



FIRE SAFETY & PROCEDURES POLICY

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Definitions

FEEP

Fire Emergency Evacuation Procedures

SMT

Senior Management Team

SCC

The Catherine's Centre

Introduction

Our priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity of the school in ensuring that staff, pupils and visitors do not add to the fire risk and through safe evacuation of our building if a fire breaks out. The fire safety policy, procedures and risk assessments at The Laurels School are designed to help our community to respond calmly and effectively in the event that a fire breaks out in our building. All staff have a duty of care in ensuring that the fire safety policy is embedded in the entire school community.

A Health & Safety Committee meets once a term in order to discuss all matters of health, safety & welfare. Part of their duties include:

- The Fire Safety & Procedures Policy is kept under regular review by SMT and governing body
- Everyone in the school (including visitors and contractors) are given clear instructions on where they should go in the event of fire
- Ensure the announcement of fire safety procedures at the start of special school functions & events
- Ensure that appropriate records are kept of fire drills, fire fighting equipment & escape route checks
- Appropriate fire awareness training is given to staff
- Procedures for emergency evacuation are regularly tested
- The Fire Risk Assessment and Action Plan are regularly reviewed and updated
- Fire prevention measures are meticulously followed

- Fire procedures and risk assessments are reviewed if the building is altered, extended or rebuilt, or when new buildings are acquired

The Health and Safety Officer ensures that records are kept of the following:

- i) Fire Risk Assessment and its review
- ii) Fire Safety Policy
- iii) Fire Procedures and Arrangements
- iv) Training Records
- v) Fire Practice Drills
- vi) Certificates for the maintenance of fire-fighting systems and equipment

Briefing of staff and pupils

All our new staff (teaching and non-teaching alike) and pupils are given a briefing on the school's emergency evacuation procedures on their arrival at The Laurels School. For staff this is covered as part of the induction procedures, and for pupils this is covered by form teachers.

All staff receive a copy of the school's Fire Safety procedures and arrangements, and the FEEP as per Appendix 1. These matters are discussed and reviewed annually during the Autumn term staff INSET.

We offer fire awareness INSET training for class teachers and other permanent staff, including the basic use of fire extinguishers, at regular intervals (including refresher training).

Fire Safety Procedures

The safe evacuation of everyone – staff and pupils alike, is our priority. Protecting property comes second. No one should attempt to fight a fire at the expense of their own, or anyone else's safety. No one should attempt to use a fire extinguisher before they have been trained in its use. On no account should anyone return to a burning building.

Fire notices are clearly displayed in various rooms and public places throughout the building (eg. corridors, hall, staffroom, offices). If a person discovers a fire, they should break the glass in the nearest alarm point to set off the alarm then leave the building

by the nearest exit. They should go to the Fire Assembly Point, which is the main car park, behind the Sports Hall.

Escape routes are clearly signed, using standard, compliant signage. Escape routes and emergency exits are checked regularly by estates staff to ensure they are kept clear.

Suitable fire fighting equipment (both fire extinguishers and fire blankets) are clearly labelled. A fire alarm system is fitted and call points are tested via fire drills and weekly testing. The fire fighting equipment and fire alarm system are annually tested by specialist contractors, who are currently Salus. Fire drills are held once a term, at varying times of the school day. This, combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of trained Fire Wardens/Marshals, helps to ensure that the school can be safely evacuated in the event of a fire. Records of all fire practices are held by the Health & Safety Officer.

The school office is manned between 8 am and 5 pm during weekdays (during term time) and at other times during the holidays. The main fire alarm panel is situated in the basement of the gothic building, with a repeater panel in the school reception area with a plan of all the call points displayed there. Office staff are responsible for summoning the fire brigade.

All visitors and contractors are required to sign in at Reception where they will be directed to review the FEEP during the sign in process. All members of staff are responsible for ensuring that anyone in their classroom or office are able to exit the building safely.

Teaching staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion. They are responsible for conducting a head count on arrival at the assembly point, and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to a senior member of staff or Health & Safety Officer.

Fire Wardens have a pro-active fire safety role which includes day to day fire management duties. Fire Marshals have a re-active fire safety role which includes (in the event of an evacuation) the checking of toilets and rooms, closing of doors and helping any disabled people to leave the building. In order to fulfil their roles, Fire Wardens and Fire Marshals complete training on Educare as well as attend physical

workshop of using fire extinguishers organised by external company, Salus Fire. A list of the Fire Wardens and fire Marshals is appended to this policy.

