



Fire Safety Policy

Created: September 2016

Review by: September 2020

Know safety,
No fire.



Statement of Intent

It is the policy of St Mary's High School to protect all persons including employees, children, visitors, professionals, contractors and members of the public from potential injury and damage to their health.

The school will provide and maintain safe and healthy working conditions, equipment and systems of work for all, and to provide such information, training and supervision as they need for this purpose.

The school will give a high level of commitment to health and safety and will comply with all statutory requirements.

Preservation of life is priority.

Applicability

This procedure is applicable to the fire procedure regulations as specified by the Health and Safety at Work Act 1974 and the Regulatory Reform (Fire Safety) Order 2005

References

[Health and Safety at Work Act 1974](#)

[Fire Safety Risk Assessment – Educational Premises](#)

Fire Risk Assessment

The Fire Risk Assessment shall be completed by the responsible person to satisfy the requirements of the Regulatory Reform (Fire Safety) Order 2005. Guidance on its completion is provided by '[Fire Safety Risk Assessment – Educational Premises](#)'. If, on reading the guide the responsible person / appointed person feel that they cannot apply the guide, then expert advice from a competent person should be sought. The Responsible Person should check the

appropriate health and safety qualifications (some of which may be competence-based and or industry specific, or membership of a professional body or similar organisation) to satisfy themselves that the assistant they appoint has a sufficient high level of competence to complete the Fire Risk Assessment.

Prevention and Protective Measures

The responsible person shall appoint one or more competent persons to carry out any of the preventative and protective measures required by the order. A person shall be regarded as competent in this respect where they have sufficient training and experience or knowledge and other qualities to enable them properly to undertake the measures required.

Roles and Responsibilities

The responsible person is the Headteacher – Philip Thompson

The Fire Officer is – Mrs Louise Martin

Responsibilities of the Fire Officer

The appointed fire officer should ensure that they have:

- an understanding of the relevant current best practice.
- an awareness of the limitations of one's own experience and knowledge; and
- a willingness and ability to supplement existing experience and knowledge, when necessary by obtaining external help and advice.

The fire officer is responsible to the Headteacher for ensuring:

- that fire wardens are selected and appointed where appropriate
- that wardens receive appropriate training
- that fire risk assessments are carried out; control measures are put in place and monitored
- that finances are allocated and adequate
- employees are organised
- regular meetings are held with fire wardens to ensure that procedures are being adhered to and that a site/establishment emergency evacuation plan is completed and known to all employees and visitors.
- that emergency evacuation exercises are carried out once every term
- the regular maintenance of fire extinguishers on annual basis by the service engineer
- that emergency lighting systems are regularly tested (monthly) and maintained by service engineer annually.
- that fire warning systems are tested weekly and serviced bi-annually by an engineer.
- fire warning and emergency signs are correctly located and maintained in a good condition.
- all school plans are reviewed regularly at least once every 12 months and amended accordingly.
- the co-ordination of emergency evacuation procedures
- that all employees and visitors know the correct action to take should there be a fire

- the fire evacuation log must be completed immediately after the evacuation

The fire officer shall liaise with the Headteacher with regard to procedural improvements and co-operate with inspections and audits.

Responsibilities of Site Supervisor

The Site Supervisor is responsible for ensuring:

- the emergency services are summoned as soon as possible
- that all escape routes are checked weekly and kept clear
- that they are conversant with the correct use and operation of the fire alarm
- that they are conversant with the correct use and operation of the fire extinguishers
- that they greet the fire service and brief on situation

Responsibilities of Office Staff

- to collect fire registers, Inventory staff and visitor list
- that everyone is accounted for should there be a fire or emergency evacuation. The fire evacuation log must be completed immediately after the evacuation.
- to take out the 'grab bag'
- that the Fire Officer/Deputy is immediately informed of any emergency situation

Responsibility of the Headteacher

The Headteacher is responsible for ensuring:

- that all fire safety documentation is audited annually and each appendix is checked to ensure compliance with procedures.
- that personnel and students are accounted for before giving the all clear to return to the premises.

Other members of staff with responsibility

The Deputy Headteacher will

- ensure that all personnel and students evacuate the premises in a quiet and orderly fashion.
- check that all form tutors are present.
- instigate missing personnel/student procedures

Members of Senior Leadership will

- ensure that all personnel and students evacuate the premises in a quiet and orderly fashion
- assist Office Staff in ensuring that all personnel, visitors and contractors are present

Teachers will

- lead the students in their care out in a quiet and orderly fashion
- sweep the building on their exit route
- Register and identify any missing person to the Headteacher

Support staff

- Assist the Pastoral Leaders and Form Tutors in organising the students and standing in alphabetical queues.
- Assist with behaviour management
- Clearly identify themselves to the office staff at roll call

Training and Information

All employees shall be provided with adequate fire safety information and training.

