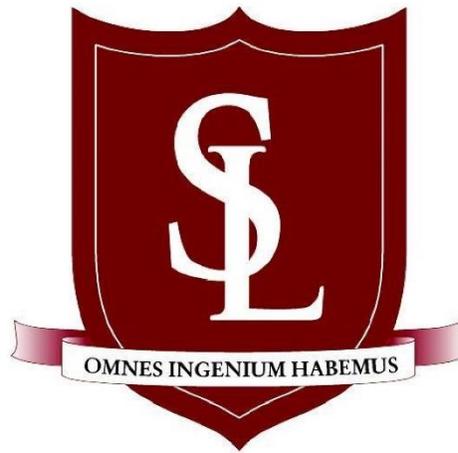

FIRE POLICY

South Lee School



Prepared by: M Watch (Headmaster)
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Introduction

Our priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity of the school in ensuring that staff, pupils and visitors do not add to the fire risk and through safe evacuation of our buildings if a fire breaks out. The fire safety policy, procedures and risk assessments at South Lee School are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

The Governors and Senior Management Team recognise that good management and careful maintenance of the School will reduce the risk of fire; also the School has a statutory responsibility under the Regulatory Reform Order (Fire Safety) 2005, to undertake a fire risk assessment of the premises and to act upon the findings of that assessment to reduce the danger from fire.

This policy sets out the responsibilities, arrangements and procedures to ensure that the School fulfils its statutory responsibilities and constantly works to provide and maintain a safe and secure environment for pupils, staff, contractors, commercial clients and any other visitors to the premises.

Organisation and arrangements

The Governors and Senior Management team will ensure that this policy is effective by:

- Making suitable and sufficient assessment of the risks to which persons are exposed, at least annually or earlier if there are significant changes.
- Making appropriate arrangements for the effective planning, organisation, control, monitoring and review of the preventative and protective measures.
- Ensuring that where a dangerous substance is present in, or on the premises, risks from that dangerous substance are either eliminated or reduced.
- Ensuring that the premises are equipped with appropriate fire-fighting equipment and with fire detectors and alarms and that any non-automatic fire-fighting equipment is easily accessible, simple to use and indicated by signs.
- Ensuring that routes to emergency exits from the premises and the exits themselves are kept clear at all times and that emergency routes and exits lead as directly as possible to a place of safety.
- The establishment of procedures in case of serious and/or imminent danger.
- Ensuring that any facilities, equipment and devices provided in respect of fire safety are maintained in an efficient state, working order and good repair.
- The appointment of a sufficient number of competent persons to assist in undertaking the preventative and protective measures.
- Providing pupils, staff, contractors and other visitors with comprehensible and relevant information.
- The provision of adequate safety training to staff at the time when they are first employed and on their being exposed to new or increased risks.

Roles and Responsibilities

Responsibilities for Fire Safety are as follows:

Fire Officer(s) – Deputy Head & Bursar

RESPONSIBILITY	RESPONSIBLE PERSON(S)	DEPUTY (in event of absence)
Overall responsibility for fire safety at the School	Headmaster in conjunction with the Bursar	Deputy Head
Ongoing responsibility for monitoring fire safety policy and procedures and ensuring that these are put into practice	Headmaster Bursar Health and Safety is a standing item on the HR Governors meetings and the Full Board meetings of the Governors	N/A
Day to day inspection, maintenance and testing of fire-fighting equipment and alarm system	Site Manager in conjunction with equipment providers	N/A
Development and updating of 'Fire Evacuation Procedures' and publication of documentation to all staff	Fire Officer in conjunction with Bursar	N/A
Provision of lists and documents in relation to Fire Evacuation (see Appendix 3)	Fire Officer in conjunction with School Secretary	N/A
Co-ordination of emergency evacuations and fire drills	Deputy Head in conjunction with the Bursar	Senior Management Team member on duty
Review of all fire drills	Deputy Head	SMT
Ensuring that all pupils, staff and other visitors leave the buildings safely in the event of emergency evacuation	All Staff	
Calling Fire Brigade	School Secretary (office hours) Fire Officer (all other times when pupils on site)	Outside of normal school hours, the person running the activity or group.
Fire safety induction training for new staff and regular training updates for all staff	Bursar in conjunction with the Fire Officer	N/A
Fire safety training for pupils	Form Teachers in conjunction with Fire Officer	N/A
Instruction and training on Fire Evacuation Procedures for Pre-Prep staff and pupils (see Appendix 6)	Head of Pre-Prep in conjunction with Fire Officer	N/A
Instruction and training on Fire Evacuation Procedures for EYFS staff and pupils	Head of EYFS in conjunction with Fire Officer	N/A

