshal trained) - deputise for any absent staff.

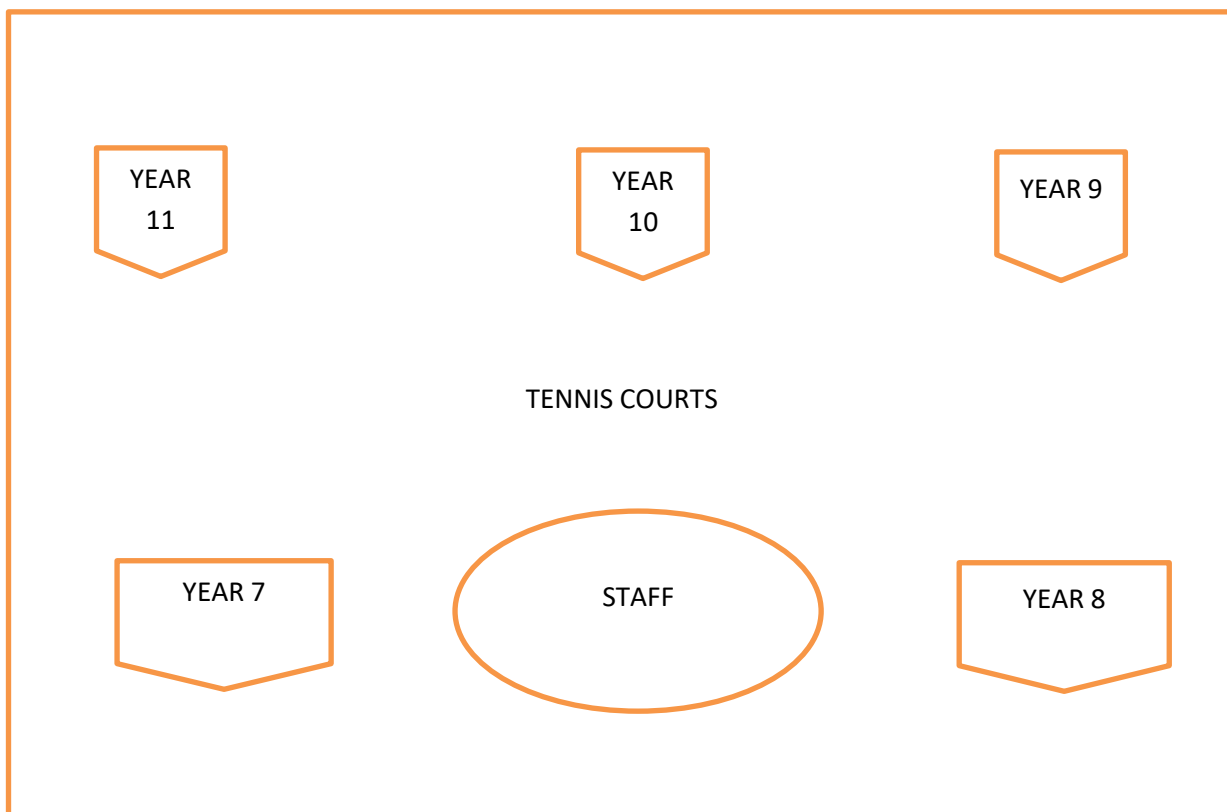
Mr Clark/Mr Mackillican will give the following information to the officer-in-charge of the first fire appliance to arrive:

- whether the building is known to be fully evacuated; or whether persons remain in the building; or which areas have not been checked;
- any dangerous substances stored in the building that are likely to become involved where the seat of the fire is thought to be located;
- and the best route to get to trapped persons or the seat of the fire.

Fire Marshals are responsible for checking designated areas of the building.

Evacuation point:

-----Quarry Hill School Hedge-----



When the Health & Safety Officer has confirmed that it is a false alarm, they will direct staff, students and visitors to return to the building.

If the building cannot be reoccupied following an evacuation, students will be evacuated to Quarry Hill Primary School and arrangements made to contact parents.

Monitoring and Review

Annual monitoring and review of this policy shall be undertaken by the Resources and Information Governance Committee, based on information obtained from drills, incidents and the annual Fire Inspection Report.

Any changes shall be approved by the Governing Body.

Associated Policies

Health & Safety Policy

Fire Risk Assessment