Induction Training

As part of their induction training, the line manager shall provide new employees on the day on which they commence work with information on the fire safety and emergency evacuation arrangements that apply to their workplace. This information shall include:

- what to do if they discover a fire or hear the fire alarm, what the fire alarm sounds like, means of raising the alarm, position of nearest alarm point and nearest fire extinguisher;
- showing them the fire evacuation routes, emergency exits, means of operating any exit devices such as panic bars, and the fire assembly point;
- an explanation of the reporting arrangements in the event of a fire or drill including the name of the person he/she reports to at the assembly point and the name of the fire officer responsible for the evacuation of the premises;
- an explanation of the importance of keeping fire doors shut, escape routes clear of combustible materials, and good housekeeping etc.

Employee's ongoing training

Line managers shall bring to the attention of employees a copy of the emergency plan detailing the evacuation procedures for the premises. They must ensure that employees under their control comply with the emergency fire evacuation procedures and fire precautions. Fire instruction notices shall be prominently displayed.

Visitors and Contractors

Appropriate arrangements shall be made to ensure that visitors and contractors are logged in and out of the premises by signing into the Inventory system. In the event of a fire evacuation the person hosting the **visitors** are responsible for escorting them to the fire assembly area. **Contractors** shall be provided with fire evacuation procedure information before they start work on site.

Records and Documentation

<u>Record</u>	<u>Responsible Person</u>
Fire Policy	Headteacher
Training Records	SBM via training data base
Fire Risk Assessment	Fire Officer
Emergency Plan	Fire Officer
Maintenance log	Fire Officer

Maintenance and testing of fire safety protection equipment and procedures

Equipment / Procedures	Period	Action	By
Fire detection and fire warning systems including fire alarm call points, self-contained smoke alarms and manually operated devices	Weekly	Checks and tests operation of all systems. Arrange repair of defective units where necessary. An alternate fire alarm call-point to be tested each week.	Site Supervisor
	Annually	Full check and test of system. Clean self-contained smoke alarms and change batteries.	Service Engineer
Emergency lighting equipment including self-contained units and torches	Monthly	Checks all systems, units and torches for state of repair and apparent working order.	Site Supervisor
	Annually	Full check and test of systems and units. Replace batteries in torches.	Service Engineer
Fire-fighting equipment including hose reels.	Monthly	Visually check that all extinguishers are in their place, not damaged/discharged and pressure gauge in green where appropriate.	Site Supervisor
	Annually	Full check and test.	Service Engineer
Fire drills	Termly	A minimum of one fire drill to be carried out each term.	Head Teacher/ Fire Officer
	Annually	Contract staff such as cleaners must experience a minimum of one fire drill per year.	Head Teacher/ Fire Officer

APPENDIX A

Fire Exits	
1.	Main entrance by office (South exit)
2.	Dining Room
3.	Drama Theatre
4.	Drama Theatre
5.	East door by staff car park (under construction)
6.	North door in front of Astro pitch
7.	West door to playground by lockers
8.	North West door by Mercer block
9.	West door, room 22 music in Mercer block
10.	East door, food tech room
11.	North door, sports Hall main entrance
12.	East door, sports hall

