



HARPER BELL ADVENTIST SCHOOL

Fire Safety & Evacuation Policy

Harper Bell SDA School

Issue Date:

Version: V1

Review Date:

or when new legislation requires changes.

This policy will also be reviewed annually or when new legislation requires changes, whichever is the soonest. This policy is approved by *The Governing Body*.

Date approved:

Headteacher/Principal.....Susan Sidhu

Chair of Governors Richard Beamish

Date approved:

Date approved:

Aims

It is the overall aim of Harper Bell Adventist School to minimise the risks to staff and employees, which may arise from fire. This will be achieved by ensuring precautions are taken to avoid fires occurring and by ensuring that procedures for minimising the effects of an outbreak of fire and evacuating the premises are in place.

Overall Responsibility for Fire Safety Matters

The Headteacher is appointed as the Fire Safety Manager for the school and will have overall responsibility for fire safety matters in school. He will coordinate the implementation of fire safety measures, ensure that staff and pupil training takes place and monitor the standard of fire precautions maintained. He will also ensure that a fire evacuation drill is undertaken early in each term, that fire notices are kept up to date and that fire safety equipment is maintained.

Fire Risk Assessment

The Fire Safety Manager will ensure that a fire risk assessment is carried out every two years, or when something changes, e.g. a new extension/change of use of room. The fire risk assessment will be carried out by a competent person as detailed in the Regulatory Reform (Fire Safety) Order.

The School Fire Procedure

Notices displaying the school fire procedure will be displayed at each fire alarm call point and will be of the standard form.

Responsibility of all School Staff

All school staff are responsible for maintaining a high standard of fire precautions in areas under their control or influence. In particular, staff should ensure that they are fully aware of the fire evacuation procedure. They should ensure that door vision panels and fire exits are kept clear and fire doors are kept shut. They should also ensure that pupils for whom they are responsible are informed of the fire procedure. Children with specific needs will have a Personal Emergency Evacuation Plan (PEEP). These will be kept in classes as well as in the school Risk Assessment File.

Fire Training and Evacuation Drills

Training will be provided at least every two years for all permanent full time school staff in fire safety and school fire procedure, including training in the practical use of fire extinguishers. All staff, whether temporary or permanent, will have the fire procedure explained to them, together with information on the location of the fire alarm call points. It is the responsibility for the Fire Safety Manager to ensure this instruction is given in accordance with the checklist in appendix C. The Fire Safety Manager will also ensure that all fire safety records are

maintained by the site manager and are available for inspection by any enforcement authority.

Maintenance of Fire Doors, Fire Exit Doors, Fire Equipment and Systems

Fire extinguishers, fire alarm systems and emergency lighting are maintained under a central contract and administered by professional consultants. However, the school will carry out the following tests on the systems and precautions between maintenance visits:

System	Frequency	Method of Test
Fire Alarm	Weekly	Test key operation of different call points each week in rotation
Fire Alarm	Daily	Visual check of panel for fault indicators
Automatic door holders and closers connected to the fire alarm	Weekly with the fire alarm	Confirmation that doors release and close with the operation of the fire alarm
Emergency Lighting	Monthly	Operation of test switch or circuit breaker and check that light illuminates
Fire extinguishers, hose reels, fire blankets etc	Weekly	Check that seals are intact, equipment has not been removed or tampered with and annual inspection is in date
Fire doors	Weekly	Check that doors are closing fully and where fitted, latches are operating
Corridors, Escape Routes and Fire Exit doors	Daily	Check exit doors are unlocked and that escape routes are free of obstruction
Fire Exit doors	Weekly	Check that doors are opening freely and that emergency exit fittings are operating

Records

The following records will be kept by the school

Record type	Information to be recorded
Fire Alarm Test	Date of test, number of call points tested and whether test was satisfactory,

	including whether automatic door releases operated
Emergency Lights	Date of test, numbers or locations of lights tested and whether test was satisfactory
Free operation of fire exit doors	List of all exit doors checked, date of check and results
Practice fire evacuation drill	Date of drill, details of exits obstructed and time to evacuate
Fire safety training	Nature of training, names of those who attended, name of instructor and duration of training

Notices

All fire exit routes will be clearly signed with directional arrows.