Fire Prevention

The following fire prevention measures are in place at The Laurels School:

- There are presently 5 escape routes from the SCC building and first floor South Wing and 3 escape routes from the ground floor South Wing
- Fire notices are clearly displayed in various rooms, corridors and stairwells
- Fire extinguishers (of the appropriate type) and fire blankets are located at key points throughout the building, as recommended by specialist contractors and/or the Fire Brigade
- Call points are activated by pressing the black button (to be reset following a drill)
- Following a call point being activated, the fire alarm will automatically sound. The system is fitted with a battery backup
- All stairs, passages and emergency exits are illuminated by emergency lighting
- Qualified electricians inspect and maintain all electrical installations, which are suitably protected and meet the requirements of BS7671 IEE wiring regulations
- All gas appliances are regularly maintained and serviced by Gas Safe registered engineers
- When letting or hiring the school, the hirer certifies that they have read and understood the school's fire safety procedures.

Fire Risk Assessment

Our school's Fire Risk Assessment meets the requirements of the Regulatory Reform (Fire Safety) Order 2005. Specifically it identifies:

- The hazards
- The people at risk
- The measures to evaluate, remove, reduce and protect from the risk
- The measures needed to record, plan, inform, instruct and train people in risk reduction or removal

- The management of fire safety procedures
- The action plan

A Fire Risk Assessment at The SCC, South Wing and The Cube buildings was carried out by Millwood on 28th October 2021. The FRA is reviewed regularly by members of the Health &

Safety Committee. A professional review will be carried out at least every 4-5 years and inhouse FRA will be carried out annually.

Any comments or suggestions for improving the school's Fire Risk Assessment are always welcome. All of the Senior Management Team are responsible for ensuring that they are aware of any specific risks which are relevant to their subject area.

Monitoring and review

It is the responsibility of the Head and Health & Safety committee members to monitor and evaluate the effectiveness of this policy.

This policy will be formally reviewed every two years, however it will be amended earlier if legislation or school procedures change prior to that time.

Signed: Linda Sanders

| This policy will be reviewed every 2 years | |
|---|---------------------------------|
| Title | Fire Safety & Procedures Policy |
| Version | 5.1 |
| Date of Review | Autumn Term 2022 |
| Author | Linda Sanders |
| Approved by SMT | Yes |
| Approval/Review required by PACT or sub-committee | Yes |
| Latest Review (state whether changes were made) | Yes – Updated fire Warden list |
| Next Review Date | Autumn Term 2024 |

This policy should be read in conjunction with the following related policies:
Health, Safety & Welfare.

Appendix 1 - Fire Emergency Evacuation Plan (FEEP)

Introduction

This Fire Emergency Evacuation Plan (FEEP) includes the action to be taken by all staff in the event of fire, and the arrangements for calling the fire brigade.

The following items have been considered:

- Action on discovering a fire
- Action on hearing the fire alarm
- Calling the fire brigade
- Identification of key escape routes
- Fire Wardens/Marshals
- Place of assembly
- Registers
- Records
- Firefighting equipment
- Training
- Liaison with emergency services

Action on discovering a fire

Should any staff member notice the outbreak of a fire, they will immediately sound the fire alarm by activating at any call point.

Action on hearing the fire alarm

Staff should act in accordance with the FEEP, a summary of which (entitled FIRE NOTICE) can be found near each call point and in each room.

The fire alarm is a continuous sounding warning system. On hearing the fire alarm:

- a) When in class: Stop all activity and stand in silence. The order to leave will be given by the teacher. They will inform children of the route to be taken.
- b) When not in class: Stop all activity and walk in silence by the shortest route to the place of assembly.

The following rules are always adhered to:

- Keep to the right
- Remain silent
- Do not run but exit the building as quickly as possible
- **Do not go back into the building for any reason**

Calling the fire brigade

The Fire Service should be informed immediately by a member of the office staff. The cordless phone should be taken outside in order to carry this out, as well as a personal mobile of one of the office staff. Other staff members (including cleaners) should also be conversant with using the phone system to make calls.

Identification of key escape routes

The escape routes are clearly marked throughout the building, so that even members of the public or persons unfamiliar with the layout of the premises will be able to identify the escape routes.

The main escape routes for the South Wing are at the main school entrance and through the back staircase. For the SCC the escape routes are at each end of the building.

