

THE DEANES SCHOOL

FIRE SAFETY POLICY

Policy No.
P/Fire Safety
1/2007

Authorised

Effective from
October 2007.

Headteacher: _____

Chairman of the Health Safety and Wellbeing Committee

Committee: _____

Page 1 of 7

Date of Review: 18th June 2015

The Deanes School

FIRE SAFETY POLICY

1. INTRODUCTION

- 1.1 The Deanes School recognises and accepts responsibility for providing a safe and healthy environment for all staff, students and anyone else who is on site at any time.
- 1.2 All site users have a responsibility to themselves, and to others, although Managers and Coordinators have a particularly important role. Staff must cooperate with all reasonable requests.
- 1.3 The Headteacher will promote and encourage participation of all staff in achieving high standards of Health, Safety and Wellbeing within the school.
- 1.4 Responsibilities of employees are outlined in this document but the detailed arrangements for carrying out the policy are included in separate codes of practice.
 - The School's Health and Safety Officer (Premises Manager);
 - The School's Health and Safety Coordinator (School Business Manager);
 - The School's Fire Safety Consultants;
 - Essex Fire and Rescue Service.
- 1.5 Staff consultation on Fire Safety matters takes place through the Governing Body Health, Safety and Wellbeing Committee, and a copy of this policy will be made available to all members of staff.
- 1.6 The School will periodically review this policy and revise as and when required.

2. DESIGNATION OF RESPONSIBILITIES

- 2.1 **The Deanes School Governing Body** will ensure that:
 - a. The premises are provided with appropriate means of escape.
 - b. The premises are provided with adequate systems for detecting fire and raising the alarm in the event of fire.
 - c. The premises are provided with adequate means for fighting fire as is necessary for ensuring the safe exit of all occupants.
 - d. The premises have appropriate signage and notices to assist in the safe evacuation of all occupants.
 - e. Information, instruction and training will be provided in respect of fire safety.
 - f. A practice fire evacuation procedure takes place at least once a term.

As landlord of The Enchanted Wood Day Nursery Limited, the Governing Body of The Deanes School will be responsible for ensuring that bullet points 2.1a to 2.1d

and 2.1f are in place. The Nursery Manager will be responsible for ensuring that a Nursery Fire Safety Policy is in place, a copy of which should be sent to the School Business Manager.

2.2 **The Headteacher** has overall responsibility for the day to day management of fire safety, and he/she will advise the Governing Body on matters of fire safety concerns. The discharge of these duties will be through the Senior Member of Staff responsible for Health & Safety.

2.3 **The Senior Leadership Team** will assist the Headteacher in carrying out the above duties, in particular:

- Ensuring that the Fire Safety Policy is brought to the attention of all employees.
- Ensuring that the responsibilities of fire safety are clearly understood by all staff within their area of responsibility.
- Ensuring that appropriate legislation is adhered to.

2.4 **The Health and Safety Coordinator** will report direct to the Headteacher and be required to:

- Submit appropriate reports to the Governing Body Health, Safety and Wellbeing Committee.
- Write the School's Fire Safety Policy for approval by the Governing Body Health, Safety and Wellbeing Committee.
- Prepare appropriate fire safety procedures.
- Ensure that legislation is implemented throughout the school.
- Provide information for all staff via committees, bulletins and meetings.
- Liaise with the Fire Rescue Services and the school's fire consultant.
- Carry out inspections and audit procedures.
- Implement any recommendations relating to fire safety.
- Investigate fire safety problems as reported.
- Collate all fire records and report major injuries under RIDDOR.

Some of the above duties will be delegated to the **Health and Safety Officer**.

2.5 **Heads of Faculty/Heads of House and Sports Centre Manager** are responsible to their Line Manager for ensuring that all aspects of the policy are implemented in their area of responsibility, in particular, they will:

- Respond to all fire and alarm activities.
- Coordinate and direct staff and students during a fire incident in their area.
- Ensure that any fire incident in their area is investigated, reported and recorded.
- Advise the Health and Safety Officer of any changes in the use of buildings.
- Report any staff fire safety training needs to the Health and Safety Officer.
- Ensure that any fire safety issues referred by staff are passed on to the Health and Safety Officer.
- Ensure that they implement any recommendations raised by the Fire Risk Assessment relating to their area.