Appointment and Duties of Fire Wardens

The school will appoint a number of teaching or administrative staff as fire wardens. These staff will have responsibility for ensuring that all areas of the school have been evacuated and that this is reported to the Fire Safety Manager, or the person in charge of the evacuation (see Appendix B). It is the Fire Wardens responsibility to inform their deputies if they are off site and not able to fulfil their duty.

Appointment and Duties of PEEPs The school will assign a member of staff to oversee the safe evacuation of any pupils who need support to evacuate the building in an emergency. It is the PEEPs responsibility to inform their superiors if they are off site and not able to fulfil their duty.

Raising the alarm

In the event of alarm failure the school bell will be rung continuously in order to raise the alarm.

Calling the Fire Brigade

The Fire Brigade are automatically notified of an alarm through our Redcare Line. But school contacts will be phoned by EMCS to confirm the fire.

Meeting the Fire Brigade

The Fire Safety Manager is responsible for meeting or ensuring the one member of staff is available to meet the fire brigade on arrival. On arrival the fire brigade will be given as much information as possible and directed to the entrance areas for each building where the alarm panels are located.

Events Taking Place Out of School Hours Such as School Plays or External Lettings

Where events are organised outside normal school hours, or by outside organisations, it is the responsibility of the member of staff organising the event or arranging the letting to

ensure that the evacuation controller is consulted and appropriate precautions including arrangements for evacuation and calling the fire brigade are put in place. The fire safety manager may impose specific restrictions on the type of letting or activity, the number of persons involved and the number and layout of any seating.

Review

These procedures will be presented to all staff annually and any new staff who arrive during the school year. The resources committee of the Local Advisory Board will review this policy annually

EMERGENCY EVACUATION PROCEDURE (Appendix A)

- ALL EMERGENCY EVACUATION OF THE BUILDING MUST FOLLOW THIS PROCEDURE
- This could be a fire, gas leak, other emergency situation detailed in the emergency situation policy
- Up to date fire routine notices are placed at every exit: designated fire exits are clearly marked
- Only attempt to tackle fire extinguishers on small fires if you are trained and confident to do so
- Leave the building immediately out the nearest fire exit and leave all belongings behind
- In the event of a missing person, report immediately to the Head teacher or person in charge.
- DO NOT GO BACK IN THE BUILDING until the Fire Safety Manager or Fire Officer has given the all clear

Role	Step	Action / Responsibility
Class Teachers & Teaching Assistants	1	Instruct pupils to remain calm, to leave all personal belongings and to line up at the nearest exit
	2	Immediately evacuate the building taking all children in your charge through the nearest exit
	3	Close the doors and windows on leaving
	4	Lead all pupils to the designated assembly point via the quickest, safest route and line up
	5	Call the register, distributed by office staff (conduct head counts whilst registers are being distributed)
	6	Fire Wardens hand over Zone Markers to the Fire Safety Manager confirming evacuation of that area.
	7	Notify the Fire Safety Manager immediately of any missing children or staff
	8	Wait for further instruction

Role	Step	Action / Responsibility
Office Staff	1	Print off 'Fire Evacuation Report' from 'Sign-in App'
	2	Print off 'Todays Register Report' off 'ARBOR'
	3	Pick up master copies of class registers in 'Evacuation Grab Bag'
	4	Pick up visitor signing in folder (if a parent event is happening)
	5	Leave the building through the nearest exit
	6	Distribute registers to Class Teachers – ensure all classes are present
	7	Check visitors against visitors sheet.
	8	Check staff against staff 'Sign-In App' register
	9	Notify the Fire Safety Manager (Headteacher) immediately of any missing persons
	10	Wait for further instruction
Fire Wardens	1	Upon hearing the alarm, check the areas you move through them, ensuring all fire doors are closed
	2	Checks on toilet areas should include a check on individual cubicles
	3	If you encounter any persons present, they should be instructed to evacuate immediately. All visitors and members of school should be ushered to an exit – not just pointed towards exits
	4	Never open a door if you suspect there may be a fire behind it
	5	Zone Clear? Pick up the Zone Marker to give to the Fire Safety Manager at the assembly point
Kitchen Staff	1	Switch off power and gas
	2	Evacuate the building through the nearest, most appropriate exit
	3	Go to the designated assembly point via the quickest, safest route
Visitors	1	Evacuate the building through the nearest, appropriate exit
	2	Go to the designated assembly point via the quickest route