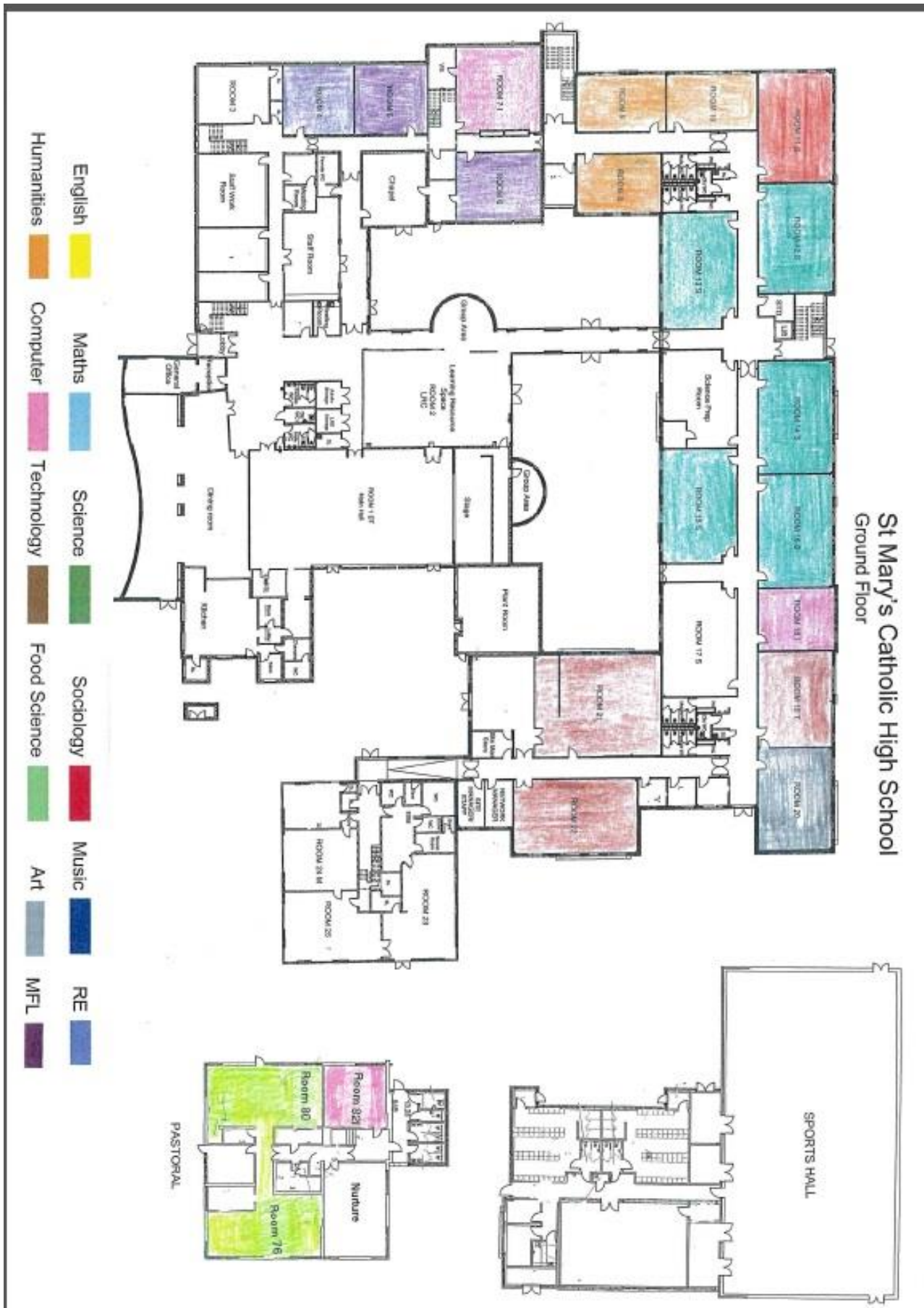
APPENDIX B

Assembly Point: Playground area back of main building	
Building	Evacuation Procedure
Food Tech Block	First Floor rooms and offices will evacuate the building via the stairs and out by the nearest exit point. Ground Floor rooms via one of the three exit doors.
Mercer Block	First Floor rooms and offices will evacuate the building via the stairs and out by the nearest exit point. Ground Floor rooms via one of the two exit doors.
Main Building – Ground Floor	All rooms, offices, chapel, LRC, dining room, Drama Theatre to evacuate by one of the Seven exit points.
Main Building – First Floor	All rooms, offices to use the nearest staircase to descend and to evacuate by one of the Seven exit points. The lift will not work if the alarm is sounding. If at all possible: MFL and Maths to use staircase by lift and exit at bottom of stairs
PE and Dance Studio	All to evacuate from the nearest available exit and to proceed to the playground.
Refuge points available on the North staircase and the South staircase. Students/Staff with a PEEP will have an individual evacuation plan in place. Staff should carry their premises keys at all time to allow escape from the perimeter fencing.	

APPENDIX C

Surname	Forename	Department	Responsibility
Bejenka	Anna	Business	Assist in registration of staff and visitors on site.
Cookson	Katie	Business	
Cuerden	Shiobhan	Business	
Dickinson	Deborah	Business	
Halliwell	Deborah	Business	
Lucas	Claire	Science Tech	
Owens	Marie	Business	
Martin	Louise	Business	Man Refuge Point. Phone contact emergency services upon discovering fire
Manager	Catering	Catering	Register the attendance of the catering staff
Cusack	Patrick	Premises	Check alarm panel, identify fire and respond.
Orme	David	IT Tech	Man the west door by the lockers
Rich	Emil	Premises	Check alarm panel, identify fire and respond.
All Teaching Assistants	Level 2 and 3		To assist with pupil behaviour

APPENDIX D PLAN OF SITE



First Floor

- English
- Maths
- Science
- Sociology
- Music
- RE
- Humanities
- Computer
- Technology
- Food Science
- Art
- MFL



APPENDIX E

Checklist

Date: **September 2018**

EXTINGUISHERS (Where Fitted)	YES	NO
Are all fire extinguishers in position and ready for use?	x	
Are all pins and seals in place and the extinguisher free from leaks?	x	
Are clear procedures in place for the use of these extinguishers?	x	
MEANS OF ESCAPE	YES	NO
Are all means of escape routes clear and free of obstruction?	x	
Are all means of escape clearly indicated?	x	
Do door devices operate satisfactorily?	x	
Are final exits and external routes clear?	x	
FIRE ACTION NOTICES	YES	NO
Are sufficient Fire Action Notices displayed prominently?	x	
Are these notices legible?	x	
FIRE WARNING SYSTEM	YES	NO
Are all operating points - break glass units - unobstructed?	x	
Are all operating points ready for use?	x	
ELECTRICAL	YES	NO
Are extension leads being used properly and not being overloaded?	x	
Are portable heaters the oil filled type and not fans or radiators?	x	
Have cables, plugs and insulation been visually checked and damage-free?	x	
HAZARD CONTROL	YES	NO
Are No-Smoking signs available where required?	x	
Are any flammable substances being correctly stored and used?	x	
Are any ignition sources being correctly controlled?	x	
Are ignition sources free from combustible items (PCs, copiers etc)	x	
Are the relevant signs placed on the hazardous lockers	x	