



## **CRANMORE SCHOOL FIRE PROCEDURES POLICY**

*Cranmore School's mission is to be a Catholic School committed to the teachings of the Gospel with the aim to help all children fulfil their potential, by fostering their individual talents and providing for their needs within its caring Christian community.*

### **INTRODUCTION**

This policy is written in accordance with the Health and Safety Act 1974 and The Regulatory Reform (Fire Safety) Order 2003.

The Health and Safety of the pupils whilst in the care of Cranmore School is one of our prime concerns. There are, accordingly, clear procedures laid down by the school to ensure all staff and pupils are aware of their responsibilities on discovering a fire or during a fire drill.

### **Part 1: SAFETY**

#### **Fire Safety Manager**

The H&S Coordinator (Richard Clayton) is the designated School Fire Safety Manager; who is responsible for ensuring that:

- The Fire Safety Policy is kept under regular review by the Health & Safety Committee and Governors.
- The Fire Safety Policy is disseminated to the entire school community.
- Everyone in the school (including visitors and contractors) are given clear instructions on where they should go in the event of fire.
- The Fire Assembly Point is on the tennis courts to the staff car park side of the school. The alternative assembly point is on the tarmac playground to the rear of the school
- Procedures for emergency evacuation are regularly tested, and alterations are made if they are deemed necessary.
- Fire risk assessments are regularly reviewed and updated.
- Fire prevention measures are meticulously followed.

- Fire procedures and risk assessments are reviewed on each occasion that a building is extended or rebuilt, or when new buildings are acquired.
- Regular service and testing of fire alarms, detectors, extinguishers and emergency lighting.
- Keeping records of all matters relating to Fire Safety.

### **Fire Marshals**

The School will ensure that a sufficient number of staff are designated Fire Marshals. All Fire Marshals are 'competent persons' who have been trained to provide assistance in evacuating buildings in the event of a fire; they may have specific duties for evacuating pupils and are not responsible for fighting fires.

There should be at least one trained Fire Marshal for every area of the School. A list of trained Fire Marshals is kept by the H&S Coordinator and on the Staff room Health and Safety Board.

### **Fire Marshal Training**

The H&S Coordinator will ensure that all staff are given training either at induction, (for all new staff), and ongoing training for Fire Marshals every 3 years. The H&S Coordinator is the competent member of staff who is the trainer for Fire marshalling within the school.

### **Teaching Staff**

In the event of a fire alarm teaching staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion.

There are designated Lower/Upper Prep and Senior Coordinators who are responsible for collecting and distributing registers to teaching staff. Additional Coordinators have been assigned to carry out roll calls for staff of each department.

It is the responsibility of the Fire Safety Manager to ensure that this information is passed to the Fire and Rescue and other emergency services as soon as they arrive.

### **Support Staff & Visitors**

All support staff are responsible for their own personal safety. In the event of a fire alarm they should immediately leave the building by the nearest exit and report to their designated person at the assembly point. All visitors should be escorted to the assembly point and checked against the Visitors Book. The names of any missing persons must be passed immediately to the Evacuation Coordinator

## **Part 2: FIRE PREVENTION**

In accordance with legislation and good practice the school will ensure that:

- The buildings are protected by a fire detection system comprising both heat and smoke detectors which activate an audible alarm
- Fire risk assessments are carried out to ascertain the needs of the school and the level of provision required. These are kept on file by the Health and Safety Co-ordinator.
- The necessary fire equipment is available.
- All staff are made aware of the School Fire Action Plan
- A written record is kept of all fire tests and activations
- Termly fire evacuations are carried out.
- Fire safety equipment is inspected annually.

### **School Practice**

All teachers and other staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of pupils in the school.

It is the responsibility of Form Teachers to ensure that the iSAMS system (School Register) is updated each school day at:

8:40 am all morning classes

1:05 pm afternoon Junior classes

2:05 pm afternoon Senior classes

It is the responsibility of Reception to ensure that the class register is up to date and available.

For pupils who are incapacitated in some way it is the teacher's responsibility to escort these pupils to the fire Assembly Point ensuring they do not block stairs or exits. Personal Care Plans are to be prepared by the school nurse for all such individuals, and these plans will include a Personal Emergency Evacuation Plan (PEEP). The nurse should ensure all staff are aware of all current Personal Care Plans.

### **Fire Exits**

All fire exits in the school are clearly marked, and with the exception of the main doors these are equipped with push-handles to open them. At NO TIME must these doors or the access areas around them be hindered by any obstacle.

### **Fire Equipment**

The buildings are protected by a Fire Detection System comprising both heat and smoke detectors which activate an audible alarm.

