



## FIRE SAFETY AND PROCEDURES POLICY

**Last review Date:** July 2023

**Next Review Due:** July 2024

**Staff responsible:** Claire Taylor (Office Manager)

**Chair of Governors:** Mark Taylor

This policy should be read in conjunction with the following St Michael's policies:

- *Safeguarding and Child Protection Policy*
- *Health and Safety Policy*
- *Supervision Policy*
- *Fire Risk Assessment*
- *Missing Child Policy*

### Rights Respecting School Policy Statement

Our school's vision and values have at their heart the importance of treating each other as we would want to be treated ourselves, with Care, Consideration and Courtesy for all. This is one of the reasons why the work of UNICEF and Rights Respecting Schools is so significant to us. We are committed to respecting, upholding and promoting the rights of every child.

This policy links specifically to our commitment to the the following articles:

- *Article 2 - No discrimination*
- *Article 3 - Best interest of the child*
- *Article 4 - Making rights real*
- *Article 6 - Life, Survival and Development*
- *Article 24 - Health, Water, Food and Environment*
- *Article 32 - Protection from harmful work*

## **PART 1: FIRE SAFETY**

### **INTRODUCTION**

Our priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity of the school in ensuring that staff, pupils and visitors do not add to the fire risk and through safe evacuation of our buildings if a fire breaks out. The fire safety policy, procedures and risk assessments at St. Michael's School are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

### **ROLE OF THE SCHOOL FIRE SAFETY MANAGER**

The Office Manager who has a 'Level 3 Health and Safety in the Workplace' qualification (approved by RoSPA), in conjunction with the Head, is the designated School Fire Safety Manager, and is responsible for ensuring that:

- The fire safety policy is kept under regular review by Governors and the SMT.
- The fire safety policy is made known to the entire school community.
- Everyone in the school (including visitors and contractors) are given clear instructions on where they should go in the event of fire.
- Procedures for emergency evacuation are regularly tested and lessons absorbed.
- The Fire Risk Assessment is regularly reviewed and updated where required.
- Fire prevention measures are meticulously followed.
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired.
- Appropriate signage is in place.

### **EMERGENCY EVACUATION NOTICE**

All new staff and pupils, contractors and visitors are made aware of the following notice:

1. If you discover a fire, break the glass in the nearest alarm point to set off the alarm. Leave the building by the nearest exit.
2. If you are responsible for a class, they should leave quietly with you. No one should talk or run. Make your way to the Assembly Point at the far end of the playground **in silence**.
3. Shut doors and windows behind you **ONLY** if safe to do so.
4. The School Office, Head or senior member of staff will summon the Emergency Services if the alarm sounds.
5. Office staff will take copies of the daily registers and at least one mobile telephone to the Assembly Point.
6. Form Staff (or their designate) should '*register*' *their* class as soon as they reach the Assembly Point.
7. Report anyone who is waiting to be evacuated from a designated refuge, or who is missing, immediately to the Office Manager, Head or senior member of staff, who will inform the Fire Brigade. *On no account should anyone return to any building until given permission by the Fire and Emergency Services.*

8. Remain at the Assembly Point with your pupils until the all clear is given.

## **PART 2: FIRE SAFETY PROCEDURES**

### **SUMMONING THE FIRE BRIGADE**

The School Office is manned between 08:00 and 18:30 Monday to Thursday and 08:00 to 17:00 Fridays during term-time. and admin/maintenance staff are usually on site between 09:00 and 16:00 during half-terms and holidays apart from the Christmas and Easter close downs. The master panel that shows the location of all alarm call points on the (networked) alarm system in the school buildings is physically located in the 'Main School' hallway.

The School Office is always given advance warning of fire practices. If the alarm goes off for any other reason, the staff have standing instructions to summon the Fire and Emergency Service at once.

The Head of Maintenance has standing instructions to summon the Fire and Emergency Services if the alarms go off outside the hours that the School Office is staffed, (unless warned of a planned fire practice).

### **VISITORS AND CONTRACTORS**

All visitors and contractors are required to sign in at the School Office, where they are issued with a visitor's badge, which should be worn at all times whilst they are on school property. They are made aware of the emergency evacuation notice (see above) and are made aware of the Assembly Point.

When large numbers of visitors are at the school for example, for Open Days, Prizegiving, drama productions and Concerts, a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding.

### **RESPONSIBILITIES OF TEACHING STAFF**

Teaching staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion. They are responsible for conducting a head count (by taking the register) on arrival at the Assembly Point, and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to the Office Manager, Head or other senior member of staff. It is the responsibility of the Office Manager, Head, or senior member of staff, to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.

***On no account should anyone return to a burning building.***

### **RESPONSIBILITIES OF FIRE MARSHALS**

We aim to have at least one trained Fire Marshal in every building. All Fire Marshals have been trained in providing 'safety assistance' in the event of a fire and have also received training in 'Fire Awareness' and use of 'Fire Extinguishers'.

## **FIRE PRACTICES**

We hold one fire practice every term. This combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of trained Fire Marshals helps to ensure that the school can be safely evacuated in the event of a fire.