Designated Fire Assembly Points

Assembly Point: Staff car park evacuation area

All children, staff and visitors should make their way immediately to Assembly Point. In the case of emergency the Assembly Point is the designated area for all children, staff and visitors. When assembled here, staff will conduct a head count. Administration staff bring out the pupil, staff and visitor registers, late reports, and any visitor signing in sheets and names will be cross-referenced to ensure no one is missing.

Fire Wardens will hand over Zone Markers to the Fire Safety Manager (Headteacher) to indicate whether a zone has been checked and cleared. If for safety reasons a zone has not been completely checked and cleared, the Fire Warden must leave the zone marker and inform the Fire Safety Manager immediately.

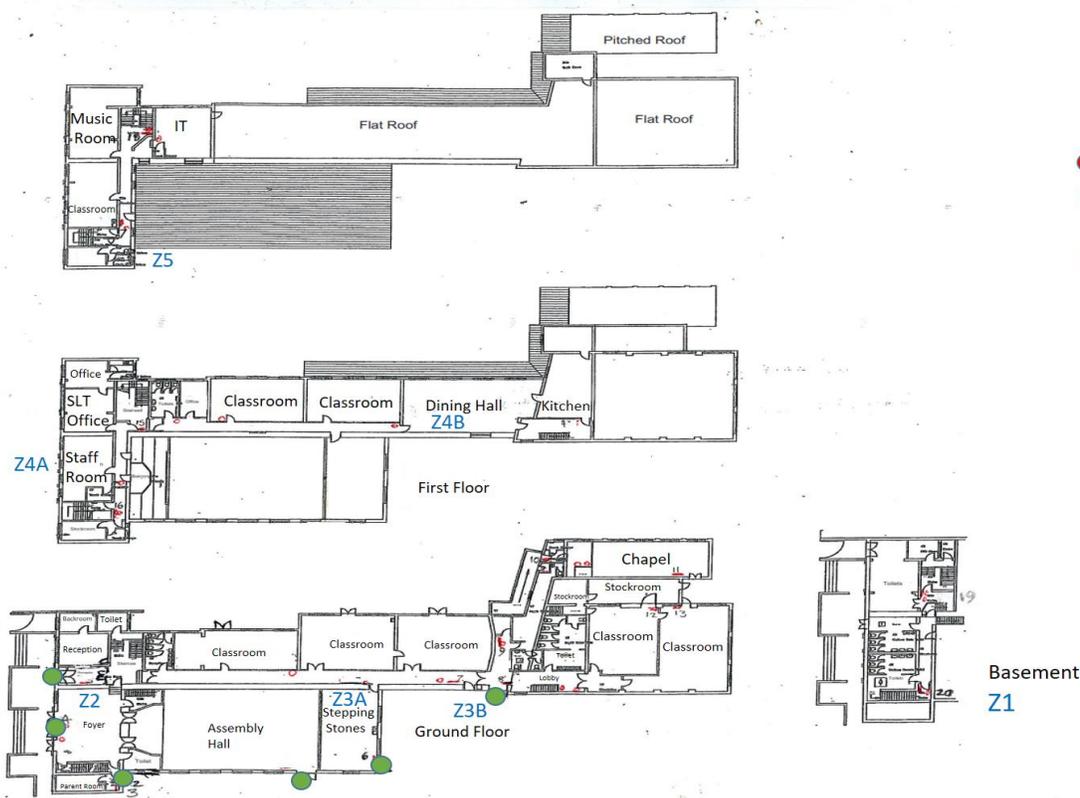
If we are for any reason unable to gain access to Assembly Point, it is highly likely there will be a full site evacuation. If that scenario arises, Fire Wardens having checked their zones should make their way to the safest assembly point in the first instance with their zone markers.

