

LYNCH HILL SCHOOL ENTERPRISE ACADEMY

POLICY FOR FIRE SAFETY

The Governing Body has high regard for the safety of pupils, staff and visitors to the school. 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.

The Governing Body also delegates to the Headteacher responsibility for ensuring that fire-safety education is an integral part of the school curriculum.

The Purpose of Fire Drill

In our school, fire drills are intended to ensure, by means of training and rehearsal that in the event of fire:

- the people who may be in danger act in a calm and orderly manner.
- those people who may 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 practiced plan.
- evacuation of the building is achieved in a speedily and orderly manner.
- to promote an attitude of mind where-by persons will react rationally when confronted with a fire or other emergency at school or elsewhere.

Our fire drill gives us the opportunity to consider the age-related special needs of the pupils attending the school and also the educational special needs of the children on the school roll.

Our fire routine is based on a critical sequence of events, these being:

Alarm Operation

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

Calling the Fire Brigade

- all outbreaks of fire or any suspected fire, however small, should be reported immediately to the Fire Brigade by the quickest means available. This task is designated as a responsibility of the school secretary as a telephone is readily available in the office.

Evacuation

- on hearing the fire alarm, pupils must be instructed to leave the building in single file and in a calm, orderly manner.
- 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.
- Canteen procedures: Adults in the canteen must organise the children into single file and lead them out of the canteen in an orderly fashion.
- specific arrangements are established for pupils with physical or mental disabilities to ensure that they are assisted during evacuation.
- no running is to be permitted to avoid panic.
- on staircases everyone must descend in single file. Overtaking of classes or individuals must not be 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 must be allowed to re-enter the building until told to do so by the Fire Service in attendance, or, in the case of a fire evacuation drill the senior person in charge.
- Staff **MUST** sign out at lunch time or when leaving the school site and if on returning from lunch and/or meeting, find the alarm sounding, **MUST** stay off site until the senior person in charge or the fire service deem it safe.
- If staff are intending to leave at lunch time / any other time but hear the alarm sound prior to signing out, they **MUST NOT** leave the school site and go immediately to the nearest assembly point.
- Staff and children must leave by the nearest exit but must make their way to the assembly points (MUGA).
- The office must be given a copy of trip risk assessments so that children who are offsite can be accounted for.

Office Procedures

In the event that the fire alarm goes off, the procedure for office staff is below:

Office staff should wear their hi-viz jacket so that they are more easily identifiable by teachers.

1. Admin 1 will print off 2 copies of staff/visitor attendance from the ACS system. (In the event that Admin 1 is not in the office this will be done by Admin 2)
2. Admin 1 and whoever is covering the medical room at the time (Welfare Officer) to take staff/visitor register (**SIMS printout**), all the **student signing in/out book** and go to the meeting point in the MUGA. Any pupils in the medical room at the time will go to the MUGA.
3. Registers are handed back to the form tutor and the register re-taken for each class. The register should then be handed back to a member of the office team.
4. Office staff should take their mobile phones with them to allow communication between the two assembly points.

Each member of staff and visitor should report to a member of the office team and checked off against the ACS printout.

Assembly (MUGA)

- areas outside the school premises are designated as assembly points.
- areas are easily identified by any person who is on the school premises as a visitor.
- the assembly points are all far enough away from the school premises to afford protection from the heat and smoke in a fire situation.
- During play and lunch times, in the absence of class teachers, playground markings are to indicate where the children should line up.
- the assembly points are in positions that do not put pupils and staff at risk by emergency vehicles responding to the incident.

Roll Call

- The form tutor has overall responsibility to ensure that a roll call is conducted in the event of evacuation of the premises.

- attendance registers and visitors book will be brought to the assembly point, by the office manager, when the alarm sounds.
- The signing out book for each student is to be taken out to the correct assembly point – MUGA.
- on arrival at the assembly point, a roll or count will be made to ascertain that no one remains in the premises.
- any visitors or contractors in the premises at that time 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 teacher 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. Phone calls are made between to the two assembly points to attempt to locate any missing persons. UNDER NO CIRCUMSTANCE SHOULD A MEMBER OF STAFF RETURN TO THE BUILDING TO LOCATE MISSING PEOPLE.

Meeting the Brigade

- the Leadership Team Member in charge of the roll call will 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.

Typical information 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? (e.g. chemicals, solvents, liquefied petroleum gas (LPG) or acetylene cylinders, etc).

Training

During the first week of term or as soon as practically possible thereafter, all new entrants being pupils, 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 the staff will receive instruction and training appropriate to their responsibilities in the event of any emergency. Further details are contained in the Staff Handbook.

All members of staff will each receive a personal copy of a floor plan and designated evacuation routes. At the beginning of each school year, all staff will be involved in a discussion of issues relating to all aspects of school safety. This will include details of how to call the Fire Brigade. In the case of newly engaged staff, instruction shall be given as soon as possible after appointment as part of their induction.

A record of the training and instructions given and fire drills held, shall be entered in the log book and will include the following:

- 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.

Fire drills, which may be combined with the instruction given above, will be carried out at least once per term. The fire drill should not assume that all escape routes are available. Each fire drill will be started by our pre-determined signal and the whole premises checked as if any evacuation was in progress.

In our school, the Health and Safety Officer is responsible for organising staff training and for co-ordinating the actions of the staff in the event of fire. In the absence of the Health and Safety Officer, his/her duties will be carried out by our CPD coordinator.

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.

A notice is displayed adjacent to the telephone or switchboard giving clear instructions for calling the Fire Brigade in case of fire.

Notices are displayed in the staff room, detailing for staff, their actions in an emergency.

Firefighting

Any attempt to fight the fire must always be by an adult and secondary to life safety.

Circumstances will clearly dictate whether firefighting should be attempted.

Any attempt to fight the fire must be based upon the type and degree of training received in the use of firefighting equipment employed in the premises.

Regular fire drills will ensure that the evacuation procedure applying to the school premises fulfils its aim satisfactorily and highlights any area of the procedure which may need to be reviewed.

Multi Building Sites

Many schools have more than one building on site. It is not necessary for the fire alarm systems within these buildings to be linked together.

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 usual procedure to evacuate all buildings (by operating the fire alarm, public-address (PA) system message or personally with each class).

The aim of evacuating all buildings is to attempt to carry out a roll call. We have delegated responsibility to non-teaching members of staff to quickly search each area of the building (all rooms including toilets) and to report to the designated responsible persons that their area is "clear".

Notice 1

Any person discovering a fire must:

- operate the nearest fire alarm.
- The fire brigade will be called immediately by dialing "999" using the nearest telephone

On hearing the fire signal:

- when in class the order to evacuate will be given by your teacher, 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