The system is serviced annually by WJ Fire Protection Services. Weekly tests are also carried out internally.

Firefighting equipment consists of appropriate extinguishers, and where necessary, fire blankets.

All equipment is tested annually by WJ Fire Protection Services.

Emergency gas cut-off switches are located in:

- both senior science rooms
- main kitchen area (x2)

Fire Exit notices are displayed in all classrooms and other areas. Fire Exit Routes from all buildings are clearly signposted.

### **Classrooms**

Entrances into classrooms must be kept clear of all obstructions. Classrooms must be kept tidy at all times. Flammable material must be kept away from all heaters and lighting. Litter is to be disposed of in the bins provided. It is the responsibility of the Teacher to ensure bins that are filled are notified to the cleaning manager and they are emptied as soon as possible. Smoking is not permitted at ANY TIME in the school.

### **Part 3: FIRE SAFETY PROCEDURES**

All new staff (teaching, maintenance and support staff) and all new pupils are given a briefing on the school's emergency evacuation procedures as part of their induction into the School. They are shown where the emergency exits and escape routes are located, together with the Assembly and Alternate Assembly Points. Fire action notices are displayed on the walls of all rooms and in all corridors. All new staff and pupils are made aware of these notices and the action they should take on hearing an alarm. All staff will be given fire safety refresher training every three years.

Training in the use of fire extinguishers and Fire Marshall training are offered as part of the School's INSET Training to certain staff. Only trained staff should attempt to use a fire extinguisher and only for the purpose of evacuating a building.

### **Visitors & Contractors**

All visitors and contractors are required to sign in at Reception, where they are issued with a visitor/contractor's badge, which should be worn at all times while they are on school property. The visitors and contractors are made aware of the emergency evacuation notice and are shown the way to the Assembly and Alternate Assembly Points.

When large numbers of visitors are at the school for events such as open days, plays, concerts, exhibitions, a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding and the assembly area.

Any visitors who have mobility issue should be escorted to the fire Assembly Point by the individual they are visiting.

### **Fire Drill Practises**

Fire practices are held at least termly. This combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of trained Fire Marshalls helps to ensure the School can be safely evacuated in the event of a fire.

Fire alarms and drills are recorded in the appropriate fire registers held by the H&S Coordinator in their office. Action where appropriate will be taken on issues which arise as a result of a fire, fire alarm or drill.

### **Summoning the Fire Brigade**

The fire alarm system is connected to a monitoring station. Once an alarm has been triggered, the monitoring company will ring through a list of 5 key school contacts to assess the validity of the alarm. If they cannot get through to any of these contacts then they will notify the fire service.

### **Fire Risk Assessments**

Every three years a site fire risk assessment is conducted by an external fire consultancy. This is reviewed by the H&S Coordinator and any remedial actions identified, costed and recorded against the School's programme of works. Risk Assessments for all school buildings are reviewed on an annual basis by the H&S Coordinator and Director of Operations. Reports on Fire Risk Assessments are made to the Governors via the Health and Safety Committee.

The School's Fire Risk Assessment will:

- Identify people at risk – pupils, staff and visitors.
- Identify hazards, including sources of ignition, fuel, flammable materials
- Assign levels of fire risk severity (low/medium/high) to every part of the School
- Review fire protection measures, such as extinguishers, lighting and alarms
- Review Fire Safety Procedures and Arrangements
- Check testing and maintenance of fire equipment etc.
- Review Fire Practice reports
- List recommendations to reduce/eliminate risks and actions required
- Ensure the provision of adequately trained staff
- Records and reports findings.

The next Fire Risk Assessment is due to take place in December 2027.

## **Appendix 1: Evacuation Procedure**

### **EVACUATION OF THE BUILDINGS**

1. Any person discovering a fire should;
  - a) Raise the alarm by breaking the glass of the nearest call point
  - b) Inform the Office at once.
2. The Office will be responsible for calling the Fire Brigade and any other emergency services (as required).
3. On hearing the alarm all other persons must leave the building via the closest available exit in accordance to the Fire General instructions that can be found in every room.
4. The Office staff will bring the registers and signing out books to the assembly point for a roll call.
5. The nurse will bring out a first aid box.
6. Each Form Teacher should ensure that all the class are present.
7. The Assistant Head is responsible for ensuring that all staff are present.
8. In the event of a real fire only the Fire Brigade can determine whether the school is safe to return to.

### **FIRE DURING OUT OF SCHOOL HOURS**

In the event of a fire being discovered during out of school hours, the 'On Call' member of maintenance staff will be contacted by the monitoring company once the fire alarm has been activated. They are responsible for deciding whether there is a requirement for the fire service to attend.