



ST PHILIP HOWARD CATHOLIC SCHOOL

# FIRE SAFETY DETAILED PROCEDURES

Approved by governors: June 2017

Review date: Summer 2018

This policy document sets out to convey how we as a school will work to ensure that we are as prepared as possible to cope in the event of a fire in school. It will detail how we practice for fire evacuation, how we train our staff to identify fire risks and what procedures we will follow in the event of a fire.

This document forms part of the Health and Safety/ Emergency Planning procedures of the school and should be considered in conjunction with these policies and procedures.

#### How do people know what to do in case of fire?

- Emergency Evacuation Procedures notices are displayed in every room in the school.
- Staff and Students are made aware of these procedures each September.
- Guidance is available at the main reception desk for all visitors to the site to read when they sign in on arrival at the school.
- A contractors' health and safety briefing note is issued informing contractors on action to be taken on hearing the evacuation alarm.

#### How will people be warned in case of fire?

- As soon as one of the smoke detectors is triggered or a fire alarm panel is broken the electronic alarm will sound.
- In the event of loss of power, the system has a battery back up of 3 hours

#### How will people know how to leave the building?

- There is a termly fire drill to ensure that staff and students are aware of their escape routes and behaviour expected of them.
- These drills will take place as follows:
  - Autumn term                      staff aware
  - Spring term                        surprise drill
  - Summer term                      surprise drill with exit route restriction.
- Contractors/visitors will receive guidance via the sign on the reception desk on arrival or the contractors briefing note. They will also follow the escape routes signs and other building users to the nearest exit.

#### How will we ensure that people with mobility issues are able to leave the building or be evacuated safely?

Personal Emergency Evacuation Plans (PEEPs) are in use in the school, and are prepared for all those persons in the school with either temporarily or permanently impaired mobility or impairments which may affect their ability to hear the main alarms.

The PEEP will give clear evacuation instructions to the individual, and a copy of the PEEP is held by the Student Office, Business Manager and Site & Premises. Should a student not be able to manage the stairs in an emergency, even seated, they will not be allowed to access the south block lift.

### How are the Fire Brigade advised and called?

- Our Fire alarm system automatically links with our intruder alarm systems which are monitored on a 24 hour basis by an external monitoring company. They will call the fire brigade immediately our alarm goes off. The duty member of the Site & Premises team also calls our monitoring service to check the Fire Service are on their way. Once the alarms go off the process is unstoppable. The Fire Brigade will be called and will attend site.
- No one is permitted to go back into the school buildings until the Fire brigade has checked that the school is secure and advises that we may go back in.

### Should staff attempt to fight the fire?

- The first priority of all staff is to see to the safety of the students. Once this has been and students are all safely evacuated those staff who are appropriately trained and feel competent to do so may attempt to fight the fire.
- In deciding whether to fight the fire all staff must ensure that they do not endanger either their own lives or those of others.
- If the Headteacher/Leadership team and/or the duty member of the Site & Premises team deem the risk to be too great this overrides any desire on the part of staff to fight the fire.

### Where should people assemble after evacuating the building?

- The Site and Premises team are to meet at the main alarm panel at the main school entrance.
- Assistant Network Managers meet with Site Team to provide assistance.
- All other users of the school assemble on the back playground.
- Staff and students assemble in their designated areas in accordance with the emergency evacuation procedure notices.
- All Teaching staff should report to the Head`s PA.
- Tutors should confirm all tutees present to the Deputy Headteacher.
- Support staff should report to the bursar.
- Visitors should report to the Receptionist. Contractors should report to their foreman who should confirm that all persons are safe to the Receptionist.
- Kitchen staff should report to the catering manager who must advise the Receptionist that all are present.

### Fire Brigade Liaison

- After reporting their own evacuation the duty member of the Site & Premises team and their assistants will ensure that no one goes back into the building and will meet the Fire Brigade on their arrival.
- Should it be decided that appropriately trained and competent staff will attempt to fight the fire the duty member of the Site & Premises team or their assistants will monitor this process. The other will act as Fire Brigade liaison.

### Site Access

- The front gates of the school will be closed and manned to avoid unaccounted for visitors / staff / students entering the site.
- If access to the rear of the school is required, the duty site team member will call on one of his assistants to unlock the back gate and man it until the fire brigade arrive.

### First Aid/ sick students

- The school Welfare Assistant will see to the evacuation of any students in the medical room at the time of the alarm.
- The Welfare Assistant will set up first aid/medical facilities on the field.

### Communication

- The Site Team, IT Team and Business Manager all have 2 way radios that will be used as the primary method of communication between the front and back of the school. The use of these radios is to be kept to a minimum (essential information only).
- The student office staff will take out with them the Emergency contact book, containing prints of students contacts and staff next of kin information.
- The school welfare assistant has a separate mobile phone, and one is also available in the Site office.
- Copies of the Emergency plan are located in the locker on the floor below the main entrance fire panel and the Site office, with all emergency plan forms and external contact information.

### How will we ensure that we are prepared for a fire:

- Termly fire drills will be held as detailed above with results being recorded. Following drills or false alarms feedback will be invited from staff and where appropriate issues reviewed and acted on.
- Staff training will be provided to ensure that key members of staff have received training in fire extinguisher usage and fire safety awareness
- Regular checks will be undertaken on emergency lighting installations
- Regular checks will be undertaken on the fire alarm systems of the school
- All fire call panels and smoke detectors will be tested on a rolling programme by site staff.
- A Fire Risk assessment will be carried out every 5 years by an external contractor, or sooner if there are significant changes to the buildings.
- The Fire Risk assessment and Fire Safety Policy will be reviewed annually by the Site Manager
- Governors will receive a report annually on all of the above matters.
- Students and staff are reminded at the start of each school year about fire risks as part of the Health and Safety information given out each September.
- The Health & Safety Committee will monitor any issues that arise and make recommendations to the Governing Body where necessary.