



FIRE SAFETY POLICY

Dormers Wells High School

**Maths, Computing and Applied
Learning Specialist College
& Leading Edge School**

Reviewed September 2014

Sub Committee: Whole School and Community

Date Approved:

Fire Safety Policy

Introduction

Employers must ensure fire precautions at the school comply with all relevant health and safety legislation. Additionally all workplaces are required by the Fire Precautions (Workplace) Regulations 1997 to have an emergency plan which includes the actions to be taken by staff in the event of a fire, evacuation procedures and arrangements for calling the fire brigade. In Dormers Wells High School responsibility for health and safety and fire safety lies with the Local Authority.

The safety of children, staff and visitors is of paramount importance to Dormers Wells High School and appropriate attention by leadership and management is taken to reflect this. Fire safety is also considered in the school's health and safety policy.

Objectives and Targets

Dormers Wells High School aims to secure an education environment that is as safe from fire as far as can reasonably be achieved. If a fire does occur, it is imperative that all staff members are well trained in procedures for safe evacuation and mitigation of damage.

Action Plan

In discharging its duty of care, the governing body delegates to the Headteacher:

- Operational responsibility for ensuring that fire evacuation drills are carried out on a regular basis, and at least once per term.
- Responsibility for ensuring that staff and students are all educated in the need to be fire-safety aware and fire safety is integrated into the curriculum wherever necessary.
- Training staff (in conjunction with the school's health and safety officer) or delegate this responsibility to a professional where appropriate.

On a day-to-day basis, the fire safety manager has responsibility to the Headteacher to:

- Carry out fire risk assessments and establish a fire risk assessment framework to apply to all school premises and workplaces.
- Produce a fire safety policy for the school.
- Ensure that every occupied room has a fire action notice.
- This policy contains the emergency fire plan in the case of a major outbreak of fire to include:
 - Means of detection and giving warning of fire.
 - Provision of means of escape.
 - Means of fighting fire.
- Make frequent informal checks to confirm fire safety rules are being followed, especially that fire escape routes and fire exit doors and passageways are unobstructed, and that doors open correctly.
- Ensure that a fire safety report is included in any health and safety report to the governors. Termly fire safety report to be produced by the fire safety manager (Ms Mahoney).
- Keep a log book containing details of this fire safety policy, evacuation procedures, incident reports, training undertaken (date of the instruction or fire drill, duration, name of person giving the instruction, names of persons receiving instruction, nature of instruction or fire drill) and results of fire drills.

On a day-to-day basis, Cofely has responsibility to:

- Be responsible for how the school manages and maintains its premises so as to adequately control the risk from fire and ensure adequate monitoring and supervision of activities to minimise its risk.
- Be responsible for ensuring that all the fire fighting equipment, fire detection systems and emergency escapes are adequate and checked regularly according to an agreed programme.
- Implement any recommendations.
- Responsibility for all contractors on the school site understanding and implementing this fire safety policy.
- Make frequent informal checks to confirm fire safety rules are being followed, especially that fire escape routes and fire exit doors and passageways are unobstructed, and that doors open correctly.
- Keep a separate log book containing details of this fire safety policy, evacuation procedures, incident reports, training undertaken (date of the instruction or fire drill, duration, name of person giving the instruction, names of persons receiving instruction, nature of instruction or fire drill), tests on fire fighting equipment, and results of fire drills.
- To attend the fire panel in the event of activation and to follow London Fire Brigade instructions.
- To report all relevant information to the London Fire Brigade.
- To assemble in the designated area.
- To ensure the Cofely fire warden liaises with the school Fire Safety Manager regarding evacuation procedures and checks.

On a day-to-day basis, the Deputy Headteacher has responsibility to the Headteacher to:

- Supervise fire drills.

Training of Staff

During the first week of term, or as soon as practically possible thereafter, all new entrants being students, teaching staff or support staff, will be conducted around the primary escape routes of the school. They will also receive instruction on the school fire evacuation routine. All members of staff will receive a personal copy of a floor plan and are made aware of evacuation routes. Further details are contained in the staff handbook.

All members of staff will receive instruction and training appropriate to their responsibilities in the event of any emergency. This will include department specific training.

Notices

Each fire alarm point is clearly indicated 'Fire alarm' in accordance with the Health and Safety (Safety Signs and Signals) Regulations followed by the appropriate operating instructions. Every room has a fire notice (see appendix).

The Purpose of Fire Drills

In Dormers Wells High School fire drills are intended to promote an attitude of mind whereby persons will react rationally when confronted with a fire or other emergency at school or elsewhere. Fire drills will not assume that all escape routes are available. Fire drills ensure that, by means of training and rehearsal, in the event of fire:

- The people who may be in danger act in a calm and orderly manner.

- Those people who have designated responsibilities carry out their tasks to ensure the safety of all concerned.
- The escape routes are used in accordance with a predetermined and practised plan.
- Evacuation of the building is achieved in a speedy and orderly manner.

Our fire drills give us the opportunity to consider the age-related needs of the students attending the school and also any special needs of the students on the school roll. Each fire drill will be started by our pre-determined signal and the whole premises checked as if an evacuation was in progress.

Our fire routine is based on a critical sequence of events outlined in appendix 1, these being:

Alarm Operation

Anyone discovering an outbreak of fire must, without hesitation, sound the alarm by operating the nearest fire alarm call point.

The fire alarm systems in each building are not linked to each other. However, in the event of an alarm actuation, our procedure is for contact to be made with the other buildings on site, either by telephone or designated person. Once contact has been made it is our procedure to evacuate all buildings (by operating the fire alarm, public-address (PA) system, message or personally with each class). In the event of students being in the swimming pool they should be asked to leave the pool and assemble on the pool side, a manual register will then be created which will be brought to the main assembly point.

