



Whole School

Fire Prevention and Evacuation Policy

Review Date: July 2020

Responsible: Board of Directors and Health and Safety Officer

1. Statement of Intent

The importance of raising awareness of Fire Safety is recognized and the school seeks to ensure all possible fire risks are addressed. In line with this aim, the school will:

- ensure the safety of staff and anyone else legally on the premises through effective: fire prevention, evacuation procedure and maintenance of fire routes and equipment
- ensure fire drills are carried out each year to raise awareness and confidence in fire procedure across the whole school.
- ensure the Main Communicators in the Fire Warden Teams are confident in contacting the Fire Services in the event of a fire
- ensure staff are appointed to act as Fire Wardens to take preventative and protective measures and to assist with evacuation in the event of a fire
- provide staff and those working on the site with a copy of this policy. It is school requirement that all those working on school site are provided with information about fire safety at the school.
- ensure that all classrooms have an up-to-date evacuation map and a security booklet so staff are aware how to exit the school from all rooms.
- ensure staff are given time during the first week of school to review the security booklet and policy.
- maintain fire routes, exits, signs, notices, emergency lighting and fire detectors, alarms and extinguishers

All staff must read this policy and be aware of the fire procedures. It is reviewed annually, or as legislation changes require. This policy should be read in conjunction with:

- Health and Safety Policy
- First Aid and Healthcare Policy

2. Fire Procedure

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk. It is the duty of the employees to familiarise themselves with the layout of the building and the fire exit routes.

- All emergency routes are clearly marked with FIRE EXIT SIGNS
- All emergency evacuation maps and security booklets are visible in each room

In the event of any member of the school community finding a fire they must:

1. Press the fire alarm button located in the corridors
2. Contact the offices to release the fire alarm and activate the evacuation procedure

The fire bell is a continuous sound and staff and pupils should follow the evacuation procedure:

3. If necessary, switch off appliances such as Bunsen burners etc. (do not wait to shut down your computer).
4. Evacuate via the appropriate route from the area of the school.
5. All pupils and staff must walk in silence and gather at the designated meeting point to be registered and receive further instructions.
6. The Fire Wardens check their area, closing doors, to ensure no-one is left inside the building

7. Once the building is secure and the Fire Chief has given the all clear, staff and pupils can enter the building quietly.

3. Roles and Responsibilities

The Board of Directors and the Health and Safety Officer have overall responsibility for fire prevention and evacuation, however, in order to ensure that all staff are aware of and know how to evacuate the three buildings efficiently and effectively the following members of staff have the responsibilities set out below.

Fire Chief (Juan Garrido)

The Fire Chief has overall responsibility for the fire prevention and evacuation of the school. When the fire bell sounds he will:

- Check the fire panel to establish the area of the fire. Fire panels are situated in the primary office, in the main office and in the corridor leading to the Early Years dining room.
- Contact the Fire Intervention Team and ask them to come to the area to proceed with the evacuation procedure.
- Coordinate the Fire Intervention Team and the Fire Wardens.
- Give the order to the Main Communicator, to contact the Fire Services, if there is a fire.
- Brief the Fire Services on arrival.
- Check that all staff and pupils are present at the designated meeting points, ensuring the building is empty.
- Give the order to inform staff and pupils that they may return to their classrooms, once he has confirmed that the building is safe and secure.

Fire Intervention Team (Maintenance department)

This team is made up from the maintenance department staff and follow the instructions given by the Fire Chief. They also:

- Check their designated areas to ensure that all staff and pupils have evacuated the building.
- Lead any visitors out of the building if necessary
- Go to the designated meeting points to confirm all staff and pupils are present.
- Give the instruction to return inside the building once it has been received from the Fire Chief.

Fire Wardens

The Fire Wardens are made up of Primary and Secondary staff and staff from the main office, the administration department and the Caxton Sport Center. They:

- Check that their designated area of the building is completely evacuated.
- Ensure all doors and windows are closed
- Lead any visitors out of the building if necessary
- Go to their designated meeting point and check with teachers that all students are present
- Confirm this with the Fire Intervention Team and await instructions.

Teaching Staff

Teaching staff who are teaching when the fire alarm goes off is responsible to ensure that their students evacuate the building. Upon hearing the alarm they will:

- Remind students to remain calm
- Ask pupils to line up and leave the classroom in an orderly and quiet manner
- Leave the building following their evacuation route
- Go to the designated meeting point and register the students (Secondary staff use paper copies of the register to check students are present and Primary staff complete a head count)

- Inform the Fire Intervention Team if any student is missing
- Wait for instructions

Office staff

In the event of an emergency that requires the school to close a message will be sent via the Parent Profile to all parents, requesting that they collect their child from a designated location.

5. Out of school hours

If the alarm sounds before 9.00am students and staff in the building will follow the normal fire procedure and evacuate to the designated meeting points. Then in the event of a fire, the Main Communicator will inform the Fire Services that there could be students in the building who cannot be accounted for.

After 5.15pm all students must evacuate to the designated meeting points following instructions from the staff on duty. Any member of staff running an event or club after school should have an accurate register of attendance which will be used. The member of the Fire Intervention Team in charge will update the primary/secondary office either by phone or in person as to whether the fire services has been called or if the alarm can be silenced and the pupils allowed back into the building.