- Ensure that staff and students are provided with appropriate fire safety information and instruction prior to any practical activities involving fire risk.

2.6 **All Staff** are responsible for the safety of students under their control. They should:

- Ensure that all practical work is only carried out following the completion of a risk assessment.
- Ensure effective supervision.
- Ensure students follow school safety rules.
- Report any defective fire safety equipment to their Head of Faculty.
- Suggest any changes they feel would improve fire safety standards.

All School Staff are responsible for the Health, Safety and Wellbeing of students in their care. Similarly, all Nursery Staff are responsible for the children in their care. As such, in the case of an emergency, School staff have a duty to remain with the students in their care for the duration of the evacuation.

2.7 **All Staff** are reminded that they must take care of their own safety in the event of a fire, along with others who may be affected by their actions. Staff must cooperate with the Senior Leadership Team to ensure that a safe place of work can be provided.

All staff are required to:

- Report all defective fire safety equipment to their Line Manager.
- Report any fire incident immediately.
- Be familiar with all fire evacuation procedures.
- Report any unsafe working practices to their Line Manager.
- Ensure that hazardous activities only take place following a risk assessment.

2.7 **Students** must follow all safe working practices and observe school safety rules. In particular, students will:

- Follow all instructions given by any member of staff in the event of a fire.
- Not intentionally or recklessly interfere with fire safety equipment.
- Inform any member of staff of a situation which they consider to be dangerous in respect of fire safety.

This part of the policy will be brought to the attention of all students through regular (termly) fire drills.

3. **FIRE ALARM TESTING**

The school's fire alarm system is tested weekly at 5 pm on Fridays.

4. **FIRE SAFETY PROCEDURE**

The procedures to be followed in the event of a fire incident or fire drill are contained in the School's Incident Management plan, copies of which are given at Appendix A and B of this policy.

APPENDIX A

FIRE PROCEDURE

ALL students and staff should be aware of this drill and staff should note positions of fire alarms throughout the school.

SIGNAL: CONTINUOUS ringing of school bells.

UPON DISCOVERY OF A FIRE:

1. Raise the alarm, by activating alarm call point.
2. Only if safe to do so and you have been trained to do so, attempt to extinguish the fire.
3. Call emergency services by alerting the Reception Office, giving details of location of fire.

ACTION - STUDENTS:

Students in class to stand and await instructions from member of staff. If no member of staff is present, then students should file out of the room in a quiet, orderly manner. **Walk in single file to the nearest safe exit and leave the buildings.** (Walk away from smoke or fire.)

On leaving the buildings, students should walk to the **designated assembly points (please see attached sheet)** and line up in tutor group order in the section allocated to their house.

TEACHING STAFF - IMPORTANT

The primary function of all staff is to ensure that all students are safely evacuated from the buildings as quickly as possible. Any decision to use fire extinguishers should not affect the primary aim.

- (a) Members of staff teaching at the time of the alarm should escort their classes to the appropriate area.
- (b) Staff not teaching at the time of the alarm should assist with the evacuation of the buildings and check toilets, teaching areas and other rooms where pupils are likely to be. They should also ensure that electrical/gas appliances have been extinguished before exiting the room. They should then join the rest of the school on the designated assembly points and report to the Head/Vice Principals that the areas they have checked are clear.
- (c) If possible, all doors - rooms and corridors - should be closed, not locked, on leaving the area.
- (d) On arrival, tutors should check that all the students are present and inform the Head of House immediately if any pupil is missing. If a tutor is absent this task should be undertaken by the member of cover or supply staff assigned to cover the tutorial period. This information will then be relayed to the Head or Vice Principals. (A list of absentees will be provided for tutors to check attendance). If the alarm occurs during registration, a manual register should be taken and checked against a tutor group list provided by the SIMS Manager.
- (e) Once registers have been taken students and staff should wait in silence for the all-clear
- (f) The Head or Vice Principals will report to the emergency services any staff or pupils who are unaccounted for.