Fire awareness and information on evacuation procedures for 'signed in' visitors and contractors	Receptionist	N/A
Regular checking (daily/weekly) of designated areas and maintenance of high standards of housekeeping and safe working practices	Site Maintenance overall responsible in conjunction with all staff.	N/A
Monitoring weekly fire safety checks	Site Manager	Deputy Head
Recording attendance of pupils (during normal School hours)	Designated member of staff on the door and Class Leaders in the classrooms (EYFS) Form teachers (Years 1 – 8)	Designated Deputy / Cover staff
Recording attendance of pupils between normal School hours and Clubs/ end of 2 nd Prep	Members of staff leading activities.	Designated Deputies
Signing out pupils leaving the site during the school day (see below)	Parent / Guardian	N/A
Production / update of signing out lists	School Receptionist	Designated back-up
Recording attendance of staff (Academic)	Individual members of staff (see section 2.1.1)	N/A
Recording attendance of staff (Support staff)	Head of Department / Supervisor/Shift Leader	Designated back-up
Recording attendance of visitors on site	School Receptionist	Designated back-up
Recording attendance of contractors on site	Site Manager	Designated Deputy
Collating, checking and attaching daily absentee list and visitor list to Fire List Board	School Receptionist	Designated back-up
Compliance with fire safety policy, rules and procedures and a proactive approach to maintaining and improving fire safety	Health and Safety Consultant in conjunction with all staff	N/A
Portable Appliance (PAT) testing	Contract electrician in conjunction with Site Maintenance	N/A
Maintenance/update of Fire Review Logs	Fire Officer	N/A
Fire Risk Assessment	Bursar in conjunction with External consultant	N/A
Ensuring that fire doors are kept closed except when in use.	Department Heads (department areas) All staff and pupils (classrooms and other communal areas)	

Signing in/out

EYFS (Nursery): Parents/Guardians are required to collect their child from the EYFS setting, whereupon the member of staff supervising that child will amend the written register by blacking out the child's name. On returning to School, the name will be added to the written list and highlighted in Yellow.

Pre-Prep School (including Kindergarten): Parents/Guardians are required to sign their child out before removing them from the Pre-Prep School. The Signing in and out book is situated in the main school office.

Prep School: Parents/Guardians are required to sign their child out before removing them from the Prep School. The signing in and out book is situated in the main school office.

Away matches and other off-site activities: The member of staff in charge of the activity must ensure that all pupils in his/her charge return to the School. If the return is outside normal School hours, the member of staff will remain with the group until all pupils have been collected. If a parent/guardian wishes to collect his/her child directly from the off-site venue or make some other alternative arrangement, this must be arranged, if possible in advance, with the member of staff in charge.

Procedures

General

Before the start of each School term the Bursar/ Fire Officer will:

- Remind all staff of the 'Fire Evacuation Procedure' (see Appendix 1)
- Ensure that relevant documentation is up to date and published to all staff.
- Ensure that new members of staff are familiar with and understand their role in the Fire Evacuation Procedure.

Weekly Fire Safety Checks

All staff and pupils will be educated to remain aware of fire safety at all times and to adopt and maintain good housekeeping routines on a day-to-day basis.

Fire safety checks will be carried out, logged and recorded each week by the Site Manager. The appropriate form will be filled in and reviewed by the Bursary / Maintenance Department.

Checks will be monitored and records kept by the Bursar.