## **FIRE PREVENTION MEASURES**

We have the following fire prevention measures in place at St Michael's School:

### **ESCAPE ROUTES AND EMERGENCY EXITS:**

- There are two escape routes from most buildings.
- Fire notices and evacuation signs are displayed in every room, corridor and stairwell.
- Fires extinguishers (of the appropriate type) and smoke/heat detectors, are located in every building in accordance with the recommendations of our professional advisors. Alarms can be manually activated by breaking a glass panel.
- All stairs, passages and emergency exits are illuminated by emergency lighting.
- Automatic door closures that are activated by the fire alarms are fitted on doors in or leading onto escape routes.
- The master panels for the alarm systems are located in appropriate places and show the location of a fire.
- Keeping fire routes and exits clear at all times. The Maintenance Department are responsible for unlocking the buildings in the morning. They also check that escape routes are not obstructed and that the emergency lighting is functioning and defects are reported accordingly.
- Testing all fire alarms weekly (and recording all tests and defects). This is the responsibility of the Head of Maintenance, who also arranges for an approved contractor to carry out an annual service of alarms, smoke detectors, emergency lights, sprinklers, smoke control systems and fire extinguishers.
- Monthly checks on fire doors, automatic door closures and emergency lights are carried out in-house by the maintenance team.
- Records of all tests are kept in the Maintenance Department.
- Plans showing the location of bottled gas, water stop-cocks and electricity shut off points are located in the two emergency boxes located 1) Office Manager's office (Main Block), 2) Deputy Head's Office (La Houquette, first floor)

## **ELECTRICAL SAFETY**

- The School has current electrical test certificates for all its buildings. It uses qualified electrical engineers to inspect and maintain its electrical installations all of which are RCB protected and meet the appropriate requirements.
- Regular portable appliance testing (PAT) takes place.

## **LIGHTNING PROTECTION**

- All lightning protection and earthing conforms to appropriate standards. It is tested annually by a specialist contractor.

## **GAS SAFETY**

- All gas appliances (eg. boilers, kitchen equipment) are regularly maintained and serviced by Gas Safe Registered Engineers.
- All kitchen equipment is switched off at the end of service.
- The Science Room gas supply (*for bunsen burners*) is checked daily by the Head of Science, or Science teacher, to ensure that the central gas supply is turned off at the end of day.

## **SAFE STORAGE**

- Flammable materials are placed in purpose-made, flame-proof containers at the end of use
- In the Swimming Pool, Chlorine and PH tests are undertaken daily and Alkaline tests weekly. These chemicals are locked away in the Swimming Pool Filter Room.

## **RUBBISH AND COMBUSTIBLE MATERIALS**

- Flammable rubbish is stored in appropriate 'Euro' bins, which are emptied twice weekly by the parish.
- Combustible materials used in teaching, catering, maintenance, grounds and caretaking are stored in flame proof cupboards.

## **FIRE - DRILL**

Fire notices are displayed in all rooms of the school. These notices give detailed explanations on the procedure to be followed in the event of a fire.

Fire alarms are tested weekly by the maintenance staff.

Fire drills will be carried out periodically (*minimum once every term*) at the discretion of the Head.

**Form staff should ensure that the children are aware of the fire procedures.**

An '*Attendance List*' of absentees is printed daily (*after registration*) and kept in the School Office.

## **FIRE - GENERAL PROCEDURE NOTICE**

It is the duty of anyone discovering a fire to operate the nearest fire alarm, and of anyone hearing a fire alarm to answer it by following these instructions:-

### **On hearing the signal -**

- Go at once to the place of assembly.

### **At all times -**

- Maintain silence.
- Do not rush. Panic can often be a greater danger than the emergency itself.
- Do not attempt to pass others.
- Do not return to, or enter any building for your clothing, personal belongings, or books.

### **PLACE OF ASSEMBLY**

**THE TARMAC AREA NEAR THE EAST FIELD / PEDESTRIAN GATE - CLEARLY MARKED BY SIGNAGE.**

### **FIRE - STAFF NOTICE**

1. The alarm must be given immediately if a fire is discovered or suspected, by operating the nearest fire alarm call point.
2. On hearing the alarm each member of staff in charge of a group of children will ensure that all members of that group exit by the nearest available means and proceed to the *place of assembly*. At the *place of assembly* a roll call of the group will be taken.
3. The Office Manager, Head, Head of Maintenance, or senior member of staff on duty will be notified of the cause for the alarm being sounded by the most convenient means at the time. The person raising the alarm may find it necessary to delegate this order to someone else if the circumstances require it.
4. The *Office Manager, Head, Head of Maintenance, or* senior member of staff on duty will be responsible for calling the Fire Service immediately on hearing the alarm.
5. Staff should familiarise themselves with the location and type of fire extinguishers in their area, for speed in the event of an emergency.
6. It must be left to the discretion of the person discovering the fire whether to tackle the fire or not. Consideration must be given to the size of the outbreak and the availability of emergency fire appliances. Electrical fires should be dealt with by using the appropriate appliances (not water). Closing all doors and windows will help to confine the fire.

**The place of Assembly is:**

**THE TARMAC AREA NEAR THE EAST FIELD / PEDESTRIAN GATE**