

Including Sandford, our Early Years Foundation Stage provision

Fire Safety Procedures & Risk Assessment Policy

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 Gabriel's 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 Bursar is the designated School Fire Safety Manager, who is responsible for ensuring that:

- The fire safety policy is kept under regular review by Governors and the Executive.
- The fire safety policy is promulgated to the entire school community.
- Everyone in the school (including visitors and contractors) are given clear written instructions on where they should go in the event of fire.
- Records are kept of the fire induction training given to new staff and pupils.
- Procedures for emergency evacuation are regularly tested and lessons absorbed.
- Fire risk assessments are regularly reviewed and updated.
- 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.

EMERGENCY EVACUATION NOTICE

All new staff and pupils, all contractors and visitors are shown the following notice:

1. If you discover a fire, break the glass in the nearest alarm point to set off the alarm.
2. Leave the building by the nearest exit.
3. If possible call the School Office on ext. 200 or 01635 555680
4. If you are responsible for a class, make them leave quietly with you. No one should talk or run. Make your way to the assembly point.
5. If you are teaching a class, take your register with you. Do not take anything else, and do not allow the pupils to take anything. Shut doors and windows behind you.
6. The School Office or the Site Manager/Resident Caretaker will summon the Emergency Services.
7. Disabled pupils or those with limited mobility through injury should be taught on ground floor rooms where practicable. For staff and pupils there will be a Personal Emergency Evacuation Plan (PEEP) in place, visitors will be catered for by the Bursar / maintenance staff when notified.
8. Take the register of your class as soon as you reach the assembly point.
9. Report anyone who is waiting to be evacuated from a designated refuge, or who is missing immediately to the Bursar, Principal, Vice-Principal or Duty SMT who will inform the Fire Brigade. *On no account should anyone return to any building until given permission by the Fire and Emergency Services, Principal, Vice-Principal or Duty SMT.*
10. Remain at the assembly point with your pupils until the all clear is given.

Including Sandlesford, our Early Years Foundation Stage provision

Part 2: Fire Safety Procedures

BRIEFING NEW STAFF AND PUPILS

All our new staff (teaching and non-teaching alike) and all new pupils are given a briefing on the school's emergency evacuation procedures on their first day at St Gabriel's. We tell them what action to take on hearing the alarm, show them where the emergency exits, escape routes and assembly point are located and staff are provided with a leaflet showing escape routes. All new staff are shown how to activate the fire alarms if they see or smell a fire. Fire action notices are displayed by all emergency activation points. Fire and emergency evacuation instructions are displayed in all classrooms.

The safe evacuation of everyone - staff and pupils alike, is our priority. Protecting property comes second. No one should attempt to fight a fire at the expense of their own, or anyone else's safety. No one should attempt to use a fire extinguisher unless he or she has been trained in its use.

SUMMONING THE FIRE BRIGADE

The School Office is manned between 8.15am and 4:45pm during weekdays in term-time. The master panel that shows the location of all the alarm call points on the networked alarm system in the school buildings is physically located in the Sports Hall. The School Office is always given advance warning of fire practices. If the alarm goes off for any other reason, the Site Manager will check the fire panel and summon the fire and emergency services if appropriate or if in any doubt.

The Caretaker or a member of the maintenance team is on duty or on call 24 hours a day, 7 days a week, 365 days a year, including public holidays. He/she will check the fire panel and summon the fire and emergency services if appropriate or if in any doubt (unless warned of a planned fire practice).

VISITORS AND CONTRACTORS

All visitors and contractors are required to sign in at Reception, where they are issued with a visitor's badge, which should be worn at all times that they are on school property. They are made aware of the emergency evacuation notice (see above) and ~~are shown~~ the way to the assembly point.

When large numbers of visitors are at the school for open days, plays, concerts, exhibitions etc 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 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 Vice-Principal. It is the responsibility of Vice-Principal 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 have at least one trained Fire Marshall in or allocated to every building. Fire Marshalls are generally members of the non-teaching staff, such as Technicians, Matron, Maintenance, Security and Administrative staff who do not have specific duties in the event of a fire or other emergency for looking after pupils, although members of the teaching staff may also opt to be trained as Fire Marshalls. All Fire Marshalls are "competent persons" who have been trained to provide "safety assistance" in the event of a fire. Fire Marshalls receive regular refresher training.