SUPPORT STAFF:

Upon confirmation of a fire, the Head's PA should telephone the Fire Brigade and then take the fire box and a fully charged walkie-talkie to the **tennis courts**. The walkie-talkie should be handed to the Vice Principal to enable communication with the School Business Manager and Site Staff. Student Support Staff should take the tutor group lists, and also the absentee list. The tutor groups lists and absentee lists for each year group will be given to the Head of House or to a tutor in his/her absence.

Every effort should be made to turn off both the electrical/gas appliances in use and the fuel supply in the boiler house. All staff should then evacuate the buildings and make their way to the

playground area. The Premises Manager should report to the School Business Manager as soon as possible after taking the action outlined above. The School Business Manager will then report to the Head/Vice Principal.

NOTE: Under no circumstances should school staff whose children attend The Enchanted Wood Day Nursery leave the fire assembly point to go to their children. Nursery staff will have full responsibility for ensuring the safety of children in their care.

**FIRE PROCEDURE
INDIVIDUAL STAFF RESPONSIBILITIES**

Headteacher:	Take information from staff about roll call. Report any staff or students unaccounted for to the emergency services. Dismiss assembly when the all clear is given
Vice Principals:	Deputise for Headteacher as above. Maintain mobile phone/walkie-talkie contact with School Business Manager Liaise with Heads of House Assist with taking registers of tutor groups whose tutor is absent.
Heads of House:	Heads of House (Apollo and Athena) to ensure that students safely cross the drive to the assembly point Heads of House (Poseidon and Aphrodite) to deputise for Heads of House (Apollo and Athena) until their arrival at the assembly point Receive completed registers from tutors Take registers of tutor groups whose tutor is absent Inform Headteacher that all are present, or of any students unaccounted for
School Business Manager:	Maintain walkie-talkie/mobile phone contact with caretakers and Headteacher Ensure that Nursery has been evacuated safely Be responsible for meeting emergency services on their arrival. Inform Headteacher when it is safe to return to the building.
Site Manager:	Liaise with School Business Manager Liaise with Caretaking staff Advise School Business Manager when it is safe to return to the building. Liaise with emergency services Wherever possible ensure that the fuel supply in the boiler house has been shut down and any electrical/gas appliances have been turned off.
Form Tutors:	Take registers Report back to Heads of House.
SIMS & Finance Office Staff:	Take register of teaching staff Take printout of class lists in case registers not available. Report back to Headteacher
Head's PA	Take fire box to assembly point Take fully charged walkie-talkie to assembly point and hand to Deputy Head Take register of support staff Report back to Headteacher
Cover Manager	<i>(NB From April 2014 this will be the responsibility of the SIMS Office Staff)</i> Inform SIMS Manager of absent staff Inform Heads of House of absent tutors

Take register of cover staff
Report back to Headteacher.

Reception Staff: Call emergency services if fire confirmed.
Take visitors signing in book and ensure everyone is present and correct.
Take staff signing in/out book and inform Head's PA/SIMS Manager of any staff not on site.
Report back to Head's PA

Home/School Liaison Officer Take registers to assembly point
Distribute to Heads of House

Pastoral Support Staff Take student signing in/out book to assembly point
Inform Heads of House of any students who have left school since registration.

Caretaking Staff: Identify location of alarm activation
Sweep building **if safe to do so**.
Report back to Premises Manager.
Wherever possible ensure that the fuel supply in the boiler house has been shut down and any electrical/gas appliances have been turned off.

Exams Staff: Follow procedures set out on notices displayed in examinations rooms

SEN Welfare Staff: Follow procedures set out in the Emergency Closure Procedure kept in the Learning Support Area. A copy of this is also held centrally in the Fire Box (Head's PA's office)

Revised 10.1.14

The Deanes School Fire Assembly Points

