



## FIRE SAFETY POLICY

<b>Health and Safety Officer</b>	- Alison Drew - Mags Hutchings, Accommodation and Welfare manager, deputises for Principal
<b>Fire Marshals</b>	- Alison Drew, Mags Hutchings

### Fire Policy Statement

As a responsible employer we take our fire and safety duties seriously. This policy is to help us comply with our legal obligations to staff, students and visitors under the Fire Safety Order (2005). These include the provision of a safe place of work where fire safety risks are minimised.

### Employee Duties

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk or harm.

All employees are expected to co-operate fully with any procedures that may be introduced as a measure to protect the safety and well-being of staff, students and visitors.

### Communication

All employees will be kept informed, either directly or via the Health and Safety Officer, of any relevant changes to fire safety procedures or fire risk assessments. This will be done in staff meetings or by email.

### Procedures

The following procedures are in place to ensure high standards of fire safety:

- Fire risk assessments have been undertaken and are reviewed regularly. Other reviews will occur if there are changes that will impact on them. These may include alterations to the premises or new work processes. Fire risk assessments are carried out by Coastal Security on behalf of the school.
- Alarms are checked annually by Coastal Security and tested every week.
- All fire extinguishers are serviced and maintained annually by Coastal Security. If any employee notices defective or missing equipment they must report it to the Health and Safety Officer.
- The fire evacuation procedure will be practised at least once a year. A record will be kept of the date and the time taken to evacuate the buildings. The meeting point is in the school garden.
- Training will be provided, as necessary, to any staff given extra fire safety responsibilities such as Fire Marshals.
- All new members of staff and temporary employees will be given induction training on the fire drill and the available escape routes. Regular staff will be given annual refresher training.

- All escape routes shall be clearly signed and kept free from obstructions at all times. Escape routes shall be checked regularly by the Health and Safety Officer.
- Evacuation procedures are posted prominently in every room.
- All visitors must be logged into the Visitors Book in the reception on arrival.

## **Emergency Evacuation Plan**

- If you discover a fire:
  - Raise the alarm immediately. This can be done by activating the nearest Fire Alarm Call Point. Fire Alarm Call Points are located in the corridor on every floor and can be activated by pressing hard against the glass with your thumb.
  - Evacuate immediately using the nearest available fire exit.
    - Do not stop to pick up any personal possessions.
    - Do not stop to shut windows, but the last one out of a room should ensure that the door is shut.
  - If a teacher is with his/her students in a classroom, he/she should take the class registers with him/her.
  - Inform the Health and Safety Officer/Fire Marshals as to the location of the fire.
  - Report to the assembly point for a roll call in the school garden.
  - If you are with a visitor, ensure they accompany you.
  - If possible, the Health and Safety Officers should bring the Visitor's log book
- If you hear the fire alarm:
  - Leave the building immediately using the nearest available fire exit.
  - Report to the assembly point for a roll call.
  - If you are with a visitor, ensure they accompany you.
- Persons responsible for taking roll calls are:
  - the teachers and the Health and Safety Officer
  - In the absence of the Health and Safety Officer, the Principal deputises.
- Fire Marshalls – on hearing or setting off the alarm:
  - encourage everyone around you to evacuate as soon as possible
  - Check rooms in your areas are all empty and then inform the Health and Safety Officer or her deputy that all students and teachers, admin staff and visitors in your area are accounted for at the roll call.
- Fire Alarm Status
  - In the event that the fire alarm is or appears to be for a genuine fire, then the Health and Safety Officer must call the fire brigade as soon as possible.
  - In the event that the fire alarm is a false alarm, then the Fire Marshalls should establish the cause before letting anyone re-enter the building.
- Liaising with Fire Brigade
  - It is the responsibility of The Health and Safety Officer to liaise with the Fire Brigade on its arrival.
  - She should ensure she gives the Fire Brigade as much information as possible regarding the evacuation and the roll call and must give them the Visitors' Log Book.

### **Assisted Evacuation**

- Any member of staff or student who cannot leave the building unaided in the event of an emergency will need to have a Personal Emergency Evacuation Plan (PEEP) for their evacuation. The PEEP is created on the first day at the school and will be given to all staff including teachers if a student is in their class. A specific member of staff will be tasked with helping that person during an evacuation; this is the staff member who is most likely to be nearby, e.g. teacher or office colleague.
- If an existing member of staff becomes unable to leave the building unaided, perhaps because of a broken limb, visual impairment etc then a PEEP must be created for that person