



Fire Safety Policy

Empathy, Respect, Forgiveness and Responsibility

Committee Responsible:	Resource, Finance and Personnel Committee
Approved Date:	26 th April 2021
Review Date:	April 2022

Mission Statement

At The King's CE School

we believe that everyone is unique and created in God's image.

We enable all to achieve their God-given potential;

to grow, learn and aspire;

to transform their lives and the lives of others

and to journey in faith without limits

within a unified, respectful and harmonious community.

'Aspire, Believe and Achieve Together'

Aspire to be the best that we can be... Believe that anything is possible... Achieve beyond what we ever imagined...

- ◆ Learn and worship in the name of God – Father, Son and Holy Spirit – revealed in the life, death, and resurrection of Jesus Christ and value, respect and celebrate all faiths and cultures.
- ◆ Believe in themselves and become successful adult – developing their vision, faith, ambition and aspirations.
- ◆ Develop a resilience and inner strength to overcome life challenges.
- ◆ Embrace life-enriching experiences and make well-informed lifestyle choices that promote health and wellbeing.
- ◆ Develop thinking skills and transferrable skills, working in partnership to become life-long learners.

The King's CE School recognises its legal and moral duty to safeguard students, visitors and staff against exposure to the hazards associated with fire.

The main responsibility for the implementation of this policy lies with the senior leadership team (SLT) and Paul Jarvis (Caretaker) is the responsible person for the premises.

The SLT of The King's CE School understand that students, staff and visitors, including any with challenging physical and mental health conditions, require the necessary support to positively achieve and maintain a high standard of Fire Safety.

To achieve this, SLT of The King's CE School will, in line with its Health and Safety Policy:

- Commit to complying with all relevant Fire Safety Legislation and best practice guidance where applicable.
- Discharge its responsibilities as a school to ensure that appropriate arrangements are in place to manage fire related matters.
- Ensure Fire Safety objectives have equal importance to other managerial objectives.
- Undertake to put appropriate arrangements in place to minimise the incidence of fire, safeguard life and protect our school from the effects of fire as far as reasonably practical.
- Ensure that fire risks are robustly assessed in line with our fire policy and ensure where necessary appropriate control measures are put in place to minimise the risks identified.
- To seek to provide an environment at The King's CE School that is safe and aware of the risks from fire, heat and smoke for all areas occupied or for which the school is responsible. Staff will receive sufficient information, training, instruction and supervision to achieve this.
- Set in place a clearly defined local management structure for the delivery, control and monitoring of fire safety measures.
- Ensure management and staff work together positively to achieve and maintain a high standard of Fire Safety.

Managing Fire Risk

a) Responsible Persons are:

- | | |
|---|-------------|
| • Miss. J. Langley (School Fire Safety Officer) | 01902558333 |
| • Mr. P. Jarvis (School Deputy Fire Safety Officer) | 07813314692 |
| • *(Local Fire Service Officer) | 01902712016 |
| • Mr. M. Webb (Local Authority Officer) | 01905551368 |
| • ABC Fire Protection (Fire Extinguishers) | 01952619141 |
| • Protec Fire (Fire Alarms) | 08702402545 |
| • Police Service | 08451135000 |

b) Fire Marshalls

The School has a legal obligation to appoint Fire Marshalls and provide adequate training for the role.

The following members of staff have volunteered to be Fire Marshalls for the different areas of the school and will receive appropriate training:

- | | |
|-------------------------|--|
| • World Zone | (1 st floor) Stephen Badger |
| • Work Zone | (2 nd floor) Alice Arnold |
| • Creative Zone 1 | (Drama, Music, Art) Emily Pugh |
| • Creative Zone 2 | (Internal Exclusion, English, Faith Centre, VCC) – Tom Lingard |
| • Practical Zone | |
| • Sports Hall/Pool Area | Emily Pugh |
| • Technology | Suky Mahay |
| • Kitchen Area/Canteen | Ruth Jones/Sid Ram |
| • AEN | Suky Mahay |

Evac chair – Anne Hurley – main staircase

Evac chair – Schem Badger – far staircase

As some staff leave and new staff join the School, first aid and Fire Marshal training will be offered in order to ensure we have sufficient staff fully trained to meet the School's requirements.

c) Fire Extinguisher Maintenance ABC Fire Protection 01952619141

d) Fire Alarm maintenance Protec Fire 08702402545

e) Emergency Lighting Cosgriff Whitehouse 01902451961

f) Students/Staff who require personal emergency evacuation plans (PEEP's) (See/ consult medical record)

g) Person in charge of School Emergency Evacuation.

- | | |
|---|-------------|
| • Miss. J. Langley (School Fire Safety Officer) | 01902558333 |
| • Mr. P. Jarvis (School Deputy Fire Safety Officer) | 07813314692 |

h) Other named individuals who assist with School Evacuation Plan.

