

KIRKHAM GRAMMAR SCHOOL

POLICY DOCUMENT

FIRE

This is a whole-school policy and is applicable to Kirkham Grammar Senior School (KGS) and Kirkham Grammar Junior, Infant and Pre-School (KGJS).

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| Policy number: 10 | Originating date: January 2010 | Date last reviewed: March 2021 | Next review: March 2022 |
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The purpose of this policy is to state how the school deals with the requirements of the law regarding fire precautions and prevention and the arrangements by which this is brought about.

RESPONSIBLE PERSONS:

**KGS: Mr D H Berry, Headmaster – Fire Supervisor
Mrs P Griffiths, Domestic Bursar – Fire Officer**
**KGJS: Mrs K O'Donoghue, Headmistress – Fire Supervisor
Mr S Lewis, Key Stage 2 Lead – Fire Officer**

The primary function of the above named persons is to assess the fire risks as required under current legislation, to ensure that the requirements of this policy are carried out and that any problems or difficulties in meeting these requirements are reported.

The above persons can delegate specific tasks to other staff members and are responsible for ensuring that such delegation is appropriate.

THE POLICY

- To have an effective and proactive system of fire prevention, aimed at identifying those circumstances that could lead to a fire which have not already been recognised.
- To have a well organised means of safe evacuation of all persons on the premises and from all buildings to a point of safety in the event of any emergency.
- To have a means by which any fire and rescue services that may be required to enter the building during a fire can quickly, safely and accurately navigate their way round and to be fully informed of any persons not accounted for in the evacuation.

THE ARRANGEMENTS

The following arrangements and activities are in place in order to meet the above policy requirements:

- A risk assessment system that includes assessment of the risk from fire and any dangerous substances and the identification of adequate preventative controls.
- A check list monitoring system, used on a regular basis, to ensure that standards do not decline on a day-to-day basis.
- A reporting system that enables any staff member to raise any concerns regarding the current fire precaution arrangements.
- Equipment for dealing with a fire that might break out and the appropriate positioning of such equipment to enable quick and easy access to it.
- Fire detection systems, such as smoke alarms, appropriately positioned in key locations that assist in giving early detection and warning of fire or smoke.
- A fire alarm system by which the entire organisation can be alerted to the outbreak of any fire, with appropriate call points at each exit point.
- Various information signs clearly displayed to enable all persons to follow a safe route to the nearest exit in the event of a fire.
- Various instruction and warning notices posted on fire doors, fire exit points and external locations to ensure that exit routes are not restricted or blocked.
- A system of regular testing of fire alarms to ensure that any faults that may develop are detected and rectified in a timely manner.
- A schedule of service and maintenance for the fire alarm system and all linked and ancillary equipment, such as emergency lights, smoke alarms, fire panels, etc.
- A system of regular testing of the emergency lighting system to ensure its functional availability both during a fire or during loss of power.
- A system of carrying out fire drills involving all personnel on the premises to ensure the safe and swift evacuation to a pre-designated point of safety.
- A schedule of service and maintenance of all fire extinguishers on the premises to prevent deterioration of the functionality of the extinguisher.
- A Smoke and Vape Free policy (under a separate document) to significantly reduce the risk of a fire starting from non-extinguished cigarette ends in addition to other risks from smoking. Clear signage is posted on campus and in vehicles.
- A system of testing and examination of all portable electrical appliances to significantly reduce the risk of fire from electrical faults.

- Certification of the electrical distribution system to significantly reduce the risk of an outbreak of fire through deterioration of the cabling and switches.
- A system of minimising the amount of rubbish and waste materials allowed to build up in order to remove as much flammable materials as possible from the premises.
- The provision of appropriate storage cabinets in order to store those materials and substances that are known to be flammable.
- A system by which all visitors and contractors required to enter the premises are informed of the key points regarding fire precautions and the rules by which they must abide.
- An induction programme for all new staff joining the organisation (whether temporarily or otherwise) that includes information and instruction on fire precautions and the rules by which they must abide.
- The provision and updating of a diagram of the premises and associated buildings showing the internal layout, including rooms and corridors, and the location of all relevant and applicable fire equipment and installations. The locations of all specific hazards or hazardous areas, such as chemical laboratories, gas cylinder locations, etc are included.