The aim of evacuating all buildings is to attempt to carry out a roll call.

Calling the Fire Brigade

On activation of the fire alarm system the fire brigade is automatically notified by the alarm operator, Redcare. The fire safety manager and Headteacher must also be informed immediately.

Evacuation

On hearing the fire alarm:

- Students must be instructed to leave the building in single file and in a calm, orderly manner.
- Neither staff nor students are permitted to collect their belongings either from the room they are in or another area of the premises once the alarm has been activated.
- The person in charge of each class must indicate the exit route to be used and everyone must be directed to a predetermined assembly point. Specific arrangements are established for students with physical or mental disabilities to ensure that they are assisted during evacuation.
- No running is permitted to avoid panic.
- On staircases everyone must descend in single file. Overtaking of classes or individuals is not permitted.
- Lifts must not be used.
- Anyone who is not in class when the fire alarm sounds must go immediately to the assembly point.
- No one is allowed to re-enter any building until told to do so by the fire brigade, or, in the case of a fire evacuation drill, the senior person in charge.

The entrance doors to Student Reception will be locked outside of the hours 8.00am and 16.00pm. All students and staff evacuating from the Admin Block, Curriculum Support and Sixth Form should evacuate through Visitors Reception or to the rear of the building in the event the alarm is activated before 8.00am and after 16.00pm.

Assembly

Everyone must make their way to the assembly points which are areas outside the school premises clearly designated as assembly points, easily identifiable by any person who is on the school premises as a visitor, far enough away from the school premises to afford protection from the heat and smoke in a fire situation and in positions that do not put students and staff at risk by emergency vehicles responding to the incident. The assembly point is between the Park Gate and the table tennis table. Staff must ensure each form up in two parallel rows rather than one line of thirty to allow a fire engine get around and to keep members of the community as far away as possible from the building.

In the event of there being a concern regarding the safety of students in the current location then they should be moved to the furthest possible point from the school, the end of the school field or the Dormers Wells Lane end of the school depending on circumstances as soon as is practicable, in an orderly manner.

Examination Evacuation Procedure

If the fire alarm is activated during an examination, the ruling from the Exam Board is that students should remain seated while investigations are made. (If it is a false alarm examinees will not be evacuated). Staff managing the exams should, if necessary, escort the students to an external controlled area near to the exam room e.g. the memorial garden adjacent to the allotment. The exam room must be secured and the students informed that exam conditions still apply whilst assembling. Invigilators will ensure that the evacuation procedures are followed by all students. Students in examinations must not line up with their form groups but must assemble separately.

When students return to the examination room they must not start writing until they are told to do so by the lead invigilator.

Roll Call

The form tutor should stand with their tutor group and should ensure that students are standing in two straight lines in silence. The Attendance Officer will bring a copy of the registers for the day to the assembly point. As soon as the register is available Year Leaders should distribute the register to Form Tutors, this should be taken and discrepancies report to the Deputy Headteacher in charge of fire drills. Any staff who are not form tutors should go to the back of the lines of their allocated year group to assist in the management of student behaviour.

Support staff and visitors should report to the Headteacher's PA and be checked against the visitors signing in record. Any discrepancies will be reported to the Deputy Headteacher in charge of fire drills.

- On arrival at the assembly point a roll call will be made to ascertain that no one remains in the premises. Any visitors or contractors on the premises will be included.
- The count at the assembly point will be checked with the attendance registers and visitors book to verify that everyone is out of the building.
- Each person in charge of a class or group will report to the leadership team member in charge of the evacuation procedure that everyone in their charge is accounted for or inform him/her of the number of persons missing.

Meeting the Brigade

The Headteacher or a representative in their absence will go to the central fire panel and identify him/herself to the fire brigade on their arrival. In doing so, vital information can be relayed to the fire officer which will dictate the necessary actions to be carried out by the fire brigade.

The Fire Brigade will want to know:

- Is everyone accounted for?

- If anyone is missing: How many? What is their usual location? Where were they last seen?
- Where is the fire? What is on fire? (It may not be apparent).
- Are there any hazardous substances involved in the fire or stored in the building? (For example, chemicals, solvents, liquefied petroleum gas (LPG) or acetylene cylinders, etc.) The Fire Safety Manager will maintain a list of likely hazardous substances and their locations.

Fire Fighting

Any attempt to fight the fire must always be secondary to life safety. Circumstances will clearly dictate whether fire fighting should be attempted. Any attempt to fight the fire must be based upon the type and degree of training received in the use of fire fighting equipment employed in the premises.

Monitoring and evaluation

At the beginning of each school year all staff will be involved in a discussion of issues relating to all aspects of school safety, including fire safety. Regular fire drills will ensure that the evacuation procedure applying to the school premises fulfils its aim satisfactorily and will highlight any area of the procedure which needs alteration.

Reviews and Operation of this Policy

The Governors have overall responsibility for the operation of this policy and it will be reviewed annually. This policy will also be reviewed after any incident of fire which draws attention to inadequacies in the fire procedures. The policy will be promoted and implemented throughout the school. The policy will also be updated in the light of developments in government policy.

Signed: _____ Date: _____

Chair of Governors: Saynap Isman

Signed: _____ Date: _____

Headteacher: Róisín Walsh

Appendix

Fire action notice

Any person discovering a fire must:

- Operate the nearest fire alarm.

On hearing the fire signal:

- When in class, the order to evacuate will be given by the person in charge, who will indicate the route to be followed.
- When not in class, form single file and move by the most direct route to the place of assembly.
- At all times act quietly and calmly.
- Do not stop to collect your personal belongings.
- Do not attempt to pass others on your way to the place of assembly.