Including Sandleford, our Early Years Foundation Stage provision

FIRE PRACTICES

We hold fire practices once a term and records are kept. This combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of trained Fire Marshalls in every building 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 Gabriel's:

Escape Routes and Emergency Exits

- There are at least two escape routes from every part of all buildings.
- Fire notices and evacuation signs are displayed in every room, corridor and stairwell.
- Fires extinguishers (of the appropriate type), smoke/heat detectors, fire hoses are located in every building in accordance with the recommendations of our professional advisors. They can be manually activated by breaking a glass panel, and are automatically activated when smoke/heat builds up.
- 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 panel for the alarm system is located in the Sports Hall and shows the location of a fire.
- Alarms sound in all parts of the building. In the following areas they are supplemented by visual alarms (red flashing lights):
 - Sports Hall
- Keeping fire routes and exits clear at all times. The Resident Caretaker is responsible for unlocking the buildings in the morning, when s/he removes bolts, padlocks and security devices from all emergency exits, checks that escape routes are not obstructed and that the emergency light work, and for reporting defects.
- Testing all fire alarms weekly (and recording all tests and defects). This is the responsibility of the Site Manager, who also arranges for an ISO9001 certified/BAFE approved contractor to carry out:
 - Monthly checks of fire doors, automatic door closures and emergency lights
 - Six monthly professional check on fire detection and warning equipment
 - An annual service of alarms, smoke detectors, emergency lights, sprinklers, smoke control systems and fire extinguishers and hoses.
- Records of all tests are kept in the Maintenance Department
- Displays in corridors, theatre scenery, stage curtains and props and gym "crash" mats are treated with fire retardant spray.
- Plans showing the location of fire hydrants, gas and electricity shut off points are displayed in fire proof cabinet in the entrance of the main building

Electrical Safety

- The School has current electrical test certificates for all its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations all of which are RCB protected and meet the requirements of BS7671 IEE wiring regulations .
- Regular portable appliance testing takes place. A member of the Maintenance Engineer/Clerk of Works has been trained in this role.
- Records of all tests are kept in the Maintenance Department.
- The Caretakers check that all Scientific and DT equipment is switched off at the end of the school day.

Including Sandford, our Early Years Foundation Stage provision

- All computers, projectors, printers and electronic whiteboards have been set to switch off automatically every evening and during holidays and weekends.

Lightning Protection

- All lightning protection and earthing conforms to BS 6651-1999.

Gas Safety

- All gas appliances (boilers, kitchen equipment etc) are regularly maintained and serviced by Gas Safe Registered Engineers.
- Landlord's gas safety certificates are held for all school domestic accommodation.
- All kitchen equipment is switched off at the end of service.
- All laboratories are checked daily to ensure that the central gas supply is turned off.

Safe Storage

- We ensure that flammable materials used in teaching or maintenance are locked in purpose-made, flame-proof containers at the end of every day.

Rubbish and Combustible Materials

- Flammable rubbish is stored away from buildings in the secured rubbish compound.
- Combustible materials used in teaching, catering, maintenance, grounds and caretaking are stored in flame proof cupboards

Letting Or Hiring The School

Our standard contractual terms that we use for letting and hiring the school covers fire safety and specifies that the hirer should certify that [he/she] has read and understood the school's fire safety policy and procedures. A school caretaker is always on call when the school is let or hired for an outside function or event.

Part 3: Fire Risk Assessment

The School's Fire Risk Assessment meets the requirements of the Regulatory Reform (Fire Safety) Order 2005 (the FSO). Specifically it identifies:

- The Hazard
- The people at risk
- The measures to evaluate, remove, reduce and protect from the risk
- The measures needed to record, plan, inform, instruct and train people in risk reduction or removal
- The arrangements for reviewing the assessment

All risk assessments follow a standard grid procedure for evaluating risk. St Gabriel's has a fire risk assessment which is updated every year, more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added.

Copies of St Gabriel's fire risk assessments are held by the Bursar together with this document. Any comments or suggestions for improvement are always welcome. All Heads of Department should ensure that they and their Department read the sections that are relevant to them.

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