Fire Wardens/Marshals

Lara McManamon and Linda Sanders are the Chief Fire Wardens. Mrs Jewell, Dr Daire, Mrs Lamb, Miss Newbould, Mrs Millington, Mrs Sedoufio, Mrs Pardo de Vera, Miss Clark and Miss Radcliffe are trained Fire Marshalls. They are responsible for maintaining high standards of fire precautions by ensuring that notices are correctly sited, that the FEEP is properly distributed and understood by all. The fire Wardens have been appointed to ensure that:

- Evacuation drills are carried out according to procedures
- Staff know the location of the fire alarm points and how they function
- The FEEP is properly distributed and understood by all
- Appropriate 'Fire Action' notices are on display throughout the building
- Primary and secondary escape routes are used efficiently
- Toilets are checked prior to leaving the building
- Disabled or vulnerable people are helped to leave the building

Place of assembly

Staff should assemble at the pre-determined assembly point which is the main car park, behind the Sports Hall.



Registration of Pupils (roll call)

After evacuation from the building:

- a) Pupils should line up alphabetically and in an orderly manner at the Fire Assembly Point and wait to have their register taken.
- b) Fire Wardens (listed in appendix) will ensure the area they are responsible for is clear. Teachers will collect their register from Administration Staff and check their Form's Register promptly.
- c) Once complete, registers should be handed back to Administration Staff who will check that everyone is present with their counterpart at the other assembly point.
- d) Administration staff will check the Staff Register and Visitor's Book and ensure all heads are accounted for & confirm this with the Head or H&S Officer.
- e) The Chief fire Warden will confirm to the Head whether the building is safe for re-entry.
- f) Pupils and staff will remain in the assembly point until the 'all clear' information.
- g) Pupils should go straight back to class in an orderly manner.

Fire Registers

Fire Registers should be printed by Administration staff no later than 9.45am (after absence emails have been sent to parents) in case of emergency. On hearing the alarm, they will be taken outside (with spare pens) by the first person leaving the building via the back exit and office staff.

Records

A record of all fire drills is kept in the Health and Safety Folder.

Fire escape plans showing exit routes and location of call points and fire extinguishers are situated in every room.

Firefighting equipment

Trained competent staff should, where possible and only if safe, attack fire with appropriate equipment. However, firefighting is always secondary to life safety.

DO NOT PUT ANY PERSONS AT RISK.

Training

The FEEP is the subject of frequent training so all staff are familiar with its contents. Staff training specifically provides information and instruction on the following:

- Fire risks in the premises and how to minimise these
- Fire safety measures in the building
- Action in the event of fire
- Action on hearing the fire alarm signal
- Method of operation of manual call points
- Location and use of fire extinguishers
- Means for summoning the fire and rescue service
- Identity of persons nominated to assist with evacuation
- Identity of persons trained in the use of fire extinguishing appliances

Members of the Health & Safety Committee periodically train staff at insets or meetings.

Liaison with emergency services

The Health and Safety Officer or Fire Warden will periodically make contact with external emergency services to make them familiar with the school's fire action plan, and to seek advice on any improvements which may need to be made.

Appendix 2 - Fire Wardens register

The Chief Fire Wardens are: Mrs Sanders and Mrs McManamon

| FIRE WARDEN REGISTER | | |
|--|------------------|-------------|
| FULL NAME | DATE OF TRAINING | EXPIRY DATE |
| SOUTH WING BASEMENT AND SPORTS HALL | | |
| Mrs Sedoufio | 08/09/2022 | 08/09/2025 |
| SOUTH WING | | |
| Mrs Sanders | 01/12/2020 | 01/12/2023 |
| Mrs Lamb | 04/03/2022 | 04/03/2025 |
| SOUTH WING SIXTH FORM HUB | | |
| Miss Newbould | 04/03/2022 | 04/03/2025 |
| ST CATHERINE'S CENTRE GROUND FLOOR | | |
| Mrs Millington | 01/12/2020 | 01/12/2023 |
| Mrs Sedoufio | 04/03/2022 | 04/03/2025 |
| ST CATHERINE'S CENTRE FIRST FLOOR | | |
| Mrs Pardo de Vera | 04/03/2022 | 04/03/2025 |
| Mrs McManamon | 08/09/2022 | 08/09/2025 |
| ST CATHERINE'S CENTRE SECOND FLOOR | | |
| Dr Daire | 01/12/2020 | 01/12/2023 |
| ST CATHERINE'S CENTRE THIRD FLOOR | | |
| Miss Clark | 01/12/2020 | 01/12/2023 |
| CUBE | | |
| Miss Radcliff | 01/09/2022 | 01/09/2025 |

On the activation of a fire alarm, the schools Fire Wardens should:

- Make sure all rooms and corridors are checked to ensure no people are left in the building
- Check all fire doors are closed
- Make sure the primary and secondary escape routes are used efficiently
- Help disabled or vulnerable people to leave the building