All staff; children and visitors should make their way to our emergency evacuation centre which is:

St Anne's Catholic Primary School
Headteacher: Wendell Gopaul
Postcode: B12 0ER
Telephone number: 0121 675 5037

The Deputy Headteacher will remain at site if safe to meet the Fire Brigade, the Fire Safety Manager will take charge at the emergency evacuation centre.

Appendix B
School Map



Fire Notes

Call Points (Break Glass)

: Extinguishers

: Exit Points

Zones:

Z1- D. McGregor-Gardiner

Z2 – D.Dawati

Z3A – S.Campbell

Z3B – A.Castello

Z4A – S.Sidhu

Z4B – K.Oyanda

Z5 – P.Frowen

Responsibility	Person responsible	In absence (1)	In absence (2)
Fire Safety Manager Check with class teachers for missing children. Check with office staff that visitors/contractors are all accounted for. Meet the fire brigade. Report any missing children/staff/visitors so that a search can be initiated	S. Sidhu	P.Frowen	J. Dearing

Class/Area	Person Responsible	In absence (1)	Zone Exit Point
Reception	Aleya Nehar	Cover for the day	Zone 2 - Foyer
Year 1	Aleya Nehar	Cover for the day	Zone 2 - Foyer
Year 2/The Beacon	Lucy Haigh	Cover for the day	Zone 3A- The Beacon, Fire Exit

Year 3	Safia Nisar	Cover for the day	Zone 2 – Reception Entrance
Year 4	Sophie Cox	Cover for the day	Zone 3B – Fire Exit
Year 5	Joseph Dearing	Cover for the day	Zone 3B – Fire Exit
Year 6	Anna Yates	Cover for the day	Zone 2 – Reception Entrance
Lunchtime Staff All lunchtime staff must ensure children move to the relevant assembly point in an orderly fashion. Children should be lined up in classes in their usual places initially and then walked quietly via the safest route	Denzil Brown Cameron Ogarro		

Fire Wardens	Zone Covered	Responsibility	Class/Area that they will guide	Zone Exit Point
David Gardiner	Zone 1	Guide staff/visitors to their exit point in his zone Check the area to see that all staff/visitors have safely vacated the area	Staff/Visitor	Zone 2- Staff/Visitors in this zone will exit up the stairs to the reception office and through the automatic doors - they then will make their way to the Fire Assembly
Dorcas Dawati	Zone 2	Guide staff/visitors/pupils to their exit point in her zone Check the area to see that all staff/visitors/pupils have safely vacated the area Print of register and once checks have been made – exit	Reception	Zone 2 – Make their way from their classroom down the corridor to their right, take a left through the Foyer and out the entrance. Make your way from the Foyer entrance to the Fire Assembly Point in the car park

		through the automatic doors at the front		
Dorcas Dawati	Zone 2	<p>Guide staff/visitors/pupils to their exit point in her zone</p> <p>Check the area to see that all staff/visitors/pupils have safely vacated the area</p> <p>Print of register and once checks have been made – exit through the automatic doors at the front</p>	Year 1	Zone 2 – Make their way from their classroom down the corridor to their right, take a left through the Foyer and out the entrance. Make your way from the Foyer entrance to the Fire Assembly Point in the car park
Sandra Campbell	Zone 3A	<p>Guide staff/visitors/pupils to their exit point in her zone</p> <p>Check the area to see that all staff/visitors/pupils have safely vacated the area</p>	Year 2/Stepping Stones	Zone 3A - Make their way from their classroom across through to Stepping Stones classroom, through the Fire Exit. From the Fire Exit to the Fire Assembly Point
Susan Sidhu	Zone 4A	<p>Guide staff/visitors/pupils to their exit point in her zone</p> <p>Check the area to see that all staff/visitors/pupils have safely vacated the area</p>	Year 3	Zone 2 - Make their way from their classroom down the corridor on their right, down the stairs, exit through the automatic doors by the reception office. From the reception entrance to the Fire Assembly Point
Andre Castello	Zone 3B	Open gate in order for staff/visitors/pupils	Year 4	Zone 3B - Make their way from their classroom down the corridor and take a left out through the Fire Exit,