At the beginning of each School term:

- Staff with night time fire evacuation responsibilities will be fully informed of their duty nights/times and responsibilities by the Head of Boarding. These staff will be provided with a full set of documents detailing their duty times and responsibilities. Staff will be required to acknowledge receipt of this documentation, in writing (see Appendix 4).
- A full evacuation will be practised within the first few days of term on the first morning of each term with staff in position. Any problems will be followed up and rectified.
- All pupils will be advised about fire procedures, with reference to this document, at the first assembly of each School term.
- All practices and drills will be recorded by the Fire Officer in the Fire Review Folder stored on [..\..\Fire](#) and a copy of the review is given to SMT.

Ongoing throughout the year:

- Fire extinguishers and blankets are checked every week by the Site Manager, and records of these are kept in the Site Maintenance office.
- The fire alarms are tested once a week by the Site Manager to ensure that the alarm is audible in all areas of the School. Every test will be recorded by the Site Manager and action will be taken immediately to rectify any problems (these usually take place at 4.45pm every Friday whilst the pupils are in school). This is also carried out during the school holidays, apart from the Christmas shutdown where there is no one on site.
- The Fire Panel Board is checked weekly and all faults shown on the Fire Panel Board will immediately be reported to the Site Manager and/or Bursar, who will take the necessary action to rectify any problems.
- All staff completing risk assessments and fire safety checks will consider and report any fire hazards to the Health & Safety Coordinator / Site Manager e.g. faulty electrical equipment, blocked fire exits etc.
- All fire doors will be kept closed at all times when not in use and free from obstructions.
- An electrical shutdown test is carried out every month to ensure that all emergency lighting is in working order should the school lose power. Records of these are kept in the Site Maintenance office.

- Staff and pupils will immediately report all possible fire hazards to a responsible person i.e. pupils will report to any member of staff, staff report to Bursar or Site Manager.

Training

- All staff will receive Fire Awareness training as part of their employment induction process.
- All staff will receive update/refresher training at least every two years.
- All staff will be required to acknowledge receipt and understanding of the School's Fire Awareness policy and procedures. Failure to comply with the Fire Awareness policy and procedures will result in action being taken in accordance with the School's Staff Disciplinary policy and procedures.

Smoking

Smoking is not allowed on the School site. Failure to adhere to this will result in disciplinary action.

Housekeeping

Every member of staff will ensure that their own work area is kept tidy and that combustible material is kept clear of electrical appliances, lights etc. All staff will also ensure that fire exits in their work area are not blocked and that fire doors are kept closed when not in use.

Heads of Department (or designated deputies) and designated academic staff will carry out regular inspections in their area of responsibility to check for potential fire hazards and to ensure that good housekeeping is maintained. All pupils will be educated and regularly reminded so that they understand the importance of fire awareness, remain vigilant and practise good housekeeping around the School and grounds.

Hazardous Materials

The School has a separate policy relating to the management of hazardous materials and waste.

Maintenance and Security

Maintenance

The Senior Management team recognises that maintenance of buildings is an essential part of fire protection. Whenever workmen or contractors are carrying out repairs or alterations, there will be adequate supervision by the Site Manager to ensure that any temporary arrangements made for heating or lighting, or for 'hot work' are properly risk assessed and that adequate precautions are taken in respect of fire safety.

Fixed and portable fire-fighting equipment will be regularly inspected, maintained, not used for any other purpose and protected against sabotage attempts.

Fire doors will be fitted with self-closers and regularly checked / maintained to ensure that they meet the standards required.

Security

Doors, windows and cupboards containing inflammable materials will be kept in good repair and locked when not in use (including the Science Laboratory). Keys will be distributed only to a restricted number of people.

The Site Manager will undertake a lock-up routine at the end of every day to ensure that:

Every entry point to the School building is secure against intruders.

No combustible material is left lying around.

No unauthorised people are on the premises.

Alarms are switched on.

External lighting is switched on.

Equipment is safely shut down where necessary.

Fire doors are closed.

Evacuation procedure (DAYTIME)

1) On discovering a fire a member of staff must sound the fire alarm and notify the office.

