



**Policy 12B - Fire Safety  
Including EYFS**

**(Review annually from 2015)**

<b>Date</b>	<b>Reviewed by</b>	<b>Date approved SMT/Sub Committee</b>	<b>Date approved Governors</b>	<b>Next review date</b>
02.02.21	Rachel Barraud	19.04.21	Category 2 Policy for 23.06.21 Court Meeting	April 2022 for June 2022 Bridewell Court Meeting
20.04.22	Kim Hall	21.04.22	Category 2 Policy for 22.06.22 Court Meeting	April 2023 for June 2023 Bridewell Court Meeting
20.04.23	Kim Hall	20.04.23 27.04.23	Category 1 Policy for 21/06/23 Bridewell Court Meeting	April 2024 for June 2024 Bridewell Court Meeting

## **Objective**

The Head and Governors seek to provide an environment which is safe from the hazard of fire.

This objective is met by ensuring:

- Risks from fire are identified.
- Arrangements are in place to control those risks.

## **Identifying Risks from Fire**

This is undertaken via the carrying out of a fire risk assessment (see Policy 12A) and on an on-going basis via the Fire Marshall role.

## **Controlling Fire Risks**

- 1) Prevention of fires
  - All inflammable items to be stored correctly.
  - All areas to be kept clear of rubbish.
  - Regular checking of electrical wiring.
- 2) Ensuring the provision of suitable fire detection, alarm, emergency lighting and firefighting systems appropriate to each building and the activities conducted in each building.
- 3) Maintenance and regular checking of fire detection, alarm and firefighting systems by competent persons.
- 4) Staff training via Fire Marshall and Fire Safety Awareness courses run by a competent trainer and during the induction process for new starters. (Training records are held by the Operations Manager ).
- 5) Appointment of Fire Marshalls in every building and in key areas of the site.
- 6) Having the correct procedures in place in case of fire.

## **Fire Officer**

- Daytime Monday to Friday: Estates Bursar (deputised as necessary by Operations Manager or SMT member)
- Evenings and weekends: Estates Bursar (deputised as necessary by Head or Operations Manager/SMT member)

## **Fire Marshalls**

Primary and secondary areas of responsibility are allocated in order to mitigate against the risk of a Fire Marshall being off-site during a fire-related event. Fire Marshalls are issued with high-visibility jackets to which the checklist "Areas of Responsibility for Fire Marshalls" is attached. Hazard spotting in their primary area of responsibility is an on-going responsibility and any fire risks must be emailed to the Operations Manager as a matter of urgency.

Nominated Fire Marshalls are as follows: (as at 1 September 2022)

<b>Great Roke</b> <i>(secondary Fire Marshals are shown in brackets)</i>			
<b>Ground Floor</b>	<b>First Floor</b>	<b>Second Floor</b>	<b>Music Department</b>
Rachel E Harris (EYFS Teachers & Teaching Assistants)	Paul Crisell/Karine Early/Luisa Mason (Philip Oldroyd)	Chris Hooker	Music Teacher (Kim Hall)
Justin Shreeve/Kim Hall		Pippa Goedkoop, (Anita Wood, Tiffany Buirski)	
Karen Herrington			
Kitchen Manager /Other kitchen staff			
<b>Outbuildings</b> <i>(secondary Fire Marshals are shown in brackets)</i>			
<b>St. Albertus Magnus (Science and Hall)</b>	<b>St Joseph's (Art and DT)</b>	<b>Thomas More Centre (Years 3 and 4)</b>	
Madelon Burnett (James Clarke)	Jon Hinds (James Clarke)	Amber Tyrrell (Blanche Wallace, Tom O'Kelly, Kathryn James)	
Betsy Eisenhower (Tom Behan)			

## **Fire Drills**

- To be carried out at least once per term.
- Procedure attached.

## **Fire Detection, Alarm & Fighting Equipment**

- Fire alarm tests to be carried out weekly throughout the year by the Operations and Building Maintenance Officer (deputised as necessary by the Operations Manager), who signs and dates a record of the test.
- Any issues with alarms, automatic fire doors or anything else which is flagged up by the test must be immediately reported to the Operations Manager (01428 681024).

A maintenance contract is in place with JPS Fire & Security Ltd to:

- Inspect alarms twice a year.
- Inspect emergency lighting once a year.

Test certificates from JPS must be reviewed on the day of the visit and further action taken as soon as practical to ensure any recommendations are implemented. The test certificates should be placed on file.

The extinguishers are serviced annually by a qualified member of staff.

## **EVACUATION**

In the event of a need to evacuate a building for any reason the following procedures are to be followed:

### **1. Fire Alarm Sounded:**

The teacher should immediately lead the class out of the school by the nearest fire exit, taking the safest route to the assembly point. All windows and doors should be closed where possible without the teacher placing him or herself in danger.

#### **Assembly Point:**

- Primary Point - Prep School Playground ("the Slope")
- Secondary Site - Pre-Prep Playground (if smoke is blowing in the direction of the Prep School playground or it is being used for car parking)

#### **The first member of the SMT to arrive at the Assembly Point is in charge**

### **2. Registers/Team Lists:**

The School Secretary will ensure that the registers/team lists/absentee list/visitors' register for the day and the checklist "Areas of Responsibility for Fire Marshalls" are brought to the assembly point.

### **3. Pupils:**

On arrival children should line up in their class/forms and the form teacher should take a roll call immediately on arrival at the assembly point and immediately alert the SMT member-in-charge if a pupil is unaccounted for.

### **4. Staff & Visitors:**

The designated staff member will take a roll call of staff and visitors and immediately alert the SMT member-in-charge if a person is unaccounted for.

## **5. Evacuation of Buildings:**

Fire Marshalls must immediately report to the SMT member-in-charge to confirm that the areas they are responsible for have been evacuated. The SMT member-in-charge uses the checklist "Areas of Responsibility for Fire Marshalls" to make sure that all areas have been accounted for as being evacuated.

## **6. Fire Service:**

The SMT member-in-charge should:

- phone the Fire Service on 999, providing details of where the fire/possible fire is and whether it is known or reasonable to assume that people are still in the building.
- Send a responsible person, with the information above, to the end of the drive to guide in the fire appliance.

## **7. Return to Buildings:**

No person is to re-enter the buildings until it has been pronounced safe by the necessary authority.

## **8. Damage to Buildings:**

Once the fire service has arrived a decision will be made on whether the children can be sent into a building.

- **If the main school building is out of action:**

All Prep children will be taken to the Thomas More Centre & Pre-Prep to the Science Block (St Albertus Magnus) where they will remain supervised by their class teacher.

- **If the Thomas More Centre is out of action:**

All children will be taken to the main school building where they will remain supervised by their class teacher.

- **If there is no access to any building:**

Children will remain at the assembly point until arrangements can be made to have them sent to a safe place or home.