RESPONSIBILITIES OF ALL STAFF

All staff have the following responsibilities to:

- Take responsibility for any pupils and student-teachers under their charge at the time of any fire or emergency and ensure they are safely guided out to a pre-designated assembly point.
- Keep all fire exit routes clear and free from obstacles and waste materials.
- Not to restrict access to or reduce vision of any mounted fire extinguishers.
- Not to leave fire doors propped or wedged open.
- Fully co-operate in any evacuation drills.
- Store all flammable substances and materials in appropriate locations after use.
- Avoid creating fire hazards by using unauthorised electrical equipment and other ignition sources.
- To take the time to draw attention to fire safety and precautions to any visitors and contractors in their charge.
- Ensure any visitors or contractors under their charge at the time of any fire or emergency are safely guided out to a pre-designated assembly point.

- Take note and comply with all signs posted around the premises.
- Maintain vigilance for any potential fire hazards and to report them at the earliest opportunity.

TRAINING

The following training will be undertaken by the organisation:

- All staff will be trained in the safe and speedy emergency evacuation procedures.
- Key staff, as identified by the responsible person named at the head of this policy document, will be trained in the use of fire extinguishers.
- All staff will be trained in the basics of fire prevention and precautions either through the organisation's own internal training system or by arrangement through a competent external organisation.
- Fire Awareness Training for all staff (last undertaken in January 2020).

REFERENCES

The following internal documents and official publications should be referenced in conjunction with this policy:

- Fire precaution documents.
- Testing, service and maintenance records for fire equipment.
- Records for evacuation drills.
- Staff Induction Programme.
- Premises layout diagrams.
- Current sets of regulations for fire precautions and prevention.
- Health and Safety Policy (no.17).

Kirkham Grammar School
Registered Charity No: 1123869 and Registered Company No: 6195985

FIRE PROCEDURES

FIRE PREVENTION

General Statement

KGS is committed to ensuring that any risk of fire at school premises is minimised so far as is reasonably practicable. Despite this commitment it cannot be assumed that fire will never break out and therefore the school develops and maintains such emergency procedures as are appropriate in the circumstances.

In particular the school will ensure that:

- A Risk Assessment is carried out to highlight potential fire risks.
- Procedures are in place to deal with the breakout of fire.
- Means of escape are maintained at all times.
- Fire alarm systems and fire-fighting equipment are regularly tested, serviced and maintained in accordance with the requirements laid down in the school's Fire Certificate.
- Planned emergency evacuations are carried out periodically (once per term) and the outcomes are recorded.

FIRE PROCEDURES

General Statement

In accordance with the recommendations set down in the Fire Regulations (2006), the appointment of a Fire Officer has taken place.

In the event of fire, the safety of life shall override all other considerations. If a fire is discovered, the alarm should be raised immediately by the appropriate method. The raising of the alarm should be the first action taken on discovery of any fire however small.

All staff are empowered to raise the alarm if they believe there is a fire, no authority should be sought from any other person.

It is not a requirement for staff to attempt to extinguish a fire, but extinguishing action may be taken if they feel competent and safe to do so.

KGJS STAFF

It is essential that fire evacuation is carried out in silence and at walking pace without any unnecessary delay. Doors are closed upon exit where possible. A head count is undertaken

to check that all pupils are present using the lists in files (office staff take the daily absence sheet and form lists outside with them).

Any pupil who is at the toilet or out of school at the time will meet the class on the playground. PE/Games classes go straight to the playground.

