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1.0 INTRODUCTION

Implementation: It is the responsibility of line managers to ensure that staff members are aware of and understand this policy and any subsequent revisions.

Compliance: This policy complies with all relevant regulations and other legislation as detailed in the Compliance with Regulations & Legislation Statement.

2.0 GENERAL STATEMENT

We are a responsible employer and take our fire and safety duties seriously. We have formulated this policy to help us comply with our legal obligations to staff, students and visitors under the Fire Safety Order. These include the provision of a safe place of work where fire safety risks are minimized. Due to its importance, this Fire Safety Policy forms part of our overall Health and Safety Policy. Our priority at all times is the safety of individuals.

To assist us in achieving the highest level of fire safety we have a Health & Safety Advisor and Facilities to carry out regular Fire Risk Audits on the school and ensure that all precautions are taken on all buildings for the Primary and Secondary sites.

All new staff must be inducted and made aware of the fire safety and evacuation policy/procedure which outlines what to do in the event of a fire, highlights important fire safety points and informs them of the fire exits in the building.

3.0 EMPLOYEE DUTIES

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk or harm. All employees are expected to co-operate fully with any procedures that may be introduced as a measure to protect the safety and well-being of staff, students and visitors.

4.0 COMMUNICATION

All employees will be kept informed either directly or via email of any relevant changes to fire safety procedures or fire risk assessments.



**Procedures** – the following procedures are in place to ensure high standards of fire safety.

- Fire risk assessments have been undertaken and are reviewed regularly. However, other reviews will occur if there are changes that will impact on them. These may include alterations to the premises or new work processes. Fire risk assessments are carried out by the Health and Safety Advisor.
- The fire evacuation procedure will be practised 3 times a year (every term). A record will be kept of the date and the time taken to evacuate the buildings.
- It is noted that there are two distinct situations where different evacuations procedures are required, firstly, when students are in class and secondly, during break time and after school when students are out of their classes. Evacuation procedures will be practised for both scenarios.
- Training will be provided, as necessary, to any staff given extra fire safety responsibilities such as Fire Marshals.
- All new members of staff and temporary employees will be given induction training on how to raise the alarm and the available escape routes. Regular staff will be given annual refresher training.
- All escape routes shall be clearly signed and kept free from obstructions at all times. Escape routes shall be checked weekly by Facilities or Health & Safety Advisor in their absence.
- Evacuation procedures are posted prominently on every corridor next to the Fire Alarm Call Point.
- All fire extinguishers will be serviced and maintained annually by a suitable contractor. If any employee notices defective or missing equipment they must report it to Facilities or the Health and Safety Advisor.
- Alarms and smoke detectors are checked every 6 months by a suitable contractor and tested weekly by Facilities.
- Emergency lighting is checked regularly by Facilities and any repairs required to the light will be carried out by a suitable contractor.
- All visitors must be logged into the Visitors Book by the admin offices on arrival and they must read the fire safety evacuation notice and sign to state they have read the information. Please see the Fire Safety Management files for all records of checks, certificates and remedial works.

## **5.0 EMERGENCY EVACUATION PLAN**

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In the event of absent Fire Marshalls who have been given designated duties within the Emergency Evacuation Plan are absent, duties will be rotated and allocated to remaining Fire Marshalls and where there is a shortage of Fire Marshalls, staff will be requested to assist where required.

## **6.0 FIRE ALARM CALL POINTS**

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**Fire Alarm Call Points** are located in the corridors and can be activated by pressing hard against the glass with your thumb. Evacuate immediately using the nearest available fire exit. Do not stop to pick up any personal possessions. Do not stop to shut windows (unless it is safe for you to do so), but the last one out of a room should ensure that the door is shut. If a teacher is with pupils in a classroom, registers must be taken out to the assembly point if the register was not being returned to the Reception.



- If you hear the fire alarm: Leave the building immediately using the nearest available fire exit.
- The onus is on staff to ensure that all pupils get out of the building safely. Inform the Health and Safety Advisor/Fire Marshals as to the location of the fire.
- Staff and pupils should exit via the nearest exit and report to the assembly points for a roll call.
- If you are with a visitor, ensure they accompany you.
- The Front Office Fire Marshal should bring the visitor's log book
- If you know that a pupil is in the toilet or another part of the building away from the class, inform the fire marshal as you leave.
- Report to the assembly point for a roll call.

Persons responsible for taking roll calls are – depending who is present to during the evacuation this role must be designated:

- Administrator
- Health & Safety Advisor
- Head Teacher
- Assistant Head Teachers
- Fire Marshal
- Teacher
- Teaching Assistant

The roll caller must liaise with the Head Teacher and the Fire Marshal/Health and Safety Advisor to discuss any areas of concern.

**Fire Marshals Role** – on hearing or setting off the alarm: Encourage everyone to evacuate as soon as possible. Check rooms are all empty, and then check with the Head Teacher/Assistant Head Teacher, Teacher, Office Manager and Admin Team, that all pupils, teachers, admin staff and visitors are accounted for at the roll call. Fire Marshals in different parts or floors of the school will be responsible for ensuring all staff, pupils and visitors are out of the building and will report anyone that may still be in the building to the Head Teacher who will inform any persons in the building to the fire emergency service.

**Fire Alarm Status:** In the event that the fire alarm is for a genuine fire, then the designated person must call the fire brigade as soon as possible. In the event that the fire alarm is a false alarm, then the Fire Marshals should establish the cause before letting anyone re-enter the building.

**Before the Fire Brigade arrives:** If there is a fire, the fire marshals can, if they have received appropriate training and when they have consulted with the Head Teacher/Assistant Head Teachers and the Health and Safety Advisor and if it is agreed that the situation does not place them at risk, make use of the fire extinguishers located in the corridor to put out the fire. If, at any time, they feel that the situation places them at any risk at all, they must not proceed but must wait for the Fire Brigade to arrive.

## **7.0 ASSISTED EVACUATION (PERSONAL EMERGENCY EVACUATION PLAN)**

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Any member of staff or pupils who cannot leave the building unaided in the event of an emergency will need to have a Personal Emergency Evacuation Plan (PEEP) for their evacuation. On a weekly basis the Health & Safety Advisor will liaise with the relevant staff to complete the PEEP form.

People who need aid to leave the building may include anyone with a physical disability such as a wheelchair user but it could also include a pupil or staff with a recent injury that causes them problems walking or moving,



who is on crutches, someone with visual impairment, hearing difficulties or someone that is heavily pregnant. Anyone with mobility issues will be evacuated according to their PEEPS.

The Health & Safety Advisor will ensure the relevant teacher has a copy of the PEEP when the student is in their class. It is the responsibility of the teacher to assist the evacuation of the student in accordance with the PEEP. Completed PEEP forms are kept on Share Point.

A copy of the PEEP form is saved on the relevant drive and folder to be accessed by all staff and management. PEEP form will be emailed to all staff regularly and must be completed if there is any pupil or staff may have difficulty evacuating during an emergency.

The Head Teacher, Teacher and Health & Safety Advisor must liaise to complete the PEEP form for the individual.