

POLICY STATEMENT : FIRE SAFETY

RATIONALE

As part of a general Health and Safety Policy for the school it is necessary for all staff and pupils to be aware of matters related to both fire prevention and the safe evacuation of school premises in case of fire. Emphasis is on the safety of life rather than the preservation of buildings.

PURPOSES

- To ensure that both pupils and staff (teaching and non-teaching) are aware of the procedures to be followed in the event of a Fire Alarm being sounded (Bomb scares will be treated in the same way).
- To reduce the risk of fire breaking out by minimising possible fire risks.
- To ensure safe passage of pupils and staff if the school buildings need to be evacuated.

GUIDELINES

- The Headteacher will issue to all staff (teaching and non-teaching) through the Deputy Head Administration:
 - i) **A policy statement : Fire safety.** ii) **A document : Fire Instructions**
- The document "Fire Instructions" will be read to tutor groups by tutors at the beginning of each term. **(An additional copy of this document will be made available for permanent display in every classroom).**
- **A FIRE NOTICE** ("RED" Card) will be permanently displayed in every classroom; this will give evacuation information for each particular classroom. (Each class using a room should be advised as to the location and details of this notice **at the beginning of each term** by the class teacher).
- Heads of Faculties/Departments should ensure that "Fire Instructions" and "Fire Notices" are displayed in their areas. (Available from Deputy Head Administration).
- Fire drills will be held termly. (An additional drill will occur in the Autumn Term).
- No smoking is permitted on school premises.
- Electric power points should not be overloaded.

- No supplementary heating should be in use except in the direction of/or with the agreement of the Headteacher.
- Fire doors should be left in the closed position at all times. Staircase enclosures and corridors must be maintained clear of obstructions and combustible materials or furnishings.
- All doors from classrooms (internal and external doors) should be kept unlocked and unobstructed whilst rooms are occupied.
- The Bursar will be informed of specific requirements of the caretaking staff with regard to checking fire-related equipment.
- Fire-fighting equipment should only be used by staff where its immediate use is vital either for the preservation of life or the securing of safe passage. Access to such equipment should be kept free from obstruction.

CONCLUSION

Health and Safety guidelines lay upon all staff a responsibility to maintain a safe working environment and to be informed regarding action to be taken in an emergency to secure the safety of pupils under their control.

E W Lyne

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FIRE INSTRUCTIONS

N.B:

- These instructions replace all previous instructions.
- **ALL** soundings of the **FIRE BELL** are to be treated as genuine; do **NOT** assume false alarms.
- Staff should read these instructions in conjunction with “**POLICY STATEMENT : FIRE SAFETY**”.

PUPILS

- Any outbreak of **FIRE** should be reported **IMMEDIATELY** to the nearest member of staff who will sound the **FIRE ALARM**.
- Response to the **FIRE ALARM** should be **immediate**.
- Leave the building, **walking** in an orderly manner at the direction of the teacher in charge of them. (Take bags and satchels with you but do **not** delay to pack them).
- If **not** under the supervision of a teacher at the time of the alarm, leave the building by the nearest exit. Join your class at the assembly point or if unable to do this, join the nearest available group.
- **Before and after school : Break : Lunchtime**

It is a basic school rule that pupils should **not** be inside buildings at these times **except** under the personal supervision of staff.

- Pupils under supervision when the alarm sounds will act at staff direction.
- Pupils in the school grounds should move to the nearest assembly point: **PARKSIDE CAR PARK AREA/PLAYGROUND;**

STAFF

- Whenever the **FIRE ALARM** sounds lead pupils to the assembly point stated on the **FIRE NOTICE** in each classroom.
- On arrival at assembly points organise pupils in rows in a quiet and orderly manner. (This will facilitate further movement, should it be required).
- Check that pupils registered present at the beginning of the lesson are present at the assembly point. (Heads of Faculty must ensure that Supply Teachers have teaching group lists).

- If a registered pupil is not at the assembly point **or** an extra pupil has become attached to the group please note this information on a piece of paper and pass it to the most senior teacher present. Such information should then be communicated to the Head/Deputies in the Administration area. (Staff should carry a piece of paper to the assembly points; the Head or a Deputy will be based in the Administration Area).
- It will be Head/Deputies responsibility to act on any such information:
 - Reconcile absentees from/additions to groups at assembly points.
 - Implement action in the case of an absentee.
- The Head or a Deputy will ascertain that a fire has started (**not** a false alarm) and ensure that the Fire Brigade is contacted.
- Return to classrooms will be signalled by six short bursts on the bell.

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