		<p>to exit to the fire assembly point</p> <p>Guide staff/visitors/pupils to their exit point in his zone</p> <p>Check the area to see that all staff/visitors/pupils have safely vacated the area</p>		<p>then through the gate to the Fire Assembly Point</p>
Andre Castello	Zone 3B	<p>Open gate in order for staff/visitors/pupils to exit to the fire assembly point</p> <p>Guide staff/visitors/pupils to their exit point in his zone</p> <p>Check the area to see that all staff/visitors/pupils have safely vacated the area</p>	Year 5/Chapel	<p>Zone 3B - Make their way from their classroom down the corridor and take a left out through the Fire Exit, then through the gate to the Fire Assembly Point</p>
Susan Sidhu	Zone 4A	<p>Guide staff/visitors/pupils to their exit point in her zone</p> <p>Check the area to see that all staff/visitors/pupils have safely vacated the area</p>	Year 6	<p>Zone 2 - Make their way from their classroom down the corridor on their right, down the stairs, exit through the automatic doors by the reception office. From the reception entrance to the Fire Assembly Point</p>
Adult in charge for Assembly/ PE	Zone 2	<p>Guide staff/visitors/pupils to their exit point in her zone</p> <p>Check the area to see that all staff/visitors/pupils</p>	Assembly Hall	<p>Zone 2- Exit through the Fire Exit and make your way to the Fire Assembly Point</p>

		have safely vacated the area		
Karen Oyanda	Zone 4B	Guide staff/visitors/pupils to their exit point in her zone Check the area to see that all staff/visitors/pupils have safely vacated the area	Dining Hall	Zone 3B - Make your way from the dining hall down the stairs by the Kitchen and take a left out through the Fire Exit, then through the gate to the Fire Assembly Point
Paul Frowen	Zone 5	Guide staff/visitors/pupils to their exit point in her zone Check the area to see that all staff/visitors/pupils have safely vacated the area	2 nd Floor/Parent Room	Zone 2- Make your way down the back stairwell – to the Fire exit next to the Parent Room - then through to the Fire Assembly Point
Susan Sidhu	Zone 4A	Guide staff/visitors/pupils to their exit point in her zone Check the area to see that all staff/visitors/pupils have safely vacated the area	SLT Office/Staff Room	Zone 2- Make your way down the back stairwell – to the Fire exit next to the Parent Room - then through to the Fire Assembly Point

Site Manager will do a site walk after fire drills to ensure the site is secure before returning to the building

PEEPs

Reception

Year 1 - Deanna

Year 2- Zayan , Kymari

Year 3- Muhamud, Amir

Year 4 – Mahi, Zain

Year 5 – Hamza, Tobiah

Year 6: Bella, Andreea, Saifullah

Appendix C

Checklist for First Day Fire Safety Instruction

Take the new starter through the safety procedure as displayed at the fire alarm call points, in particular:

- Show them the location of the fire alarm call point and describe the way it operates. Emphasise that the first action on discovering a fire is to raise the alarm even if the fire is small.
- Describe the sound of the fire alarm and the action to be taken when it sounds, in particular leaving the building with any pupils for which the member of staff is responsible and going to the assembly point.
- Describe and walk the escape routes and alternative escape routes that the member of staff is likely to need to use and show the operation of any push bars or exit fittings.
- Show the new member of staff the location of the fire extinguishers, but emphasise they should only be used if the staff member has been previously trained, if it is safe to do so and the alarm has been raised first and after an evacuation has been started.

