

# St Christopher's School

A Brighton College School



## Fire Procedure Policy

*This policy applies to EYFS*

Fire Risk Assessment is carried out by Elite Fire Limited on an annual basis in March/April and the report is provided in pdf format and is held under **staff shared folders > policies > health & safety policies > fire risk assessment**

### Introduction

- 1.1. The aim of this document is to manage the School's fire procedure for the effective planning, risk assessment, implementation, monitoring and review of the Regulatory Reform (Fire Safety) Order 2005.
- 1.2. The requirements are for the provision of fire-fighting and fire detection equipment
- 1.3. The provision of emergency routes and exits (means of escape); and
- 1.4. Maintenance of all provisions.

### 2. Policy

- 2.1. The school is committed to reducing hazards and ensuring the prevention of outbreaks of fire.
- 2.2. All employees have a duty of care with regard to safety from fire.

### 3. The Risk Assessment – Duties of Care

- 3.1. All effort must be made to ensure that a fire can be detected and persons warned within a reasonable time in order to leave the building safely.
- 3.2. That all staff receive instruction or training in what to do in case of fire

- 3.3. To ensure that escape routes are free from obstruction and doors are capable of being easily opened without a key.
- 3.4. Exit routes not in normal use should be clearly indicated.
- 3.5. Maintenance of fire fighting equipment and regular checks on alarms must be recorded.
- 3.6. The school must ensure that escape routes can be safely used at all times by providing emergency lighting. Illumination of emergency signs indicating the route of escape. Emergency lighting should be powered by a source other than the normal lighting circuit.
- 3.7. The Headmaster must ensure that arrangements are made for staff training.
- 3.8. The Headmaster must ensure that procedures and practices are adhered to.

#### **4. Fire Procedure**

- 4.1. The fire procedure must include the action to follow on discovering a fire.
- 4.2. The fire procedure must include the action to follow when hearing the alarm.
- 4.3. All employees should be familiar with the school evacuation drill and ensure they are aware of the nearest fire alarm point.
- 4.4. Records must be kept of the completed fire risk assessment.

#### **5. Fire Drills**

- 5.1. A fire drill is intended to ensure that in the event of a fire:
  - a) Staff and pupils act in a calm and orderly manner
  - b) Those designated to supervise fire procedures carry out their duties to ensure safety
  - c) The means of escape are used in accordance with predetermined and practised plans
  - d) Evacuation is speedy and orderly
  - e) Proper checks are made to account for all pupils, staff and visitors
- 5.2. A minimum of one drill per term is required, times to be varied.

#### **6. Special Needs Requirements**

- 6.1. Identification must be made of staff and pupils requiring special consideration and help if evacuation is necessary.

6.2. A list of names must be kept by the Bursar of any persons under 6.1.

6.3. Identified individuals should have an assigned person to aid their evacuation.

## **7. Checking Procedures**

7.1. Fire alarms should be checked by rotation weekly, records of the test results shown in the log book.

7.2. All fire alarm defects registered by testing must be remedied immediately and checked by a competent engineer.

7.3. Emergency exits must be checked daily as part of the caretaking duties when opening and locking the building.

7.4. The fire alarm inspection and service must take place every six months.

7.5. Fire equipment (including Hose Reels) must be checked annually by a competent engineer.

7.6. Emergency lighting should be checked annually by a competent engineer.

7.7. General nightly checks should consist of clearing litter bins, moving congestion from corridors and fire routes and disconnecting any unnecessary plugs from their sockets. All doors must be closed.

7.8. Fire Marshals should check their areas weekly and report any defects to fire equipment, emergency exits, alarm points etc.

## **8. Contractors on Site**

8.1 Before commencement of any building or construction work takes place, the Bursar/or Architect will require site of the company's method statement to consist of;

- Risk assessment and measures for control
- Supervision arrangements
- Responsibility for enforcing safety standards

8.2 The school must provide a copy of their latest Fire and Safety Risk Assessment, Fire Policy, Health and Safety Policy and certificate of employers' liability insurance.

8.3 Contractors must follow the fire and evacuation procedures in existence at the school.

8.4 A 'hot work' permit should be issued for outside contractors to identify the location and nature of the work involved and identify what precautions have been put in place, e.g. fire retardant matting or covers, supply of suitable extinguishers, warning signs. Appropriate checks should be made to the area every half hour for one hour after the work has been completed.