- Mr. C. Green
- Mr. P. Sutton
- Mr. L. Lingard

- Miss. J. Langley
- Mrs R. Morgan Jones

How we deliver our fire duties:

- Fire Evacuation Plans/ Protocols
- Personal Emergency Evacuation Plan – (*see previous section*)
- Staff Training Records
- Fire Marshal Training Records
- Weekly Tests (records lodged with Caretaker)
 - Fire Alarm
- Monthly Tests (records lodged with Caretaker)
 - Flick Testing
 - Fire Risk Assessment
 - Fire Extinguishers
- 3 Monthly Tests (records lodged with Caretaker)
 - Emergency Lighting
 - Smoke Detectors
 - All Call Points and Bells
- Annual Tests (records lodged with Caretaker)
 - Fire Extinguisher Service
 - Fire Risk Assessment review (also after major works)
- 2 Yearly Tests (records lodged with Caretaker)
 - Portable Appliances (see Health and Safety Policy)

Appendix 1 - Fire Evacuation Plans/ Protocols

FIRE PRECAUTIONS

(A) Fire Drills

- | | | |
|-----|----------------------|---|
| (1) | Frequency | Once per term |
| (2) | Fire Exit Locations: | School 24
Technology building 7
Ground floor exits 3
Sports Hall 3
Exits in total 34 |
| (3) | Fire Call Points: | School 51
Technology building 9
Sports Hall 5
Fire Call Points in total 65 |

(B) On Discovery of

- (1) Sound the alarm.
- (2) Arrange to call the Fire Service immediately.
- (3) Supervise the evacuation of the Students.
- (4) Register Students at the Assembly Point (on the MUGA, multi-use games area)

If you discover a fire in school you will need to act calmly and quickly.
Do not attempt to put out the fire even if it is your fault.

RAISE THE ALARM. Do this by setting off the fire alarm. Break the fire alarm break glass at the call point. If it is a small fire you may feel confident to put the fire out. Do not attempt to tackle the fire if there is a danger of being trapped or you have not been trained. Always make sure that you have a clear escape route.

EVACUATION

A copy of the Fire Drill should be displayed in all form/teaching rooms. Students and staff should be aware of evacuation procedures.

On hearing the alarm, supervise the movements of the students to the designated assembly point by the safest and quickest route.

DO NOT SHORTCUT BY RE-ENTERING THE BUILDING.

Registers will be brought to Assembly Point by administration staff and given to Heads of Year.

If possible staff should turn off gas and electricity supplies in the room they are evacuating.

Close the door to the classroom.

All emergency escape routes and exits are clearly marked with a running man white on a green background.

Staff must be familiar with the inter door connections. Doors must be left unlocked during teaching periods.

Do not stop to collect personal belongings.

Administration Staff comply with demarcation of duties in event of a fire drill.

All staff are to comply with the detailed instructions in Staff Handbook (this is updated annually).

In the event of an evacuation, no member of staff, student or visitor shall re-enter in building without permission of the senior member of Staff present. Where there are members of the Police or Fire Brigade present, the senior member of Staff shall seek permission from the Fire or Police Officer in Charge.

It is not the policy of the local authority for employees to fight fires, however it is a requirement by law that all employees have training in the use of portable fire extinguishers.

FIRE FIGHTING MUST ALWAYS BE SECONDARY TO LIFE SAFETY.

ROLL CALL

One member of each team (Heads of Year for students, Lorraine Murphy for support staff and visitors) must report to the Control Point, reporting "All Present", or names of any missing, including staff.

Any pupils receiving out of class intervention for any reason should join their form groups for the role call/register

The Principal should be informed of anyone that is still "missing".

Site Management Staff to liaise with emergency services as required. All other support staff including catering and cleaning staff are to report to the appropriate designated person - see **Demarcation of Duties in Event of Fire** below.

First Aid Staff should carry out a First Aid Kit to the Control Point.

FIRE PREVENTION

All fire exits and escape routes must be kept clear at all times. Internal fire doors which help stop fire and smoke from spreading must be kept closed. External fire doors will be checked daily to ensure that they open easily from the inside.

Fire alarms will be tested once weekly by site management staff at a different point each time and records kept of the findings.

Fire fighting equipment will be tested annually and a record kept of the findings.

Fire warning systems (emergency lighting, smoke detectors, all call points and bells) will be tested quarterly and records kept of the findings.