KGJS FIRE DRILL

One Fire Drill will be held each term to teach all pupils a quick and orderly exit from school. Each teacher (and office staff) will be responsible for having a class list to ensure that all pupils are safely out of the building. Smoke alarms are placed strategically around the school. The School Secretary will dial 999 in an emergency.

KGJS FIRE PRACTICE

- Continuous bell.
- Stand, then leave by the designated exit or route in silence.
- Remain in line in silence whilst class is checked, and until given the signal to return to school.

KIRKHAM GRAMMAR JUNIOR, INFANT & PRE-SCHOOL

HEALTH AND SAFETY NOTICE

FIRE PROCEDURE

- J4X Supervise pupils to fire exit, via the internal staircase, then check Computer and DT rooms. Follow pupils down the internal staircase to the playground assembly point. Be aware of bottleneck.
- J4Y Teacher to go down the fire escape first followed by the pupils and lead to the playground assembly point. Be aware of bottleneck.
- J3X Escort both J3 classes outside, via the exit on to the Pre-School play area, to the playground assembly point. Be aware of bottleneck. Supervise J3Y until teacher arrives.
- J3Y Send pupils out with J3X. Check changing rooms, including shower areas, and music rooms before joining class at assembly point. Be aware of bottleneck.
- J2X Send pupils out with J2Y. Check Hall and Library, before joining class at the playground assembly point.
- J2Y Escort both J2 classes outside to the playground assembly point. Supervise J2X until teacher arrives.
- J1X Escort both J1 classes outside, via the exit on to the Pre-School play area, to the playground assembly point. Be aware of bottleneck. Supervise J1Y until teacher arrives.
- J1Y Send pupils out with J1X. Check central cloakroom and toilets before joining class at assembly point. Be aware of bottleneck.
- I3X Escort both I3 classes outside to the playground assembly point. Supervise I3Y until teacher arrives.
- I3Y Send pupils out with I3X. Check infant toilets/cloakroom, before joining class at the playground assembly point.
- I2X Escort pupils straight to assembly point along the front of the building.
- I2Y Escort pupils straight to assembly point along the front of the building.

I1X Escort pupils straight to assembly point. (Nursery Nurse to assist with classes to supervise evacuation).

I1Y Escort pupils straight to assembly point. (Nursery Nurse to assist with classes to supervise evacuation).

Any support staff or staff not teaching, if in the vicinity, to check the Infant Cloakrooms (including toilets) and the Main Cloakroom (including toilets), the Staff Room, the Hall and the Library.

Pre-School Pupils and staff evacuate immediately through front entrance of Pre-School and assemble on the Pre-School 'outdoor area' at the front of Pre School. Member of Pre-School staff to check Pre-School rooms including toilets. Once everyone from Pre-School is accounted for and registered, a member of Pre-School staff must relay to the office staff at the main assembly point, on the playground, if everyone is accounted for. In the event of an incident in the vicinity of Pre-School, the Pre-School children should be escorted to the main assembly point on the playground by keeping left and walking along the front of the Junior School and through the side gate to the playground.

Dining Room Duty member of staff to stop pupils, give clear instruction to leave, using both 'double door' exits by splitting the room in half.

Junior Late Room Evacuate safely onto the field, walking round the side of the playground.

Infant Late Room Evacuate safely onto the field, walking round the side of the playground.

EYFS Late Room Follow the same instructions as above for Pre-School

Computer Room Escort pupils via the internal staircase and out of the fire exit at the bottom of the stairs to the playground assembly point. Be aware of bottleneck. Check DT room.

DT Room Escort pupils via the internal staircase and out of the fire exit at the bottom of the stairs to the playground assembly point. Be aware of bottleneck. Check Computer room.

Library Depart school via the nearest safe fire exit. This is likely to be the main front door or through one of the classrooms leading on to the playground. Check all pupils are out of the Library.

Music Rooms Pupils must only be in the music block when accompanied by an adult. Pupils must be escorted out of the music block and to the assembly point on the playground where they should join their own class.