6. Visitors

Fire evacuation routes are clearly labeled around the school, which visitors should follow. They will not be allowed into a building if the alarm is going off.

7. Contractors

Any contractors working on site must sign in at the Maintenance department and wear a visitors badge at all times. The contractor's host must ensure that they are briefed on the schools fire procedure including the no smoking policy. Any 'hot works' must be authorised by the Head of Maintenance.

8. Fire Risk Policy and Procedures

All records relating to Fire Safety are kept and maintained by the Health and Safety Officer. They are reviewed in consultation with the Board of Directors and records any matters arising. The following records are kept, maintained and reviewed:

1. The Fire Risk Assessment
2. The Fire Prevention and Evacuation Plan
3. The fire practice drill log
4. Certificates for the installation and maintenance of fire-fighting systems and equipment.

The Maintenance department carries out regular checks, walking the site, which include:

1. Fire exits and emergency routes are kept clear
2. Checks on all fire doors to ensure they remain closed unless attached to the fire alarm by magnetic means or a door guard is attached. These doors will automatically close when the fire alarm activates
3. Required exit bolts, panic bars and other fire door hardware should be functioning properly

4. Necessary exit signs, exit directional signs and lights should be functional and in good condition
5. All fire extinguishers are in their proper locations, available and in good condition
6. Proper housekeeping is being implemented by avoiding the accumulation of combustible debris, packing material, paper or other fire breeders
7. Leymo S.L. Extintores (approved contractor) carries out annual maintenance of fire extinguishers in June each year.
8. Girón Electrificaciones, S.L. carries out emergency lighting maintenance every three months.
9. Leymo S.L. Extintores (approved contractor) carries out annual maintenance of fire alarms in June. When the alarms are being tested, staff are informed previously so that no-one has to evacuate the building. If staff cannot hear the alarm clearly from any location they should advise the site team as soon as possible so that steps can be taken to rectify the problem.
10. Hazardous flammable substances are kept in a lockable safety storage cabinet and COSHH sheets are kept for these substances. In case of a fire this room will be kept closed.

All employees should:

1. Familiarise themselves with the security booklet and escape routes
2. Report to the line manager any concerns regarding fire safety
3. Ensure that doors are not held open by fire extinguishers or wedges and fire exits are not blocked
4. In accordance with the fire procedures, evacuate the building to a safe place without putting themselves or others at risk
5. Not attempt to extinguish a fire unless they have been specifically trained to do so
6. Comply with the school no smoking rule
7. Ensure classroom displays and work displayed in hallways should be set up with care; decorations can be a fire risk if hung near sources of heat or light fittings
8. Ensure clothing and costumes used for school events, which can be highly flammable, are never placed close to any heat source, e.g. footlights or other stage lighting
9. Remove from school buildings combustible material such as cardboard boxes and packaging unless they are required for educational purposes. When such materials are not in use they should be kept in a designated storage area. Hallways, stairways, entrances and exits should be kept clear and free of combustible materials. Stairways and hallways should always be kept clear
10. Use recycling and rubbish bins and paper should not be left lying around. Rubbish should not be allowed to collect in hidden places and particular attention should be paid to general tidiness and cleanliness, especially around electrical appliances
11. The site team will ensure the boiler and plant rooms must be kept clean, clear and locked
12. Have a responsibility towards ensuring electrical equipment must be used with care and kept in a safe working order. Electrical points must never be overloaded and wiring must be checked regularly.
13. It is the responsibility of the laboratory technician to provide the Head of Maintenance a list of flammable and / or toxic materials, chemicals and radioactive substances that are held within their locations. In the event of a major fire the fire services will require this information.

9. Risk Assessment on People with Disabilities

A risk assessment will be carried out on staff and students depending on their needs and a risk

assessment carried out. Staff will be made aware of the procedure to follow for these individuals.

10. How to act if the fire alarm goes off

- If the fire alarm sounds in the primary building or the dining room evacuation of the building should start immediately.
- If the fire alarm sounds in the secondary building there are two possible courses of action:
 - When the alarm is set off from a science laboratory during lesson times: It will be stopped at the central control point. If there is a fire, the alarm will sound again and the evacuation will proceed.
 - When the alarm is set off from a science laboratory out of lesson time or any other part of the secondary building at any time: The alarm will sound and if it has not stopped after 15 seconds the evacuation will proceed.
- Fire Wardens and First Intervention Teams must always be prepared to act in either of the above cases.

11. Fire Drills

Fire drills are necessary to ensure a safe, orderly, efficient and successful evacuation in the event of an emergency. Drills are an exercise in discipline, not speed. Complete cooperation and understanding are essential. Everyone should remain silent throughout drills.

Fire drills will be both scheduled and unannounced. There will be at least one per academic year for each of the primary and secondary buildings. Representatives from the Mutua are present during the evacuation to assess the evacuation and procedure is carried out efficiently and effectively. All fire alarm activations should be treated with importance and the Health and Safety Office will keep a record of these drills. Students also practice a bus and dining room evacuation once per year.