8.5 Contractors must comply with the School's Smoke Free Policy and to comply with the Health Act 2006.

Updated: September 2016

Review date: September 2018

**APPENDIX 1**  
**Fire Procedures**  
**Main School Site**

1. **On discovering a fire** – immediately raise the alarm by operating the nearest fire alarm point for that area identified in your classroom fire notice. The Headmaster’s Secretary will be responsible for calling the emergency services; in her absence the Registrar or Office Secretary will make this contact.
2. **On hearing the fire alarm** – The teacher must evacuate the classroom in a quick and orderly manner, using the fire route/s identified for that area. Close all doors and windows. Do not wait to collect coats and belongings. Pupils then make their way to the front (South Facing) playground – ‘The Assembly Point’ – and line up in their classes.
3. **Escape Routes** – have been identified for each area/classroom. The ‘PRIMARY ROUTE’ in the main escape route and must be followed at all times unless blocked by fire. The alternative – ‘SECONDARY ROUTE’ – should only be used if the Primary Route is blocked or inaccessible.
4. **Assembly Point & Registration** – pupils must line up in their classes with their backs to the ‘west’ boundary, facing into the playground. Registers must be collected from the office staff and these must be taken as soon as possible. Identification must be made of those missing who were earlier marked as present in school. Registers must be returned to the Headmaster and missing persons reported to him. A main school file listing pupils, absence lists, activities and sports fixture lists is kept up to date daily and will be held by the office staff.
5. **Fire Marshals** – designated members of staff will be required to conduct a sweep of a pre-designated area to ensure that all occupants have evacuated, doors are closed and fire doors have been activated and shut.
6. **Staff & Visitors** – members of staff, regular parent helpers and music teachers are required to mark themselves in and out of the building on the ‘In and Out’ board situated by the entrance door. Staff must register with the Headmaster’s Secretary as soon as they are free to do so. A member of staff must take responsibility for a visitor to the school and take charge of their safe exit from the building.
7. **Emergency Vehicles** – the area of playground from the gates (South and West) into the playground should be kept clear for emergency vehicles requiring access to the site. The Caretakers or member of staff who arrives first at the Assembly Point will be responsible to opening the gates for emergency vehicles to enter. The padlock codes are the same as the gate entry code.
8. **All Clear** – once the all clear has been received, the Headmaster will instruct teachers to dismiss their classes in stages, to avoid congestion, and pupils must return to class in an orderly manner.

APPENDIX 1a  
Fire Procedures for the  
Olympic Pavilion Glebe Villas

- 1 **On discovering a fire** – immediately raised the alarm by operating the nearest fire alarm point. The EYFS Coordinator or Caretaker will be responsible for calling the fire brigade.
- 2 **On hearing the fire alarm** – the teacher must evacuate the pavilion by a route not blocked by fire – the ‘primary’ route for Reception/Year 1 pupils will be through the South facing doors that lead to the playing fields. Children changing for games must exit via the changing room doors marked ‘for emergencies only’ or through the classrooms if exit is blocked by fire.
- 3 **Assembly Point & Registration** – pupils must line up in their classes at the farthest point South end of the field (by entrance from Glebe Villas). Registration of the children must be taken by the teachers or teaching assistants, plus all staff accounted for.
- 4 **Staff & Visitors** – a member of staff must take responsibility for a visitor to the pavilion site and take charge of their safe exit from the building.
- 5 **Emergency Services & Informing the School** – a teacher must take responsibility of calling the Fire Brigade and to then inform the school of the situation.
- 6 **Emergency Vehicles** – will need to gain access through Leicester Villas entrance. The gate must be opened for access and not blocked by vehicles. Glebe Villas entrance is not accessible to large vehicles and is not close to the pavilion building.
- 7 **All Clear** – once the all clear has been received, the EYFS Co-ordinator or teacher will instruct pupils to return to the building in an orderly manner.

## APPENDIX 2 Fire Marshals

In the event of an evacuation, the Fire Marshals must

- ✓ conduct a sweep of a pre-designated area to ensure that all occupants have evacuated
- ✓ commence the sweep from the furthest point away from the fire exit so that they are moving towards a place of safety
- ✓ do a thorough check of the area assigned to them, ensuring that all occupants have evacuated. Checks on toilet areas should include a check on each individual cubicle
- ✓ make sure fire doors and classroom doors are shut
- ✓ not open a door if you suspect that there may be a fire beyond it. If in doubt check the door with the back of the hand
- ✓ not delay their own evacuation if they encounter somebody who refuses to leave
- ✓ brief the Headmaster upon their arrival at the Assembly Point to confirm checks have been made and are satisfactory

### Areas of responsibility

<b>Hannah Lowe</b>	Lower level classrooms in rear courtyard, hall and kitchen (including toilet)
<b>Helen Browning</b>	Upper level classrooms in rear courtyard
<b>Glenn Riley</b>	Main building classrooms – 1 <sup>st</sup> and 2 <sup>nd</sup> floor
<b>Caretakers</b>	Main building classrooms – ground floor, girls' & boys' toilets

Fire Marshals must be visible to others and easily identified by the emergency services as they will require immediate information about the site. High visibility jackets have been provided for this purpose and must be worn in the event of hearing the alarm.

A check list should be completed by the Fire Marshal for their own area of responsibility to identify and reduce potential risks and hazards.

**APPENDIX 3**  
**Roles and Responsibilities Chart**