Offices Check the other offices (School Reception, Deputy Head's office and Head Teacher's office), Infant Cloak room and Hall (if safe to do so). Depart via the main front door and assemble at the playground assembly point.

All staff (eg kitchen, domestic and peripatetic) must exit the building via the nearest fire exit and assemble at the playground assembly point. Pupils in their care must be escorted back to their class.

All visitors to school must be escorted out of the building via the nearest fire exit and taken to the playground assembly point.

- School Office to telephone the Fire Brigade and bring out contact details, class lists and keys to open gates.
- Headmistress (or in absence Office Staff) to check alarm box and area of fire.

The main assembly point is the school playground. The secondary assembly point for use when the playground is in use as a car park, or if circumstances make the main assembly point untenable, is the field.

- From 3.30 pm onwards, pupils to assemble on the field. An adult to prevent access to car park to ensure access for fire engine.
- If between 7.45 am and 9.00 am, pupils to assemble on the field. An adult to prevent access to car park to ensure access for fire engine.
- Breakfast Club and all other evening school clubs to evacuate to the field as above.

S Lewis
September 2018

FIRE MARSHALS

In the event of an emergency evacuation of the school, please would you be the last person to leave your area (without putting yourself at risk) and check that all rooms (including toilets, store rooms, etc) are empty as you leave. Please then confirm with the School Secretaries that your area is clear.

A Fire Marshal must not enter their zone if, when the alarm sounds, they are not in that location. Instead it must be reported to the School Secretaries that the zone in question has not been checked.

Outside of normal school hours the most senior member of staff will assume the role of Fire Supervisor/Officer. Fire Marshals will be delegated accordingly.

| Area | Zone | Notes | Member of Staff |
|---|-----------|-------|-------------------------|
| Boarding House | 1 | | House Parent |
| Norwood Block/Labs | 2 | | Lab Technicians |
| '38 Block – downstairs | 3 | | GSP/CH |
| '38 Block – upstairs | 4 | | SPG |
| Technology Block | 5 | | DG |
| Sixth Form Centre/Languages Centre | 6 | | MPM/ACJ |
| SLH/M1/M2/New Sports Hall | 7 | | LDO/JPR |
| Drama Studio | 8 | | BJL |
| Classrooms W13/W14 | 9 | | DC |
| Waite Building Classrooms W1 – W7 and rest of corridor | 10 | | SFD |
| Waite Building Classrooms W8 – W12 and rest of corridor | 11 | | HLA |
| Music Centre (upstairs and downstairs, inc E8) | 12 | | JZC/PRD |
| Main Entrance/Old Hall/Staff Room | 13 | | Reprographics |
| Sandhurst | 14 | | SLF/HDS |
| CCF Block/Shooting Range | 15 | | RDT/SM |
| Medical Centre | 16 | | Duty Nurse |
| School Shop/Lodge | 17 | | PG |
| Kirkham Grammar Junior School | 18 | | All Junior School Staff |

Roles and responsibilities during a Senior School Fire Alarm activation in normal school hours:

- Fire Officer:** To check fire alarm panel for cause of activation and authorise the All Clear.
- Fire Supervisor:** To oversee the orderly assembly of pupils in the Fire Assembly Area. To dismiss pupils once an All Clear has been authorised.
- Health & Safety Officer:** To liaise with the Fire Officer.
- Fire Marshals:** To report to the School Secretaries that their designated Fire Zone is clear of staff and pupils (without putting themselves at risk).
- Form Tutors:** To ensure that their Form lines up in silence at the designated assembly point and registers their Form on the Fire Register collected from their Head of Year. Return the completed register to their Head of Year.
- Heads of Year:** To collect their Year Group Fire Registers from the School Secretaries, issue them to their Form Tutors and return the completed Registers to the School Secretaries.
- School Secretaries:** To issue Year Group Fire Registers to Heads of Year and complete the Fire Roll Call sheet with information provided by teaching and support staff.

Plan of Fire Assembly Area