A child, on discovering a fire, should immediately tell a member of staff. If no member of staff is available, the child should operate the alarm.

2) The fire bell means, "Everyone to evacuate".

3) On hearing the fire alarm, all staff and children should leave the building immediately, in silence, by the nearest exit, and assemble on the netball courts. If it is safe to do so, windows should be closed and doors shut on leaving the room. Toilets should be checked by the nearest teacher. Belongings should not be collected.

4) The office will keep a timetable of visiting staff so they can be accounted for.

5) Pupils not with their form for any reason, are instructed to make their own way out of the building by the nearest exit. They should report immediately to the nearest member of staff, who will inform the teacher in overall charge.

6) Children are to assemble in silence by registration groups: Forms, from Nursery to Year 8.

7) The office staff are responsible for taking the mobile phone, visitor's book and the registers outside. The registers will be distributed to form teachers and tutors who will take a roll call. Teachers or tutors must inform the teacher in overall charge if any child is unaccounted for.

8) The most senior member of staff present is to take charge and his/her main duties are to ensure that:

- all children and staff are away from danger.
- everyone who was in the building is accounted for.
- the fire brigade has been called.

9) If a fire should occur during lunch or when children are together in the hall, the teacher on duty, or taking the group, should take charge to ensure an orderly evacuation. The procedure will be discussed regularly so all staff know what to do.

10) If a fire occurs during a break, the lunch assistants or teacher on duty should ask the children to line up on the netball courts. Children inside the building will leave immediately and line up outside. Staff will leave immediately checking any toilets on their exit route if safe to do so.

11) No-one will enter the building again until told it is safe to do so by the senior fire officer.

12) School productions – At the beginning of each main school production visitors will be told, in the event of a fire, where to exit the building and to congregate on the main playground (in the accessible areas between any cars).

13) If at any time pupils, visitors and staff are found to be in danger from smoke or flying debris from a building fire, when standing on the playground, they should be evacuated off the site, across the road onto a safe area within the Victory grounds.

EMERGENCY EVACUATION PROCEDURE (Non-School Staff)

School and other Functions/Events/Activities (Event Coordinator or nominated person)

In the event that you or others discover a fire, the procedure to be followed is detailed below.

- Sound the alarm using the nearest alarm activation point.
- Ensure that all persons from your area are evacuating the premises.

- Inform the nearest member of the South Lee School staff of the fire and if possible its location.
- Leave the building by the nearest safe route. (Instructions indicating the route to follow are displayed in every room in the building).
- Go to the Fire Assembly Point (on the Netball Courts) and assemble in a group, keeping clear of any pupil groups that may be in the assembly area.
- Await further instructions from a Senior Member of the South Lee School Staff or the Fire and rescue authority.

In the event that the fire alarm sounds and you have not been informed by staff in advance that a test is planned, the procedure to be followed is detailed below.

- Leave the building by the nearest safe route. Instructions indicating the route to follow are displayed in every room in the building.
- Go to the Fire Assembly Point (on the Netball Courts) and assemble in a group, keeping clear of any pupil groups that may be in the assembly area.
- Await further instructions from a Senior Member of Staff, or the Fire and rescue authority.

APPENDIX

PROVISION OF LISTS AND DOCUMENTS IN RELATION TO FIRE EVACUATION

- The Fire Officer and Bursar are responsible for the collation and publication of all lists and documents relating to Fire Evacuation.
- The Fire Officer (or designated Deputy), in conjunction with the School Secretary, will ensure that the Fire List Board is kept up-to-date in the School Office.
- The School Secretary (or designated back-up) is responsible for collating, checking and attaching the daily absentee list and visitor list to the Fire List Board.

LISTS TO BE ATTACHED TO THE FIRE LIST BOARD AT ALL TIMES DOCUMENT	TO BE UPDATED/PROVIDED BY:
Registration lists	School Secretary
Full list of all staff	Deputy Head
Full list of visiting music staff	Director of Music
List of all visitors 'signed in' to the building	School Secretary
Full 'Parents address and telephone' list	School Secretary

Reviewed September 2016