DEMARCATON OF DUTIES IN THE EVENT OF A FIRE

Gates to tennis court to be opened upon the sounding of the fire alarm.	PE Staff
Fire Evacuation report from 'Entry Sign'	ROG
Pupil's signing in/out book	ROG
Cover sheet	MRR

PROCEED TO MEETING POINT

Registration of teaching staff sheet	MRR
Registration of non-teaching staff sheet	MUR
Registers for distribution to HoY	BAR
Distribution of Registers to Form Tutors	HoY
Registers from Form Tutors	HoY
'Absence List' from registers	HoY
Absence List to be given to BAR/ROG for checking	HoY
Check Student Absence list against Absence Report	ROG/BAR

REPORT TO LAN STAFF ATTENDANCE

MRR

REPORT TO LAN STUDENT ATTENDANCE

ROG/BAR

FIRE DRILL

STUDENT PROCEDURE

1. **WHEN THE ALARM SOUNDS:-** on hearing an intermittent sound from the fire alarm (i.e. 1 second on 5 seconds off) remain in school as normal. If the alarm then changes to a continuous sound, you must evacuate the school and assemble at the muster points as usual.

If the alarm sounds continuously without first having the intermittent sound, you must evacuate the school immediately.

Students stay quiet and listen to staff and follow instructions EXACTLY.

2. **WHEN MOVING:-**

- Students go with the group – **LEAVE THE BUILDING BY THE NEAREST AVAILABLE EXIT.**
- **DO NOT** push, run or overtake. Move quietly.

3. **ONCE OUTSIDE:-**

Assemble on the centre of the running track by the **SPORTS HALL AND TENNIS COURTS** and report to your form tutor.

4. **REMEMBER:-**

DO NOT TURN BACK

DO NOT RE-ENTER ANY BUILDING UNTIL TOLD

Fire Assembly Points

MUGA

9YHAT

7-1

7CMIL

7-2

7CYEO

7-3

7LLAR

7-4

7LCOX

7-5

7YCRO

8-1

8CDOL

8-2

8LBAL

8-3

8LVAN

8-4

8YHOP

6th Form in the
Basketball Court

VISITOR
RS

SLT

9-1 9CMOU

9-2 9LMIT

9-3 9YMCA

9-4 9YMCC

10-1 10CKEY

10-2

10-3

10-4 10YDEA

10-5

6-1
6CALL

6-2
6CCM
G

6-3
6LTAT

6-4
6YWIL

11-1

11CKU
D

11-2

11LEA
S

11-3

11LPR
E

11-4

11YBL
A

11-5

11YPA
T

ENTRANCE



Fire Action

Any person discovering a fire or symptoms of a fire:

1. Operate the nearest fire alarm or use any telephone and dial 999, stating your location.
2. Attack the fire if possible with the appropriate extinguisher **BUT NOT AT RISK OF PERSONAL INJURY.**

Action on hearing the fire alarm:

1. Leave the building by the nearest safe exit and make your way to the assembly point (Tennis Courts) – **DO NOT USE LIFTS.**
2. The fire marshal will take charge of the evacuation and ensure that no one (including any member of the public) is left in the building.
3. All doors, wherever possible, should be closed whilst evacuating the building to prevent the rapid spread of fire. Switch off any equipment that may be dangerous to leave on.



1. Do not stop to collect personal belongings.
2. Do not use lifts.
3. On reaching assembly point remain in an orderly manner, do not obstruct traffic flow.
4. No person to re-enter the building under any circumstances until instructed to do so by the senior officer.

EMERGENCIES

FIRE DRILL

A copy of the Fire Drill should be displayed in ALL Form / Teaching rooms. Both students and staff should be aware of the drill. Periodically Fire Drills will be held.

STUDENT SAFETY COMES FIRST

IF YOU DETECT FIRE:

1. Control the class.
2. Set off the *NEAREST ALARM*.
3. Direct class by *NEAREST WAY* to open air and then to *TENNIS COURT AREA* leaving property in room.
4. Telephone Fire Brigade by dialling (9)999 on nearest internal telephone.

IF YOU HEAR THE ALARM:

1. Direct the class to open air by *NEAREST SAFE WAY* (you in the rear), leaving property in room. Ensure windows and doors are closed. Lights off.
2. Assemble students on *TENNIS COURT* in allocated place.
3. Call the roll of *YOUR OWN FORM* having collected Register from Head of Year.
4. Report "all present" or names of any missing to Attendance Officer
5. Non-form Staff report to Business Manager.
6. Building check to be made by Site Management Team.

NOTES:

1. Registers will be brought to *FIRE ASSEMBLY POINT AREA* by *OFFICE STAFF* and given to Heads of House. If the alarm sounds prior to returning registers to the office, Form Tutors are responsible for bringing their registers with them.
2. The *NEAREST SAFE WAY* to the open air may not always be the *DIRECT ROUTE*
3. *STAFF* must be familiar with inter-block connections (alternative route). Doors must be left unlocked during teaching periods.
4. *NO STUDENT* will return to the building except on instruction from staff.
5. Form staff to report to ARD, once list checked.
6. Support staff to report to LM.
7. Peripatetic teachers to report to LM. Form staff to report to ARD, once list checked.
8. Staff on registration cover to substitute for form staff in ALL above functions.
9. Visitors to the School should be escorted to the fire assembly point by the host.

Principal to be responsible for Student control during the Fire Drill and dismissal assisted by all staff.